Request for Proposal (RFP)

Date: 14 March 2006

Dear Sir/Madam,

Subject: RFP for the Mid-term Evaluation and Documentation
of the FGM Free Village Model Project

1. You are requested to submit a proposal for the mid-term evaluation and
   documentation, as per enclosed Terms of Reference (TOR).

2. To enable you to submit a proposal, attached are:
   i. Instructions to Offerors (Annex I)
   ii. General Conditions of Contract (Annex II)
   iii. Terms of Reference (TOR) (Annex III)
   iv. Relevant documents related with the project (Annex IV)

3. Your offer comprising of technical proposal and financial proposal, in separate sealed
   envelopes, should reach the following address no later than 2 April 2006 to

   Simona Galbiati
   Programme Officer
   UNDP
   1191 Corniche El Nil
   World Trade Center Building, 4th Floor
   Boulac, Cairo, Egypt
   PO Box 982 Post Code 11599
   Telephone: 02.5784840-6 ext. 153
   Fax: 02.5784847
   e-mail address: simona.galbiati@undp.org

4. If you request additional information, we would endeavor to provide information
   expeditiously, but any delay in providing such information will not be considered a
   reason for extending the submission date of your proposal.

5. You are requested to acknowledge receipt of this letter and to indicate whether or not
   you intend to submit a proposal.

Yours sincerely

[Signature]

Antonio Vigilante
UNDP Resident Representative

Rev Oct 2000
Annex I

Instructions to Offerors

A. Introduction

1. General

The FGM-Free Village Model is a project implemented by the National Council for Childhood and Motherhood (NCCM) in partnership with the United Nations Development Programme (UNDP) and the Donor Assistance Group (DAG). The project represents an initiative towards the elimination of the practice of Female Genital Mutilation in Egypt. The objective of the project is to eliminate the social pressure around women, targeting communities as a whole, addressing 120 villages in Upper Egypt, where the presence of FGM is almost universal, and in Lower Egypt. In order to have a solid expansion and replication of the successful model implemented, the project felt the need to document and evaluate the process and the methodology used by the FGM-Free Village Model Project in order to create an updated, reliable and consistent knowledge and information that can be used to support policy dialogue on FGM and the transfer of experience to other communities across Egypt as well as in other countries where FGM is practiced. The documentation/evaluation will capture community initiatives and other workable approaches for the various target groups paving the way for a larger scale replication across the country. Documentation and evaluation are two important steps that shall identify the key elements of success to define the project as a best practice and at the same time shall help to identify challenges and lessons learned to support a solid expansion phase.

2. Cost of proposal

The Offeror shall bear all costs associated with the preparation and submission of the Proposal, the UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. Preparation of Proposals

5. Language of the proposal

The Proposals prepared by the Offeror shall be written in the English language.

6. Documents comprising the proposal

The Proposal shall comprise the following components:

(a) Technical Proposal
(b) Financial Proposal
7. Technical Proposal

The Offeror shall structure the technical part of its Proposal as follows:

(a) Organization Profile

This section should provide a brief description of the Offeror's activities related to research and development. It should focus on services related to the Proposal (evaluation and documentation). The Offeror should comment on its experience in similar projects and should provide its vision about the issue of FGM. The Offeror should identify the person(s) representing the Offeror in any future dealing with the procuring UNDP entity.

(b) Resource plan

This should fully explain the Offeror's resources in terms of personnel and facilities necessary for the performance of this requirement. It should describe the Offeror's current capabilities/facilities and any plans for their expansion. This section should also provide information and CVs about the group of experts that will become responsible for the contract, and the general management approach towards a project of this kind.

(c) Proposed methodology

The TOR provides a suggested methodology. The evaluation team can propose changes and suggestions that will need to be approved before starting the evaluation. This section should demonstrate the Offeror's responsiveness to the specification by providing a detailed description of the methodology proposed in order to have a solid evaluation.

(d) Proposed report outline.

The report outline should take into consideration that the main scope of the evaluation is to produce a documentation that will serve as a guideline for the replication of the model tested by the project. Suggested areas of focus have been highlighted into the TOR

(e) Proposed time-line.

A proposed timeline is included in the TOR. The evaluation team should proposed a more detailed timeline that suits the methodology proposed.

*The operational and technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Financial Proposal.*

8. Financial Proposal

The Offeror shall provide an appropriate financial proposal; all prices shall be quoted in Egyptian Pound. The Financial Proposal must provide a detailed cost breakdown.
9. Format and signing of proposals

The Offeror shall prepare three copies of the Proposal. The three copies of the Proposal shall be typed or written in indelible ink and shall be signed by the Offeror or a person duly authorised to bind the Offeror to the contract.

C. Submission of Proposals

10. Sealing and marking of proposals

The Offeror shall seal the Proposal in one outer and two inner envelopes, as detailed below.

(a) The outer envelope marked with “RFP for the Mid-term Evaluation and Documentation of the FGM Free Village Model Project” shall be addressed to:

Simona Galbiati  
Programme Officer  
UNDP  
1191 Corniche El Nil  
World Trade Center Building, 4th Floor  
Boulac, Cairo, Egypt  
PO Box 982 Post Code 11599

(b) Both inner envelopes shall indicate the name and address of the Offeror. The first inner envelope shall contain the Technical Proposal (in three copies) duly identified as such. The second inner envelope shall include the Financial Proposal (in three copies) duly identified as such.

Note, if the inner envelopes are not sealed and marked as per the instructions in this clause, UNDP will not assume responsibility for the Proposal’s misplacement or premature opening.

11. Deadline for submission of proposals

Proposals must be received by UNDP at the address specified under clause Sealing and marking of Proposals no later Sunday 2 April 2006 at 4 pm, local time.

UNDP may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents, in which case all rights and obligations of the procuring UNDP entity and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

12. Late Proposals

Any Proposal received by the procuring UNDP entity after the deadline for submission of proposals, pursuant to clause Deadline for the submission of proposals, will be rejected.

13. Modification and withdrawal of proposals

The Advertising Agency may withdraw its Proposal after the Proposal’s submission, provided that written notice of the withdrawal is received by UNDP/NCCM prior to the deadline prescribed for submission of Proposals.
D. Opening and Evaluation of Proposals

14. Evaluation and comparison of proposals

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any financial proposal being opened and compared. The financial proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical proposals.

The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

In the Second Stage, the price proposal of all contractors, who have attained minimum 70% score in the technical evaluation will be compared.

The evaluation weight of the technical part is 80% while the financial part will be 20%.

**Technical Evaluation Criteria**

<table>
<thead>
<tr>
<th>Summary of Technical Proposal Evaluation Forms</th>
<th>Score Weight</th>
<th>Points Obtainable</th>
<th>Company / Other Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Expertise of Organization in evaluation and documentation and experience of team responsible for the task</td>
<td>30%</td>
<td>300</td>
<td>A</td>
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<tr>
<td>2. Vision and approach to FGM</td>
<td>20%</td>
<td>200</td>
<td>A</td>
</tr>
<tr>
<td>3. Proposed methodology and Approach</td>
<td>50%</td>
<td>500</td>
<td>A</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
<td></td>
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</tbody>
</table>
15. Opening of proposals

The procuring entity will open the Proposals in the presence of a Committee formed by NCCM and UNDP.

16. Clarification of proposals

To assist in the examination, evaluation and comparison of Proposals, the UNDP/NCCM may at its discretion, ask the Offeror for clarification of its Proposal.

E. Award of Contract

17. Award criteria, award of contract

UNDP/NCCM reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for the Purchaser’s action.

UNDP will award the contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organisation and activity concerned.

18. Signing of the contract

Within 7 days of receipt of the contract the successful Offeror shall sign and date the contract and return it to the Purchaser.
1. **LEGAL STATUS**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis UNDP. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2. **SOURCE OF INSTRUCTIONS**

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action which may adversely affect UNDP or the United Nations and shall fulfil its commitments with the fullest regard to the interests of UNDP.

3. **CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4. **ASSIGNMENT**

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5. **SUB-CONTRACTING**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform with the provisions of this Contract.

6. **OFFICIALS NOT TO BENEFIT**

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7. **INDEMNIFICATION**

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract.
This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8. INSURANCE AND LIABILITIES TO THIRD PARTIES

8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:

(i) Name UNDP as additional insured;

(ii) Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNDP;

(iii) Provide that UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

8.5 The Contractor shall, upon request, provide UNDP with satisfactory evidence of the insurance required under this Article.

F. 9. ENCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10. TITLE TO EQUIPMENT

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

UNDP shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to
products, or documents and other materials which bear a direct relation to or are
produced or prepared or collected in consequence of or in the course of the
execution of this Contract. At the UNDP's request, the Contractor shall take all
necessary steps, execute all necessary documents and generally assist in securing
such proprietary rights and transferring them to UNDP in compliance with the
requirements of the applicable law.

12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED
NATIONS

The Contractor shall not advertise or otherwise make public the fact that it is a
Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the
name, emblem or official seal of UNDP or the United Nations, or any abbreviation of
the name of UNDP or the United Nations in connection with its business or otherwise.

13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION

13.1 All maps, drawings, photographs, mosaics, plans, reports, recommendations,
estimates, documents and all other data compiled by or received by the Contractor
under this Contract shall be the property of UNDP, shall be treated as confidential
and shall be delivered only to UNDP authorized officials on completion of work under
this Contract.

13.2 The Contractor may not communicate at any time to any other person,
Government or authority external to UNDP, any information known to it by reason of
its association with UNDP which has not been made public except with the
authorization of UNDP; nor shall the Contractor at any time use such information to
private advantage. These obligations do not lapse upon termination of this Contract.

14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

14.1 Force majeure, as used in this Article, means acts of God, war (whether declared
or not), invasion, revolution, insurrection, or other acts of a similar nature or force
which are beyond the control of the Parties.

14.2 In the event of and as soon as possible after the occurrence of any cause
constituting force majeure, the Contractor shall give notice and full particulars in
writing to UNDP, of such occurrence or change if the Contractor is thereby rendered
unable, wholly or in part, to perform its obligations and meet its responsibilities
under this Contract. The Contractor shall also notify UNDP of any other changes in
conditions or the occurrence of any event which interferes or threatens to interfere
with its performance of this Contract. The notice shall include steps proposed by the
Contractor to be taken including any reasonable alternative means for performance
that is not prevented by force majeure. On receipt of the notice required under this
Article, UNDP shall take such action as, in its sole discretion, it considers to be
appropriate or necessary in the circumstances, including the granting to the
Contractor of a reasonable extension of time in which to perform its obligations under
this Contract.

14.3 If the Contractor is rendered permanently unable, wholly, or in part, by reason of
force majeure to perform its obligations and meet its responsibilities under this
Contract, UNDP shall have the right to suspend or terminate this Contract on the
same terms and conditions as are provided for in Article 15, "Termination", except
that the period of notice shall be seven (7) days instead of thirty (30) days.

15. TERMINATION

15.1 Either party may terminate this Contract for cause, in whole or in part, upon
thirty days notice, in writing, to the other party. The initiation of arbitral proceedings
in accordance with Article 16 “Settlement of Disputes” below shall not be deemed a termination of this Contract.

15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures.

15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, UNDP may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNDP of the occurrence of any of the above events.

16. SETTLEMENT OF DISPUTES

16.1. Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2. Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party’s request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority
refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNDP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor’s invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19 CHILD LABOUR
19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child’s education, or to be harmful to the child’s health or physical mental, spiritual, moral or social development.
19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

MINES

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

OBSERVANCE OF THE LAW

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

AUTHORITY TO MODIFY

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the authorized official of UNDP.
Terms of Reference (TOR)

Documentation and Evaluation of the FGM-Free Village Model

The FGM-Free Village Model started in January 2003 covering 60 villages in 6 governorates of Upper Egypt. Results are very encouraging: the issue is widely discussed in TV and press (while it was carefully avoided in the past), the communities have been empowered by the extensive communications and advocacy campaign, and now we witness a clearly growing trend of rejection, especially among youth. In June 2005 the first village in Upper Egypt made a public solemn declaration to prevent the practice of FGM, widely publicized on national and international TV. Other two public declarations followed in another governorate (November and December 2005). After two years of using various educational and training approaches to reach out to families, community leaders, health workers and religious leaders, some communities are now able to overcome peer pressure and convince families not to circumcise their girls. Community life and general participation in other local development issues has been promoted and energized and volunteerism spread. After three years from the beginning of the project, a new phase is going to expand and replicate the initiatives to stop FGM/C to other 60 villages in Upper and Lower Egypt.

In order to have a solid expansion and replication of the successful model implemented, the project felt the need to document and evaluate the process and the methodology used by the FGM-Free Village Model Project in order to create an updated, reliable and consistent knowledge and information that can be used to support policy dialogue on FGM and the transfer of experience to other communities across Egypt as well as in other countries where FGM is practiced. The documentation/evaluation will capture community initiatives and workable approaches for the various target groups paving the way for a larger scale replication across the country. Documentation and evaluation are two important steps that should be conducted by the same Organization in order to minimize efforts and maximize synergies.

Objectives of the evaluation

UNDP/NCCM have initiated the evaluation and documentation process as an exercise at the mid-term of the project implementation to collect effective tools for the replication of the project at national level.

The evaluation and documentation will provide donors, project partners and other relevant national and international stakeholders with an independent view point of the status, relevance and performance of the project. It will also assess whether the project has successfully accomplished its objectives towards the UNDP Country Programme outcome and the NCCM priorities. In addition to reviewing technical and managerial aspects, the documentation/evaluation will analyze the comprehensive and innovative approach adopted by the FGM free Village Model and the possibilities to replicate the model in other communities.

The findings of the mission shall identify the key elements of success to define the project as a best practice and at the same time shall help in re-orientation and re-prioritizing of project activities as needed, and facilitate in addressing specific issues by the project team. On this basis decisions will be made for the second half of the project to ensure a successful implementation, an exit strategy and project sustainability.
**Proposed methodology**

The documentation/evaluation shall be conducted revising all the documentation/materials available and through participatory evaluation methods including the use of focus group discussions, in depth interviews, household surveys, field visits, control groups, etc. that will test and evaluate the approach. The Organization selected will work in close collaboration with the project team and the UNDP program officer in charge, who are involved in the process since the beginning: they will facilitate the link with the local communities, the direct beneficiaries of the project and other stakeholders involved (ministries, journalists, doctors, religious leaders, youth.....).

The evaluation team shall analyze the different tools/methodology/approach adopted by the project and should capture the success of these tools and methodology related to their contribution to the main objectives of the project that are as follows:

1. create a supportive atmosphere versus the abandonment of FGM
2. spread a unified and appropriate message within and outside the targeted villages
3. Overcome the resistance that was normally challenging previous interventions.

The evaluation shall cover the following points:

1. The **process** and the methodology used by the FGM free village model project
2. The **impact** of the project in terms of attitude towards the practice
3. **Recommendations** to scale up the project to reach a national coverage.

The prevalence of the practice will be measured relying on the analysis of existing surveys (EDHS, MOHP study and others) without collecting new data.

The project document, as initially formulated, provided output indicators that have been monitored during the course of the project implementation and will be provided to the evaluation team. It’s recommended that the evaluation documentation shall focus on process and impact indicators that should be measured at village, governorate, and national levels, including:

- Change in knowledge, language, and terminology on all FGM aspects.
- Change in attitudes; a change from approval to disapproval of the practice, or a change in intention to circumcise a daughter.
- Committed people (youth, doctors, religious leaders, NGOs activists, media people) advocate against FGM practice.
- Public declaration against the practice in the village.
- Engage new group in the project activities (e.g. school and university students, academics, media people, opinion leaders, government officials).
- Public discussion around FGM; is FGM still a taboo in public discussion, or FGM issue is raised repeatedly in the press, television, radio, internet,...
- Effectiveness of the project 's approaches and tools; appropriateness, availability to be replicable, flexibility,

**Scope of the evaluation**

The suggested sample should include 15 villages (12 main villages where the project is working and 2-3 control villages, with an equal distribution per governorate)

The scope of work should focus on the following aspects:

1. **Basic info.** The FGM problem in Egypt, previous efforts against FGM especially FGM Task force, the project development process, project funds, partners, project
strategies built on the lessons learned from previous experiences, key achievement so far, the original project document and the revised one.

2. Networking and partnership.

Model of partnership among government (NCCM), civil society and international organization UNDP, other UN agencies and donors to combat FGM. The role of each partner.

- At local level. The NGOs as entry point in the communities to the CDA, the youth centers and the beneficiaries, their role in the governorate, their link with NCCM and the link between themselves. The UNV and the volunteers and their link with the academia...
- At central level. The structure of the project (technical team at NCCM and UNDP), NCCM, the UN agencies, the ministries, the national taskforce on FGM/C, the donors, the other coalition created and new potential partners.
- At international/regional level. The Cairo Declaration, the participation to Nairobi conferences, special support to Mali and other countries...Sudan...

3. Awareness, advocacy and trainings. The different target groups (NGOs, youth, doctors, community leaders, journalists, judges...), new target groups (school students), how to approach them, when to approach them, how to start an advocacy intervention at local level. Training modules, the use of NGOs and the use of UNVs and youth, integrating training component of FGM in other development programs of NCCM (girls' education, reproductive health education for adolescents – child labor...), the changes in the NGOs and Youth involved, how their capacity improved.

4. Community Initiatives. Criteria for selection of geographical interventions, governorates and villages (also for the expansion phase), dimension and characteristic of the villages, selection of NGOs and their characteristics, contracting NGOs, the grant for the NGO and their reporting. Initiation of anti FGM group at village level, as a key element of sustainability. The project was able to move from informative seminars and workshops towards more service oriented interventions in order to have a stronger impact in the communities.

5. The project was flexible enough to be able to implement demand driven interventions. The village profile suggested the services that can serve the community as whole so that FGM could be mainstreamed in the daily activity, expanding to other projects and not be confined to a single one. The project sustainability is based on promoting a community model for addressing FGM whereby interventions are designed to enhance the magnitude and range of impact among the community members.

6. Youth volunteers, how and when the project approached them. Social, education and cultural background of the youth. Different approach to develop their capacity and form a national network. Their works and initiatives.

7. Communication strategy. The TV spots development, the talk show, the toolkit and the manual, the printed materials, the radio, the press, the slogan.... Messages, contents and methodology of the printed materials. New approach of religious messages (Islamic and Christian). Public feedback from all communication packages.
8. **Policy intervention and legal framework.** Which kind of policy impact, which kind of lobby the project pursued and how should it move forward.

9. **Monitoring and evaluation.** The village profile as baseline, the fgds, the field visits, the mid term evaluation, the reporting tools, the indicators, the steering committee.

10. **Key lessons learned and obstacles.**

11. **Stories on FGM:** success stories, pioneering works, Girls and women suffered from FGM speak about their stories, doctors confess their faults....

12. **Exit strategy and sustainability of the project**

**Proposed time line**

Two months for data collection and analysis  
Two month for drafting the report  
One month for external review and finalization

**REQUIREMENTS OF THE EVALUATION TEAM:**

The Organization shall work in development and research field. The organization should identify and select a multidisciplinary team to work on the evaluation-documentation task. The team should have experience in the field of FGM and reproductive health, human rights based approach, socio cultural analysis skills and extensive experience in the fields of project formulation, execution, and evaluation. The team of experts should be fluent in English and Arabic also posse strong writing skills coupled with relevant experience in results-based monitoring and evaluation techniques.

**IMPLEMENTATION ARRANGEMENTS:**

The Organization selected will work in close collaboration with the project team and the UNDP programme Officer in charge, who are involved in the process since the beginning: they will facilitate the link with the local communities, the direct beneficiaries of the project and other stakeholders involved (ministries, journalists, doctors, religious leaders, youth.....).

The organization will be contracted by UNDP country office in consultation with NCCM. The Project Staff shall provide all relevant documentation to the team of experts and should facilitate all necessary site visits and meetings. The organization shall arrange all the logistics for the mission including hotel reservation and transportation during the mission, based on the proposal submitted.

The mission will maintain close liaison with UNDP Officer in charge and NCCM Project Team. During the evaluation mission, at least two meetings should be held to present the status of the work. One meeting will be held after the completion of the data collection and another one after the first draft of the report. The first draft should be presented in English.

Two copies of the final draft report (two in English and two in Arabic) should be submitted for review to UNDP Cairo Office (one for UNDP and one for NCCM). The final report should be submitted after two weeks of receiving the comments. Two copies of the final report (two in English and two in Arabic) and one electronic copy are required.
The findings of the mission will be presented to the members of the Steering Committee of the project.
Relevant Documents related with the project

In order to have a better sense of the scope of the project we would like to provide you with the following documents that will be helpful in the preparation of the proposal.

1. Project document
2. Annual Progress report and related narrative 2003
3. Annual Progress report and related narrative 2004
4. Narrative 2005
5. Village profile