Terms of Reference (ToR)

Location	Egypt
Languages required	Arabic and English
Open to	Egyptian Experts and Non-Egyptian Experts living in Egypt
Reporting to	Arab Institute for Human Rights (AIHR) - Egypt Program Officer
Duration of Contract	Five months
Period of the Contract	July - November 2015
Deliverables	1.Research report including qualitative case studies of selected CSOs 2.Documentation for conducted interviews and focus groups discussions

I. Introduction

The Arab Institute for Human Rights (AIHR) is looking to perform an action-oriented participatory study on the status of civil society organizations (CSOs)[1] in Egypt including case studies from the country on strategies, dynamics, trends and resources whereas to focus on resilience and effectiveness during times of transition.

II. Aim

The study aims at documenting and analyzing the status of CSOs in Egypt after the revolution with a main focus on socio economic rights, development and poverty reduction, marginalized groups, environment protection, transitional justice, accountability and reforms. Through focusing on trends and dynamics of resilience and effectiveness, the study further aims at documenting models or examples with the intention to make them visible for the purposes of learning, reflection and sharing experience in the region.

III. Target Group

The study will be directed to civil society organizations (CSOs) in Egypt, including groups emerged after the revolution. This includes *(but not limited to)* NGOs registered with the Ministry of Social Affairs (MoSA), human rights groups that are registered in Egypt as civil companies, or as lawyers' offices.

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[1] Kindly refer to section III titled Target Group to view the sectors of CSOs to be covered in this research study.

Furthermore, groups such as human rights movements (e.g. the movement to combat sexual harassment), youth and arts groups who are developing popular campaigns on human rights causes, and independent unions will be included within the targeted groups of the research process.

IV. Methodology

When planning this out, we've initially indicated that this study will have the following working methods, as described below:

A. _Desk Review:_ This part aims at providing a basic understanding of the very recent - _timeframe to be agreed upon_ - similar actions (analysis, documentation) that addressed the status of civil society organizations in Egypt, with the intention to insight their frameworks and essential recommendations. The desk review will focus on trends and dynamics of resilience and effectiveness of civil society organizations in Egypt. It will also look at the flare of civil society energies and set-backs in Egypt, and their priorities at the national level. It shall further include a section for media reports on CSOs and policy related literature if applicable.

B. _Sample Selection and Interviews:_ This will enable a wide-ranging analysis on the basic questions such as the entity mission, vision, areas of focus, activities, funding, risks and opportunities, roles …etc. A number of interviews _(number and key technical & geographic indicators to be agreed upon)_ will be conducted where possible with specific actors involved in the civil society 'hubs', and various actors at the national level. The major idea in this section is to collect information that feed a qualitative analysis on how the targeted groups rapidly responded during and after the revolution to the erupted needs, what mechanisms they adopted to ensure their resilience and effectiveness, and how they provide input into decision-making processes at national levels, or beyond.

The first draft of the diagnosis resulted from sections A & B will not only serve to broaden the knowledge base on the status and conditions of civil society organizations, but also will facilitate case studies by providing contextual information to identify the clusters of samples for the next sections and also to group the findings into axes, which will be essential to build the research's next route on.

C. _Focus Group Discussions (FGDs):_ Six meetings to be organized with groups (clusters of samples) to be identified in light of the results established from the analysis of steps A & B. This will mainly support understanding the trends and collecting consensus on topics under discussion such as (but not limited to): resilience, responsiveness, effectiveness …etc. The clusters of samples, the discussion framework and its key questions will be agreed upon with the researcher consultant as part on the implementation plan.

The analysis resulted from section C together with the diagnosis resulted from sections A & B will compose the second draft of the research. This will be presented before the project's advisory committee in its meeting scheduled for November 2015.

V. Responsibilities

- The project is led by AIHR in Tunisia in coordination with its representation office in Cairo and in partnership with the Ford Foundation.
- AIHR is responsible to hire a researcher consultant with the capacity to carry the study as described above.
- AIHR, in close coordination and consultation with the researcher consultant, will hire junior researchers (two maximum) as per the assessment of need.
- The researcher consultant, and his/her research assistant(s), will be responsible to conduct the research and its deliverables in accordance with the detailed methodology and time-line that will be agreed upon as part of the contract.
- The project's advisory committee will provide a feedback into the research's report (drafts 1 & 2). Draft 2 is to be presented before the project's advisory committee in its meeting scheduled for November 2015 where the research consultant is entitled to attend and present out his/her work.
- AIHR is responsible to translate and publish the final version of the study, where the researcher consultant commits to revise the translated version and approve the content before publishing.

VI. Budget

The total budget allocated for the study is 37,339.00 USD including the researchers' fees and study expenditures. The payments will be made in installments, for the researcher consultant, and his/her research assistant(s), according to the progress and based on the delivery schedule that will be agreed upon with the researcher consultant.

VII. Deliverables and Timeline outputs

The following deliverables are expected to be met at the following deadlines:

1. Methodology of Action (to be part of the contract)	July 27th, 2015
2. Outcomes of the Desk Review. A report on the process, findings. 3. Plan for next step (Sample Selection & Interviews)	August 28th, 2015
4. Diagnosis Report (Draft 1) resulted from the Desk Review and the Sample Interviews 5. Plan for next step (Focus Groups Discussion)	October 2nd, 2015
6. Analysis Report (Draft 2) resulted from the Desk Review, Sample Interviews and Focus Groups Discussions	November 6, 2015
7. Final Report (a version to be translated and printed)	November 27th, 2015

8. Submission of applications

Should you be interested in carrying this research study, please communicate your CV, a sample of previous research reports you carried, and a cover letter to the attention of Ms. Rola Badran, Programs Officer at the following email address infocenter@aihr-iadh.org no later than July 13th, 2015. Please include the following in the subject line: Application_Egypt_Research_FamilyName.

9. AIHR in Brief

Established in March 1989, the Arab Institute for Human Rights (AIHR) is an independent regional organization that works for promoting human rights in the Arab region. AIHR was founded at the initiative of the Arab Organization for Human Rights (AOHR), the Arab Lawyers' Union (ALU), and the Tunisian League for the Defense of Human Rights (LTDH), with the coordination and support of the UN Centre for Human Rights, now the Office of the High Commissioner for Human Rights (OHCHR). Few years after its establishment, AIHR was awarded in 1992 the UNESCO International Prize for its role in human rights education. For more information on AIHR, kindly visit www.aihr-iadh.org

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