## TERMS OF REFERENCE

### Individual Contract

#### Ref:

<table>
<thead>
<tr>
<th>Organization</th>
<th>The CB3 Project Management Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Field Coordinator for Establishment &amp; Operation of Hassanah Dome Science Club</td>
</tr>
<tr>
<td>Post Level</td>
<td>Field Coordinator</td>
</tr>
<tr>
<td>Project</td>
<td>Enhancing National Capacities for Improved Public Participation for Implementing Rio Conventions</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Cairo – Maadi Office</td>
</tr>
<tr>
<td>Duration</td>
<td>One year from Aug 17(^{th}) 2022 – Aug 16(^{th}), 2023</td>
</tr>
</tbody>
</table>

Application should be sent via email with a subject of “CB3 – Energy Sector Guidelines - Consultant” to Dr Karim Omar at cb3.egypt@gmail.com no later than Sep, 4\(^{th}\), 2022 (Cairo Time), clearly stating the title of consultancy applied for. Any applications received after this date/time will not be accepted. Any request for clarification must be sent in writing to cb3.egypt@gmail.com. Incomplete and late applications will not be considered and lonely offers for which there is further interest will be contacted. **Failure to submit your application as stated as per the application submission guide on the above link will be considered incomplete and therefore application will not be considered.**

### A. Project Description

#### Project Background

The objective of the project is “to strengthen the participation of Stakeholders in the implementation of Multi-Lateral Environmental Agreements (MEAs) in Egypt”. The project engages a large number of government officials, universities and registered NGOs to build partnerships to ensure mutual knowledge transfer and learning. This partnership approach will help strengthen the institutional and systemic capacities of Egypt to improve the management of the environment in Egypt in line with Egypt’s Sustainable Development Strategy, including a greater contribution toward global environmental benefits. Overall, the project will achieve its objective by strengthening capacities at the systemic, organizational, and individual level, each of which will be targeted to strengthen Egypt’s efforts to mainstream global environmental priorities into the planning and management frameworks for preserving and conserving the environment. Under the first outcome, activities will focus on strengthening the institutional capacities and policy framework for state and non-state actors to better formulate plans for the implementation of MEAs, seeking a greater participation of stakeholders. Under the second outcome, the project will focus on engaging large number of stakeholders to gain awareness of MEAs, as well as understanding the overall benefits of proper management of the global environment and its linkages to national environmental challenges. Finally, under the third outcome, the knowledge produced by the project will be properly documented and disseminated through Egypt and in the region, encouraging regional cooperation and knowledge exchanges. The project is funded by UNDP-GEF and implemented by the Egyptian Environmental Affairs Agency (EEAA)/ Ministry of Environment for a duration of four years. A main component of Outcome II is to construct and operate a science club at one protectorate to act as a knowledge and awareness hub.
The CB3 Project is establishing a science club at El Hassana Dome protectorate to help targeted audience to comprehend and visualize environmental issues of national and global concerns while concentrating on MEAs (climate change, biodiversity, and desertification related concepts, concerns, and actions). The club will also use different illustrations and tools in an attempt to introduce a behavioral change among its visitors (mainly regarding school students). The Hassana Dome science club will have to be operational within a full-fledged prospective that includes phased implementation of a strategy which addresses the activities to be introduced, the management of the club and its institutional setup, involvement of different stakeholders, division of roles between the MoE and the operators of the club, and the associated marketing plan. All main infrastructural interventions are completed as of date. The Club’s opening is scheduled to be within the Fall semester of 2022.

B. Scope of Work

The Field Coordinator will work under the direct supervision of the CB3 Project Manager, to cover the following scope:

Responsibilities:

The Field Coordinator (FC) will act on behalf of the CB3 Project Manager, after consultation and approval of CB3-PMU, in conducting all actions concerning the furnishing, equipping, and operationalization of the Science Club (SC) at Hassana Dome. The FC will hold, as a minimum, the following main responsibilities:

1. **Assume full responsibility and follow up on all issues related to El-Hasanah Dome Protected Area and its Science club as pre-mandated to CB3 Project;** Further, the FC will review and consolidate existing vision, plans, activities, and preparations for the science club and produce an *executive (phased) work plan/work flow* to catch up with expected opening date.
2. **Source for potential operators** including NGOs & private sector. Explore all possible management arrangements for involved parties, and recommend to PMU most appropriate and practical setup including rules and responsibilities for involved parties as well as risk and revenue share.
3. **Prepare tendering / procurement documents** to select an appropriate operator for the SC.
4. **Day to day supervision and follow up on the operation** of the science club and resolving potential conflicts between all parties involved in the science club.
5. **Consult with targeted school** about the requirements of the science club and market the club for the schools
6. **Carry out other relevant tasks assigned by the PM**

Main Tasks:

1. Consultant with all relevant parties to **finalize the design** of the science club stations along with **executive (phased) work plan/work flow**, and oversee procurement process for elementary preparations for science club rooms and area including **furnishing and equipment for six rooms plus basic services**;
2. **Finalizing set of activities for different daily programs** offered to visitors “mainly school students”;
3. **Conducting all necessary pre-consultations with potential candidates for managing and operating the science club**;
4. **Preparing tendering / procurement documents** for the operator that meets UNDP and government regulations and standards to select a reliable **Operator** for the SC and **oversee** evaluation process including **evaluation, selection, negotiations & monitoring** of performance for selected Operator.
5. Establish and **execute business model** for El-Hasanah Dome Protected Area and its Science club covering estimates for revenues and costs to ensure financial sustainability of operations;
6. Seek funding from private sector and donors to support operation and expand scope of the science club.
7. Regular reporting (physical meetings, online consultations, field visits, progress reports ... etc)

C. **Expected Deliverables by July 2023:** (PMU can add time frame for each deliverable)

1. All science club rooms are furnished and equipped with educational kits/games that are attractive to the targeted groups
2. An operator is contracted to manage the science club in El Hassanah Dome
3. The Science club is fully operational and attracts targeted schools with the pre-planned levels.
4. Daily programs, brochures, work plan, market plan, ...etc. are prepared.
5. Documentation for all steps of pre-consultations, negotiations, procurement of furniture, equipment, basic services, and selection of Operator for the science club.

D. **Expected Qualifications:**

- A bachelor's degree in Engineering, Ecology, Environment, Business, Management or relevant discipline. Higher academic degree is an asset,
- At least five years of work experience in relevant fields
- Previous work experience in school education field and work with students is highly desirable
- Background in procurement processes is an asset,
- Appropriate knowledge in the areas of natural resources, communication, coordination,
- Fluency in English and Arabic languages,
- Excellent communication skills
- Computer proficiency is a must, coupled with strong IT background
  Knowledge of change management and institutions at national and local levels is an advantage;

E. **Evaluation and Application Process**

The Applications will be evaluated based on the following:

- Knowledge and academic background (30%)
- Relevant previous experience (40%)
- Financial proposal (30%)

Please send the following, **No later than September 4th, 2022**, subject of email “Field Coordinator - CB3 Project”

**CV. and Financial Proposal (asking salary)**

To Dr. Karim Omar at **cb3.egypt@gmail.com**