

## Terms of Reference

**Expert in Child and Social Protection for the project:  
“Promoting Children’s Rights and Family Empowerment in Fayoum Governorate”  
Implemented directly by the National Council for Childhood and Motherhood  
(NCCM), Egypt**

### **1. General Information**

Title: Expert in Child and Social Protection

Sector of assignment: Children and Women Rights

Location: Cairo and Fayoum Governorate

Duration of assignment: 5 months subject to a possible extension of 1 year (*total 17 months*)

Initial date: Indicatively 2<sup>nd</sup> week of January 2018

Notification of short listed candidates: 1<sup>st</sup> week of December 2017

### **2. Supervision**

Direct supervisor: National Advisor and secretary general of NCCM

Content and methodology of supervision:

Weekly Meetings to review priorities, and agreement of deadlines for activities of the various projects’ activities or components under the team’s responsibility, with accountability to the team as a whole, and specific feedback sessions with the National Advisor and NCCM secretary general based on specific agreed work plans of the project.

### **3. Duties and Responsibilities**

- Provide technical assistance and advice to the project’s management team regarding the implementation plans, performance monitoring and evaluation plans;
- Provide technical assistance in financial management ensuring proper and efficient funds’ management;
- Provide technical assistance in social research and capacity building techniques for the proper design and implantation of the base line assessment and establish the data base system at the central and local levels;
- Liaise with the Embassy of Italy in Cairo/Italian Cooperation Office (AICS), the NCCM, and other relevant Egyptian Institutions;
- Provide a proper and efficient fund management and reporting to the AICS, s/he will work in close collaboration with the national advisor;
- Participate and provide support in developing the implementation plans and periodically supervise some activities;
- Support and advice the NCCM and the National Planning Committee (NAP) in developing and formulating the National Plan of Action (NAP) for Children and provide international experience and insights to be incorporated into the plan.

#### **4. Qualifications and Experience**

##### **Essential**

- University degree in Social Sciences, or relevant fields;
- Good reading and verbal communication in Arabic language;
- Excellent drafting and verbal communication skills in English;
- Good analysis and reporting skills;
- At least four years of relevant work experience in Cooperation and Development programs out of which two in the area of children's and women's rights.

##### **Preferable**

- Master degree or post graduate studies in relevant fields;
- Experience with women associations and participatory approaches;
- Working experience in social research in a development organization preferably in the Middle East;
- Good spoken skills in Italian.

#### **5. Background Information**

The Project titled "Promoting Children's Rights and Family Empowerment in Fayoum Governorate" - started in May 2016 for a total duration of 24 months - aims at strengthening the technical and operational capacities of the National Council for Childhood and Motherhood (NCCM) to improve quality and quantity of social services provided to the most vulnerable families and children in Fayoum Governorate.

More specifically the project seeks to promote the establishment of an integrated development model at the local level, which will represent a base of data, information and evidence for the identification, and/or adaptation of appropriate strategies and plans of action by the NCCM and relevant authorities, to ensure children enjoyment of their rights at local level.

The Program has two components; institutional and local, and will promote a "bottom - up" approach.

At the local level (Fayoum Governorate), assuming the family as an entry point for the creation of a culture of respect, protection and fulfillment of the rights of the child, the Program will promote an empowerment action to improve the socio-economic conditions of selected families.

The action will be implemented through activities aiming, on the one hand, at strengthening the capacities of local entities and Civil Society Organizations (CSOs) of coordinating and providing basic services to the beneficiaries and, on the other hand, activities aiming at raising awareness and empowering the children and their families with their direct involvement.

The intervention will aim to reduce practices and phenomena such as Female Genital Mutilation / Cutting (FGM/C), child marriages, school drop-out and child labour, non-registration at birth, maternal and infant malnutrition detrimental to the fulfillment of children's and their families' fundamental rights.

Micro-credits will be granted to selected families to improve their economic and financial conditions, with a particular focus on mono-parental families headed by women.

The experience in El Fayoum Governorate, will contribute to build a model of integrated services to be endorsed by NCCM in its policies' and strategies' formulation and/or adaptation at the national level.

Based on the experience gained through the implementation of the activities, the NCCM, with the support of the program, will eventually strengthen its capacities in (a) monitoring and evaluating the impact of the actions implemented in favor of children's and families' well-being and in (b) defining policies and guidelines in coordination with relevant Ministries.

## **6. Evaluation of Applications**

The selection will be conducted by an evaluation commission composed by the NCCM secretary, the project's National Advisor, and three representatives of the Italian Agency for Development Cooperation in Cairo, according to the following criteria:

### **Education, experience, competences and preferred requirements (Max 70 points)**

Verification of the possession of the essential and preferred requirements according to the documentation presented by the candidates, with particular reference to the academic titles obtained and the professional experience gained.

Candidates scoring at least 42 points will be included in the shortlisted and will be invited for an interview.

### **Interview (Max 30 points)**

The personal interview will be carried out at the AICS office in Cairo, or if not possible, through an audio/video connection (e.g. Skype).

No reimbursement will be granted to those travelling to Egypt for the interview.

Youngest candidates will be preferred in case of a final equal score.

Candidates scoring at least 85 points at the end of the process will be included in the final list of endorsed candidates valid for a period of 5 months from the publications of the results.

## **7. How to apply**

The application should include:

1. A motivation letter (no more than 500 words) explaining the main reasons of applying for this position;
2. A Curriculum Vitae in English, signed by the applicant;
3. Copy of a valid passport;

The applicant should also provide a telephone number and an e-mail address for communications.

The deadline for submitting the application is **29<sup>th</sup> of November 2017 at 23:59**. Applications must be sent to the following email address: [segreteria.ilcairo@aics.gov.it](mailto:segreteria.ilcairo@aics.gov.it) adding in copy [felice.longobardi@aics.gov.it](mailto:felice.longobardi@aics.gov.it).

We encourage applicants to submit the application well before the deadline date. The subject of the email must contain the vacancy announcement name.

#### **8. Exclusion from the selection procedures**

Applications containing the following defects will be not considered:

1. Applications not completed and/or missing all requirements described in the announcements;
2. Application received after the deadline stated in this announcement;

#### **9. Results of the selection**

The short-listed candidates will be informed of the result of the selection process by the end of 1<sup>st</sup> week of December 2017 and the interview process will take place by the 2<sup>nd</sup> week of December 2017.