

# INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



**DATE: 22 June 2022**

---

Country: Cairo, Egypt

Description of Assignment: National Consultant  
**Fieldwork Consultant– Women in Green Economy**

Project name: Promoting Role of Women in the Green Economy

Period of assignment/services (if applicable): 42days

Proposal should be submitted at the following email address to [procurementnotice.egypt@undp.org](mailto:procurementnotice.egypt@undp.org) no later than **July 6, 2022, 11:59 pm Cairo local time.**

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. *The procurement unit* will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

---

## 1. BACKGROUND

Despite Egypt's relatively negligible contributions to global greenhouse gas emissions, it is disproportionately burdened with the need to cope with climate change risks. Climate changes risks are concentrated in the agriculture sector and have dramatic consequences on those without safety net. They are exacerbating the existing inequalities faced by women and vulnerable communities. Women in Egypt are concentrated in low-productivity jobs with little if any social protection, and career progression opportunities. They tend to work in smallholder farms, run micro- or small businesses and are overrepresented in the informal sector. Currently 71% of women are economically active in the informal economy and only 20% of SMEs are women-led (majority being micro-business).

In Egypt, women participate in 21.3% of the official labor force. The issues they face vary across economic sectors:

- In the primary sector, women tend to fall on the lowest end of the agricultural value chain with low paying labor-intensive seasonal jobs. However, many of women's sustenance contributions and material resourcefulness is not considered as official work in the statistics.
- At least 80% of global green jobs are expected to be in the secondary sector, including construction, manufacturing, and energy production. In Egypt, women tend to study other

subjects and enter different careers in education, health, and public administration—hence for largely public-sector employment.

- With the tertiary sector, represents more than 50% of the employed women globally. However, men dominate the better paid service sector jobs like engineering, financial and business services.

Greening the economy has been underlined as part of the government’s focus on the concept of “building forward better” and its contribution to global CC mitigation efforts.. In past years, Egypt has made great strides in implementing and investing in strategies and projects that are leading the country to green economies. In 2022 fiscal year the government allocated 30% of the state public investments to green projects (to rise to 50% by 2024).

Women very often carry forward the solutions for climate change mitigation and adaptation: many innovative solutions such as shift to climate-resilient crops, biogas originate from women.

However, if green economy initiatives do not account for social factors such as income equity, job quality, and gender equality they may maintain or even aggravate the negative social and distributive trends of the traditional economy including existing gender inequalities.

Recognizing women’s contributions to the survival of the planet and sustainable development is still limited and lacking. Many women have been perceived as more vulnerable than men when encountering and responding to climate disasters, and they are often described as victims in the scenes of climate change. The general perception is that most green work involves sectors like engineering, manufacturing, and construction where women are still significantly underrepresented. However, women can have an expansive role in all categories of green jobs in the primary, secondary, and tertiary sectors of the economy. Green economy can be an opportunity for women to gain their rightful place in the workforce and as powerful leaders and change-makers in the context of climate change through better-paid, traditional, and non-traditional jobs.

Within this context, UNDP Accelerator lab seeks to conduct focus groups & surveys with women working in the energy sectors to understand their structural challenges as well as the impact of cultural & social norms on their choices. We also seek to conduct interviews with Natural Management value chain market players to understand their perceptions, triggers & barriers in dealing with women-led businesses, with HR Managers & Business Owners in the energy sector to understand their perceptions, triggers & barriers in hiring women, and with organizations supporting women empowerment to understand their awareness and perception about women in green economy, challenges & opportunities, their triggers & barriers to invest in the green economy. Last, we seek to conduct future thinking interviews & workshops with Delta community to build possible future scenarios for “Women in Agriculture”, as well as with energy sector stakeholders to build possible future scenarios for “Women in Green Investment”, that can inform and test-run policy and strategies supporting women participation in the green economy.

## 2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED FIELDWORK

The selected fieldwork consultant will be responsible for:

- **32 Kafr El Sheikh Interviews Scheduling\***
    - a. Scheduling 32 Interviews with the below criteria:
      - 4 Male Farmers of age 35+
      - 4 Male Farmer of age below 35
      - 4 Female Farmer of age 35+
      - 4 Female Farmer of age below 35
      - 4 Key Body like cooperatives, farmer union head, El-Omda, Agricultural Bank...etc.
      - 8 Agribusinesses;
        - a. 50% in trade & 50% in manufacturing
        - b. 50% Males & 50% Females
      - 4 Research Centers/Universities/Local NGOs working on the agricultural/climate change agenda
    - b. The discussion guidelines questions will be provided from our side.
    - c. Duration of each interview will be around 1 hour.
    - d. Moderation will be done from our side.
    - e. The appointment will be considered when the interview is actually done.
    - f. There'll be 4 Interviewers from our side, so each 4 interviews will be conducted in parallel.
    - g. **Location:** 50% of the Interviewees to be done in **a typical kafr el sheikh governorate**, 50% to be done in **Burulul**
    - h. Participants need to represent diversified backgrounds to be representative.
  
  - **2 Kafr El-Sheikh Workshops Scheduling\***
    - a. Scheduling 2 workshops. Each workshop participants will be divided into 4 tables; each will have 8 participants of the below criteria:
      - 1 Male Farmer of age 35+
      - 1 Male Farmer of age below 35
      - 1 Female Farmer of age 35+
      - 1 Female Farmer of age below 35
      - 1 Key Body like cooperatives, farmer union head, El-Omda...etc.
      - 2 Agribusinesses; 1 Male & 1 Female
      - 1 Research Center/University/Local NGO working on the agricultural/climate change agenda
    - b. The duration of each workshop will be 8 hours; from 9am to 5 pm
    - c. **Location:** 50% of the participants to be done in **a typical kafr el sheikh governorate**, 50% to be done in **Burulul**
    - d. Participants need to represent diversified backgrounds to be representative.
    - e. The discussion guidelines questions will be provided from our side
- \*The 32 required participants from each governorate will be the same across the whole process, the interviews & the workshops
- **32 Online Interviews Scheduling\***

- a. Scheduling 32 Interviews with the below criteria:
- 4 Owners/Production Managers for Green Factories
  - 4 Owners of Smart Transportation Business
  - 4 Owners of Real Estate Company/Construction Company/Hotel working in building smart cities/buildings
  - 2 Owners of Businesses working in waste (Agricultural & Solid Waste) management & recycling
  - 2 Owners of Businesses working on smart solutions in agriculture/food processing/ water efficiency
  - 4 Owners of businesses working on renewable energy/solar energy/biogas units.
  - 4 Owners/Production Managers in O&G companies working on renewable energy/ have smart energy solutions
  - 4 Heads of CSR departments in multinationals & banks, investing in green economy projects
  - 4 NGOs/Organizations supporting green businesses/green transformation

- b. The discussion guidelines questions will be provided from our side.
- c. Duration of each interview will be around 1 hour.
- d. Moderation will be done from our side.
- e. The appointment will be considered when the interview is actually done.
- f. **Gender:** 50% of the participants to be Females & 50% Males
- g. Participants need to represent diversified backgrounds to be representative.

• **2 Online Workshops Scheduling\***

- a. Scheduling 2 online workshops. Each workshop participants will be of the below criteria:
- 4 Owners/Production Managers for Green Factories
  - 4 Owners of Smart Transportation Business
  - 4 Owners of Real Estate Company/Construction Company/Hotel working in building smart cities/buildings
  - 2 Owners of Businesses working in waste (Agricultural & Solid Waste) management & recycling
  - 2 Owners of Businesses working on smart solutions in agriculture/food processing/ water efficiency
  - 4 Owners of businesses working on renewable energy/solar energy/biogas units.
  - 4 Owners/Production Managers in O&G companies working on renewable energy/ have smart energy solutions
  - 4 Heads of CSR departments in multinationals & banks, investing in green economy projects
  - 4 NGOs/Organizations supporting green businesses/green transformation

- b. The duration of each workshop will be 4 hours; from 9am to 1pm

- c. The discussion guidelines questions will be provided from our side
- d. Participants need to represent diversified backgrounds to be representative.
- e. **Gender:** 50% of the participants to be Females & 50% Males

\*The 32 required participants will be the same across the online interviews & the 2 online workshops

- **4 Focus Groups Conduction**

- a. Conduct 4 focus groups (8 per each) with employees working in the Energy sectors with the below criteria:
  - i. 50% Males & 50% Females
  - ii. 50% (25-35) & 50% (35+)
- b. Males and Females recruited need to represent diversified backgrounds to be representative.
  - Green Factories, Smart Transportation Business, Real Estate Company/Construction Company/ Hotel working in building smart cities/buildings, waste (Agricultural & Solid Waste) management & recycling, Businesses working on smart solutions in agriculture/food processing/ water efficiency, businesses working on renewable energy/solar energy/biogas units, O&G companies working on renewable energy/ have smart energy solutions
  - Different departments to be represented (Finance, Engineering, Admin.... etc.)
  - Different hierarchy levels to be represented (Junior, Mid-Career-Senior)
- c. Recruitment, Recording & Transcript Writing for the focus groups will be required.
- d. The discussion guidelines questions will be provided from our side.
- e. Duration of each focus group will be around 4 hours.
- f. Moderation will be done from our side.

- **100 Surveys Conduction**

- a. Conduct 100 Surveys with employees working in the Energy sectors with the below criteria:
  - i. 50% Males & 50% Females
  - ii. 50% (25-35) & 50% (35+)
- b. Males and Females recruited need to represent diversified backgrounds to be representative.
  - Green Factories, Smart Transportation Business, Real Estate Company/Construction Company/ Hotel working in building smart cities/buildings, waste (Agricultural & Solid Waste) management & recycling, Businesses working on smart solutions in agriculture/food processing/ water efficiency, businesses working on renewable energy/solar energy/biogas units, O&G companies working on renewable energy/ have smart energy solutions

- Different departments to be represented (Finance, Engineering, Admin.... etc.)
  - Different hierarchy levels to be represented (Junior, Mid-Career-Senior)
- c. Recruitment & conduction of the surveys will be required.
- d. The survey link will be provided from our side (With Training from our side)
- e. Duration of each survey will be around 1 hour
- **Getting 14 Interview Appointments with HR managers/Owners of Businesses working in Energy Sectors**
  - a. The consultant will be required to get 14 Interview Appointments with HR managers/Owners of businesses working in energy sectors, as per the below criteria:
    - a. 2 Owners/HR Managers for Green Factories
    - b. 2 Owners/HR Managers of Smart Transportation Business
    - c. 2 Owners/HR Managers of Real Estate Company/Construction Company/ Hotel working in building smart cities/buildings
    - d. 2 Owners/HR Managers of Businesses working in waste (Agricultural & Solid Waste) management & recycling
    - e. 2 Owners/HR Managers of Businesses working on smart solutions in agriculture/food processing/ water efficiency
    - f. 2 Owners/HR Managers of businesses working on renewable energy/solar energy/biogas units.
    - g. 2 Owners/HR Managers in O&G companies working on renewable energy/ have smart energy solutions
  - b. The actual interviews moderation will be covered from our side.
  - c. The appointment will be considered when the interview is actually done.
- **Getting 20 Interview Appointments with Experts across the Waste Management Value Chain**
  - a. The consultant will be required to get 20 appointments for experts across Waste Management Value Chain, with the below criteria:
    - i. 4 Farmers selling waste
      - 50% Males & 50% Females
    - ii. 2 Wholesalers
    - iii. 2 Retailers
    - iv. 2 Waste Handlers/Treaters
    - v. 2 Waste Recyclers
    - vi. 2 Manufacturers
    - vii. 2 Wholesalers of New Products Manufactured from Waste
    - viii. 2 Retailers of New Products Manufactured from Waste
    - ix. 2 Exporters
  - b. 50% of the respondents to be working on agricultural waste & 50% on solid waste
  - c. The actual interviews moderation will be covered from our side.

d. The appointment will be considered when the interview is actually done

- **Getting 5 Interview Appointments with Organizations Supporting Women Empowerment**
  - i. The consultant will be required to get 5 appointments with organizations supporting women empowerment
  - b. The actual interviews moderation will be covered from our side.
  - c. The appointment will be considered when the interview is actually done.
  - d. Respondents have to be from diversified backgrounds.
    - i. Incubators/Accelerators/Venture Capital, Development Organizations, Local NGOs, CSR Departments in banks & multinationals
  
- **Face to Face Cairo Workshop Scheduling:**
  - i. The consultant will be required to get 15-25 agriculture stakeholders (Agribusinesses, Government, Development Organizations) as well as 15-25 energy sector stakeholders (businesses, Government, Development Organizations)
  - ii. The workshop is expected to take place from 9am to 3pm.

**Deliverables & Timeline**

Description	Number of Days	Timing & Due
4 Focus Groups Recordings & Transcripts With Energy Sectors	4	2 August 2022
32 Delta Interview Appointments*	1	4 August 2022
2 Delta Workshops*	4	18 August 2022
14 Interviews Appointments with Energy Sectors Owners/HR	5	30 August 2022
32 Online Interviews Appointments with Energy Sectors	5	6 September 2022
100 Surveys with Energy Sectors Employees	10	17 September 2022
20 Interviews Appointments with experts along waste management	8	20 September 2022
5 Interview Appointments with organizations supporting women	2	24 September 2022
2 Online Workshops with Energy Sectors Stakeholders	2	30 September 2022
1 Face to Face Cairo Workshop	1	30 October 2022
<b><u>TOTAL</u></b>	<b>42</b>	

**Responsibility matrix:**

Consultant (in addition to the tasks mentioned above)

- Review proposed interview/workshop/focus group guides/surveys and suggest improvement as needed, based on knowledge of local context
- Schedule & organize interviews /workshops / focus groups mentioned above.
  - a. Record & write the focus groups transcripts
- Schedule & Conduct surveys mentioned above

## UNDP

- Draft workshops and interview guide as well as surveys online link
- Training the consultant on using online survey link
- Clarification of objectives and material provided
- Conduct interviews /workshops discussion mentioned above.
- Analyze and summarize the fieldwork findings

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### **Years of experience:**

- A minimum of 10 years of progressive experience in the field of qualitative & quantitative fieldwork in Egypt.
- Experience in delta fieldwork in close collaboration with local NGOs is required.
- Proven experience in coordinating and managing fieldwork team
- Proven experience in conducting surveys from an online link.
- Knowledge of the United Nations System is **desirable**.

#### **Competencies:**

##### **Job Knowledge & Expertise:**

- Excellent organizational skills and ability to handle effectively multiple tasks without compromising quality;
- Dependability, reliability and initiative;

##### **Corporate Responsibility & Teamwork:**

- Serves and promotes the vision, mission, values, and strategic goals of UN;
- Plans, prioritizes, and delivers tasks on time;
- Responds flexibly & positively to change through active involvement.

##### **Results-Oriented:**

- Plans and produces quality results to meet established goals.

##### **People Skills:**

- Sets clear performance goals and standards; executes responsibilities accordingly.
- Partnering & Networking:
- Seeks and applies knowledge, information, and best practices from within and outside UN.

##### **Innovation & Judgment:**

- Contributes creative, practical ideas and approaches to deal with challenging situations;
- Strives for quality client-centered services (internal/external).

### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

- (ii) Provide a brief methodology on how they will approach and conduct the work



- 2. Financial proposal
- 3. Personal CV including past experience in similar projects and at least 2 references

**5. FINANCIAL PROPOSAL**

**Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (that is, whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e., upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

**6. EVALUATION**

Cumulative analysis

*When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:*

*a) responsive/compliant/acceptable, and*

*b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

*- Technical Criteria weight; [70%]*

*- Financial Criteria weight; [30%]*

*Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical</u>	<b>70%</b>	<b>70</b>
<i>Adequacy of competencies for assignment</i>	40	<b>40</b>
<i>Relevant experience</i>	30	<b>30</b>
<u>Financial</u>	<b>30%</b>	<b>30</b>

**ATTACHMENTS:**

**ANEEX 1 – TERMS OF REFERENCE (TORs)**

