INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: September 4th, 2022

Country: Cairo, Egypt

Project name: Supporting the Ministry of Local Development in Decentralization and Integrated Local Development with special emphasis on Upper Egypt

Period of assignment/services: One Year- 60 working days (estimated to start in 2022)

Proposal should be submitted at the following email address to srbo@nationaldsu.gov.eg no later than 18th of September, 2022.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. The Project 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

The EU-funded project implemented by UNDP aims at supporting the Ministry of Local Development (MoLD) in creating a modernized and decentralized local administration system at the central and local levels in selected governorates, that adheres to good governance, whose function is to support and promote integrated local development through upholding excellence in local public services delivery and promoting local economic and social development. The suggested outputs are responsive to the priority areas of interventions identified by MoLD.

Developing and rebuilding local institutional capacity is core not only for implementing decentralization, but also to achieve the ultimate objective of local development as represented in local economic development and provision of improved services and infrastructure. Creating productive employment opportunities in each locality that caters to all requires effective and practical yet a strategic framework for economic development, including targeted public investment in infrastructure, development of human capabilities, active promotion of innovation and entrepreneurship, and alignment with national policies for trade, investment and the like. Moreover, enhancing public service delivery systems increase citizen satisfaction with government performance, particularly when adhering to good governance.

In accordance, the Project aims at supporting the Ministry along the following:

1. Setting local development policies (decentralization, LED, rural development, etc.) and legislative framework.
2. Developing the local administration: institutional structure, main functions (local service delivery, etc.), operating systems (information, M&E, etc.).

3. Establishing mandates for the governorates for Local Economic Development and supporting them in activating LED processes.

4. Selection, qualification and capacity building of local administration leadership and staff.

The Project aims at carrying out interventions in four governorates in Upper Egypt; Fayoum, Beni Sueif, Luxor and Aswan.

2. MAIN OBJECTIVE OF THE CONSULTANCY MISSION

In alignment with the UNDP guidelines and procedures for nationally executed projects, the Consultant will produce a strategic plan and an overarching policy framework for local development that guides the role of the Ministry with its mandates, responsibilities, and commitments.

By developing a policy framework for local development and a strategic plan for the Ministry, the Consultant is expected to give recommendations on (a) realigning the Ministry's relationships with the other ministries with overlapping mandates, (b) repositioning the role of the Ministry and its perception, (c) potential amendments to the role of the Ministry in its inception decree, (d) defining the role of the Ministry in light of the new local administration law, currently discussed in the parliament. As part of its integral role, the project is supporting the Ministry in this important task by commissioning this consultancy mission.

The Consultant shall report to the Policy and Legislative Reform Team Leader. The outlines of the strategic plan and the local development framework need to be first approved by the Project Manager for the Consultant to proceed.

His/her work will be facilitated by the project team, taking into consideration the following:

- Collection of data/information required is the responsibility of the Consultant
- The Consultant is expected to have frequent meetings at the Ministry of Local Development and with relevant stakeholders
- If needed, the project team can support the Consultant to facilitate the data collection from the counterparts.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

As per attached—Annex 1
3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Advanced university degree in public administration, public policies, economics or related disciplines;
- At least 15-20 years of professional experience in the areas of strategic planning, local administration reform, local development;
- Previous work experience with similar projects, in particular with the Ministry of Local Development, is strongly needed;
- Demonstrated experience and success in the engagement of and working with government counterparts and non-governmental partners;
- Familiarity and prior experience with nationally-executed UNDP projects is considered as an asset;
- Good policy analysis and political alignment skills;
- Proven ability to think strategically, express ideas clearly and concisely, work both independently and in teams, and demonstrate self-confidence combined with sensitivity to gender and culture;
- Knowledge of change management and institutions at national and local levels would be an advantage.
- Strong negotiations and communication skills and competence in supporting external relations of the project at all levels;
- Fluency in English and Arabic languages;

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

- The consultancy mission is planned to be around up to 60 working days over one year; starting in 2022
- Proposals to be submitted by national experts should include technical and financial offers as well as an updated CV.
- Technical proposal includes a proposed methodology and approach to the assigned tasks and why the consultant is the most suitable to carry out this mission.
- Applicants are requested to apply no later than 18th of September 2022. Individual consultants are invited to submit a soft copy of their applications (PDF Format) to the following email: srabo@nationaldsu.gov.eg

5. FINANCIAL PROPOSAL

Interested candidates should submit their anticipated lump-sum that would include all consultancy-related costs to srabo@nationaldsu.gov.eg

Travel:
All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an
economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

6. EVALUATION

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*

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ANNEX 1- TERMS OF REFERENCES (TOR)

Supporting the Ministry of Local Development in Decentralization and Integrated Local Development with Emphasis on Upper Egypt

**Project Title:** Supporting the Ministry of Local Development in Decentralization and Integrated Local Development with special emphasis on Upper Egypt

**Implementing Partner:** Ministry of Local Development

**Post title:** Strategic Planning Consultant

**Duration:** One Year- 60 working days (estimated to start in 2022)

**Project Background**

The EU-funded project implemented by UNDP aims at supporting the Ministry of Local Development (MoLD) in creating a modernized and decentralized local administration system at the central and local levels in selected governorates, that adheres to good governance, whose function is to support and promote integrated local development through upholding excellence in local public services delivery and promoting local economic and social development. The suggested outputs are responsive to the priority areas of interventions identified by MoLD.

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In accordance, the Project aims at supporting the Ministry along the following:

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The Project aims at carrying out interventions in four governorates in Upper Egypt; Fayoum, Beni Sueif, Luxor and Aswan.

**Objectives of the Consultancy Mission**

In alignment with the UNDP guidelines and procedures for nationally executed projects, the Consultant is expected to deliver a strategic plan and an overarching policy framework for local development that guides the role of the Ministry with its mandates, responsibilities, and commitments.

By developing a policy framework for local development and a strategic plan for the Ministry, the Consultant is expected to give recommendations on (a) realigning the Ministry's relationships with the other ministries with overlapping mandates, (b) repositioning the role of the Ministry and its perception, (c) potential amendments to the role of the Ministry in its inception decree, (d) defining the role of the Ministry in light of the new local administration law, currently discussed in the parliament.

As part of its integral role, the project is supporting the Ministry in this important task by commissioning this consultancy mission.

**Scope of Work and Responsibilities**

The Consultant is expected to carry out the following tasks:

a. Review current and recent MoLD strategic plans, presidential and ministerial decrees, mandates, presidential directives, presidential and prime ministerial directives that define the scope of work, roles, duties and responsibilities of MoLD.

b. Formulate a comprehensive multisectoral policy framework for local development including improved local development programs adhering to good governance (i.e. developing the scope of work of local administration: delivery of municipal services, local economic development, etc.).

c. Develop a strategic plan for MoLD undertaking the mission of achieving the policy framework for local development.

d. Carry out consultation workshops and expert interviews with central agencies, governorates, relevant stakeholders.
e. Support in and facilitate the engagement and consensus building exercise around the newly updated strategic plan and the policy framework for local development by relevant stakeholders (internal MoLD leadership positions, governorates' leadership, and other public agencies).

f. Support in the presentation and technical preparation for the launching conference of the policy framework and strategic plan

g. Develop recommendations regarding a) realigning the Ministry's relationships with the other ministries with overlapping mandates, (b) repositioning the role of the Ministry and its perception, (c) potential amendments to the role of the Ministry in its inception decree, (d) defining the role of the Ministry in light of the new local administration law, currently discussed in the parliament.

**Deliverables**

The Consultant is expected to deliver the following:

- **Deliverable 1: Context and background analysis report**—Report on the main findings of the review of the current and previous strategic plans for MoLD with clear definition and directions towards drafting the strategic plan

- **Deliverable 2: Policy framework for local development**—Produce a draft of the local development policy framework that defining the interlinked subject matters with local development. This includes entry points to domains such as decentralization, localization of Sustainable Development Goals (SDGs), local administration, local governance, local economic development, etc.

- **Deliverable 3: Strategic plan for the Ministry**—Produce a draft of the strategic plan for MoLD that reflects its mandates, responsibilities, and commitments. It includes recommendations on realigning the Ministry's relationships with the other ministries with overlapping mandates, an attachment with potential amendments to the role of the Ministry in its inception decree, and recommendations on its envisioned role in light of the new local administration law

- **Deliverable 4: Expert and stakeholders consultation report**—Report on the workshops, stakeholder consultation meetings with the internal MoLD leadership, governorates' leadership, and other public agencies. The report also includes recommendations on the envisioned role of the Ministry in light of the new local administration law as well as recommendations on repositioning the role of the Ministry and its perception by different stakeholders.

- **Deliverable 5: Final strategic plan for the Ministry**—Produce a final comprehensive strategic plan with the necessary amendments and experts' insights.

- **Deliverable 6: Final policy framework for local development**—Produce a final comprehensive policy framework for local development with necessary amendments and experts' insights.
• **Deliverable 7: Final report**— summarizing the process and methodologies of conducting the consultancy mission, the challenges faced and description of outcomes. The consultant shall also provide in the report (or annexed to it) any documents, information or contacts that he/she comes across at the local and central level while conducting the consultancy mission.

**All deliverables are to be submitted in the Arabic language with summaries in English.**

**Duration and Level of Effort of the Assignment**

The consultancy mission is planned to be up to **60 working days over one year starting in 2022.**

**Scope of Payment**

- The Consultant will report against the defined deliverables he/she accomplished.
- The fees of the consultant are based on a daily rate that he/she determines in the financial offer.

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<tr>
<th>SN#</th>
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<th>Percentage of Payment</th>
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Management of Consultancy Mission and Reporting

The consultant/Senior Advisor shall report to the Policy and Legislative Reform Team Leader and his/her work will be facilitated by the project team. The outlines of the strategic plan and the local development framework need to be first approved by the Project Manager for the Consultant to proceed.

Data Provision

- Collection of data / information required is the responsibility of the consultant
- The consultant is expected to have frequent meetings at the Ministry of Local Development
- If needed, the project can support the consultant to facilitate the data collection from the counterparts

Expected Qualification

- Advanced university degree in public administration, public policies, economics or related disciplines;
- At least 20 years of professional experience in the areas of decentralization, local administration reform, strategic planning for government, and/or local development;
- Previous work experience with similar projects, in particular with the Ministry of Local Development, is strongly needed;
- Demonstrated experience and success in the engagement of and working with government counterparts and non-governmental partners;
- Familiarity and prior experience with nationally-executed UNDP projects is considered as an asset;
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• Knowledge of change management and institutions at national and local levels would be an advantage.
• Strong negotiations and communication skills and competence in supporting external relations of the project at all levels;
• Fluency in English and Arabic languages;
• Computer proficiency (MS Office package, Internet) is a must;

**Application Process**

• Proposals to be submitted by national experts including technical (methodology, approach, etc.) and financial offers as well as an updated CV.
• The technical offer includes a proposed methodology and approach to the assigned task.
• The financial offer should be a lump-sum figure covering all expenses. The Consultant will indicate in her/his proposal a clear timetable work plan of each deliverable, and number of anticipated working days.
• The consultant should provide a certificate of good health and a proof of valid medical insurance as per Covid-19 Consultant hiring updates.
• Applications to be sent in soft copies (PDF format) to the following email: srabo@nationaldsu.gov.eg maximum by 18th of September, 2022.

**Evaluation**

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.

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