

Call for Bidding.

Aswan inclusive community project.

- **Deadline for receiving offer: 30 Aug. 2025**
- **The bidding for individual consultants and consultancy firms**
- **Documents to be submitted: -**
 - Technical and financial Offer for the mission (all travel costs for those who are located outside Aswan to be illustrated separately in the financial offer).
 - Agency or company C.V (information about the company and research team).
 - C.V of the leading team.
 - Copy of Commercial Registration.
 - Copy of tax card.
 - Copy of VAT certification (if any)
- **Soft or hard copies to be sent to: -**
 - **Hard copy: - by courier to address:** Om Habibeh Foundation – EL Sada Road, in front of Dr. Soliman Hospital, Aswan
 - **Soft copy: - to e-mail address: -**
procurement@omhabibeh.org

Om-Habibeh Foundation

Terms of reference (TOR)

Consultant to conduct a needs assessment study on assistive equipment required by people with disabilities (PwDs) to support their employment

1. Background:

The **Om Habibeh Foundation (OHF)** is an Egyptian non-profit organization established in 1991 under the supervision of the Ministry of Social Solidarity. OHF is the implementation agency for the Aga Khan Foundation Egypt and is an affiliate of the Aga Khan Development Network of organizations and was founded by Om Habibeh Mohamed Shah Aga Khan to contribute to and support local communities in the **governorate of Aswan** in areas including health care, education, and providing income for deprived communities through long-term development activities. OHF works in the following areas: Continuing Education, Civil Society, Agriculture and Food Security, Economic Inclusion, Women Empowerment and Early Childhood Development.

Om Habibeh Foundation will implement the project “Aswan Inclusive Community” within the framework of cooperation between the Ministry of Social Solidarity and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) implementing on behalf of the German Government with co-funding from the European Union through the Equal Opportunities & Social Development Project., which aims to promote the inclusion of persons with disabilities into their communities with the participation of local development actors for stronger social participation and raised awareness of their entitled rights. The project aims to strengthen social participation practices in targeted communities and develop capacities of rehabilitation entities. These activities will result in 1) Targeted communities have better awareness of PWDs inclusion and their rights, 2) Targeted Youth are qualified in the local labor market including people with and without disabilities, 3) Partner CSOs, governmental bodies and stakeholders are supporting the PWDs inclusion and rights, 4) Targeted PWDs are actively involved in the community engagement activities.

2. PURPOSE AND SCOPE OF WORK:

The main objective of this assignment is to conduct a professional needs assessment for a selected group of PwDs to:

- Identify their individual needs related to assistive equipment for employment (with a focus on vocational jobs such as mobile repair and solar panel installation and maintenance).
- Recommend suitable devices and tools for the targeted individuals based on type of disability, usability, work environment, and market demands.
- Provide detailed specifications, including affordability, maintenance and usability of recommended equipment to inform their procurement

3. SCOPE OF WORK:

The selected consultant/organization will be responsible for:

- Conduct initial meetings with the project team to align objectives and methodology.
- Develop and validate assessment tools appropriate for different types of disabilities.

- Conduct field visits to assess approximately [30: 50] PwDs (physical, hearing, and visual impairments).
- Analyze data to determine individual and group-level needs.
- Recommend suitable assistive equipment for each beneficiary.
- Identify any required training or instructions to support proper use of the devices.
- Submit a comprehensive report including Methodology used, Needs identified, recommended equipment (with technical specifications and estimated cost) and Procurement and implementation considerations

4. **Targeted audience:**

- 30 to 50 Persons with disability from 16: 29 years of age

5. **Deliverables:**

Final Needs Assessment Report including all recommendations.

Reporting Products/Activities	Details/Content	Due date/ Deadlines for submission	Comments
Inception report	The report should include the following: tools and a detailed mission timeline and action plan.	To be submitted after a week of signing the contract	to be reviewed and agreed with OHF team
Field Assessment Report (preliminary findings)	A report with initial findings and feedback on the assessment methodology after completion of first set of field visits	Should be delivered within one week after agreeing on the assessment	to be reviewed and agreed with OHF team
Submit the final report	The consultant should submit a Final Needs Assessment Report including findings, recommendations, challenges and analysis of the assessment methodology.	Within 1 week of finishing the mission.	Report should be submitted in both Arabic and English languages

Note: reports should be submitted as hard copy and soft copy (in word doc. /excel)

6. **Time Frame:**

- Inception report: 2-3 working days
- Field assessment report: 4-6 working days (depending on the set size and lengths of assessments)
- Final report: 3-4 working days to come up with findings, recommendations, and the other details.

7. Payments:

- Delivery will be used as the basis for invoice processing and payment. The service provider will be held responsible for all the deliverables.
- Payments will be made within 15 days upon the approval of the corresponding deliverables.
- If the deliverables are not produced and delivered by the consultant to the satisfaction of the OHF team, no payment will be made till the consultant updates and modifies the deliverables based on OHF requirements.

Activity	Deliverables	Rate
Signing the contract	Submitting all the needed legal documents	50% after signing the contract
Conducting training and final report and Cadre structure and plan	After delivering the final report	50 % of the total contract payment

8. Required qualifications:

The consultant (and his/her team) should demonstrate the following qualifications:

- Proven experience 4 years in working with people with disabilities, particularly in needs assessment or assistive technology.
- Strong knowledge of inclusive employment and local labor market conditions.
- Experience in the Egyptian context is required.
- Multidisciplinary team preferred (e.g., physiotherapist, occupational therapist, rehabilitation specialist).
- Strong reporting and communication skills in English and Arabic.

9. Service Provider Selection Criteria

- Proved experience at least 3 years (Profile of the consultants explaining why they are the most suitable for the work, Relevant Experience, CVs.) (35%).
- Detailed methodology and conceptual framework with expected deliverables and timelines, (25%)
- Sample of assessment. (10%)
- Clearly defined budget lines with the breakdown of consultation fees, administration cost and logistics. (30%)

10. Contact Information:

Any questions concerning this assignment should be directed to procurement@omhabibeh.org