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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: September 26th, 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: Up to 70 working days over two years (estimated to start in 2022)

Proposal should be submitted at the following email address to srabo@nationaldsu.gov.eg no later than 10th of October 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.



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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 continuation to the Ministry of Local Developments' efforts in the field of decentralization since 2009, the Consultant is expected to produce an updated national decentralization strategy that incorporates the three dimensions; economic, administrative, and fiscal. He/she is expected to support MoLD through the project in reviewing the older versions of the decentralization strategy, update the strategy in light of the national developments and recent reforms, draft an up-to-date decentralization strategy, and support efforts for its dissemination and stakeholder engagement at both central and local levels.

By developing the decentralization strategy, the Consultant is expected to provide recommendations on the envisioned role of MoLD in managing the implementation process of decentralization and the implications for the proposed local administration law. The project will hire experts in the fields of administrative, fiscal and economic decentralization for the development of detailed sub-strategies and implementation plans. The Consultant is expected to compile the work of the experts into a coherent detailed implementation program as part of the decentralization strategy; including the respective actions and interventions, stakeholders/counterparts, and tentative timeframe for implementation.

The Consultant shall report to the Policy and Legislative Reform Team Leader. The outline of the decentralization strategy needs 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
- If needed, the project team can support the Consultant to facilitate the data collection from the counterparts.
- The Consultant is expected to have frequent meetings at the Ministry of Local Development and with relevant stakeholders.
- The consultant is expected to travel to the governorates for consultation workshops and multistakeholder meetings, as needed.



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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 years of professional experience in the areas of decentralization, 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 **70 working days over two years; 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 10th of October 2022. Individual consultants are invited to submit a soft copy of their applications (PDF Format) to the following email: srabo@nationaldsu.gov.eg
- For the financial proposal, interested candidates should submit their anticipated lump-sum that would include all consultancy-related costs to srabo@nationaldsu.gov.eg



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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

Criteria	Weight	Max. Point
<u>Technical</u>	70%	70 points
• Consultant Experience	40%	40 points
• Proposed Methodology	30%	30 points
<u>Financial</u>	30%	30 points
<u>Total</u>	100%	100 points



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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: Decentralization Strategy Consultant

Duration: Up to 70 working days over two years (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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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 continuation to the Ministry of Local Developments' efforts in the field of decentralization since 2009, the Consultant is expected to produce an updated national decentralization strategy that incorporates the three dimensions; economic, administrative, and fiscal. He/she is expected to support MoLD through the project in reviewing the older versions of the decentralization strategy, update the strategy in light of the national developments and recent reforms, draft an up-to-date decentralization strategy, and support efforts for its dissemination and stakeholder engagement at both central and local levels.

By developing the decentralization strategy, the Consultant is expected to provide recommendations on the envisioned role of MoLD in managing the implementation process of decentralization and the implications for the proposed local administration law. The project will hire experts in the fields of administrative, fiscal and economic decentralization for the development of detailed sub-strategies and implementation plans. The Consultant is expected to compile the work of the experts into a coherent detailed implementation program as part of the decentralization strategy; including the respective actions and interventions, stakeholders/counterparts, and tentative timeframe for implementation.

Scope of Work and Responsibilities

The Consultant is expected to carry out the following tasks:

- a. Review decentralization strategies that were previously developed in Egypt in any of the three domains of decentralization: fiscal, economic, and administrative.
- b. Update the decentralization strategy as per recent laws and regulations, programs, and strategies of relevance to the respective domains of the decentralization strategy. The update should also include the map of active and relevant ministries and central agencies with which the strategies need to be developed in cooperation.
- c. Formulate an updated comprehensive decentralization strategy composed of the three domains:
 1. Fiscal Decentralization Strategy
 2. Economic Decentralization Strategy
 3. Administrative Decentralization Strategy
- d. Moderate consultation workshops (central and regional/local) and expert interviews with central agencies, governorates, relevant stakeholders.
- e. Give recommendations within the strategy to the inception of the inter-ministerial committee responsible for the operationalization and implementation of the decentralization strategy in relation to its composition, scope of work, definition of roles and responsibilities, implementation.
- f. Support and facilitate the engagement and consensus building exercise around the newly updated decentralization strategy by relevant stakeholders (internal MoLD leadership positions, governorates'



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leadership, relevant ministries and other public agencies, parliamentarians, and experts in the field to the three domains of the decentralization strategy).

- g. Support the presentation and technical preparation for the launching conference of the developed decentralization strategies (if any).
- h. Develop recommendations in relation to the stewardship role of the Ministry in decentralization (in light of the new local administration law, currently discussed in the parliament) and potential amendments to the role of the Ministry in its inception decree.
- i. Compile a detailed implementation program of the decentralization strategy for the economic, fiscal and administrative domains delivered by experts; respective interventions, stakeholders/ counterparts, timeframe, and activities for implementation. The program is designed with the respective consultants and their deliverables in a cooperative manner and in harmony with the developed domains of the strategy.

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 previous decentralization strategies with clear implications and directions towards updating the decentralization strategy encompassing the three domains administrative, economic, and fiscal. The report also includes the contextual factors and recent developments within which the decentralization strategy is to be updated.
- **Deliverable 2: Decentralization Strategy Document**— Produce an up-to-date draft of the decentralization strategy. The strategy document includes summary of the background, the main objectives, strategic options, main programs and outline of an implementation plan.
- **Deliverable 3: Expert and Stakeholders Consultation Report**— Report on the workshops, stakeholder consultation meetings with the internal MoLD leadership, governorates' leadership, ministries and other public agencies, and other relevant stakeholders on the newly updated strategy. The report also includes recommendations on the envisioned stewardship role of the Ministry and the envisioned MoLD role and implications for the new local administration law.
- **Deliverable 4: Program Implementation**— a detailed implementation program of the decentralization strategy for the economic, fiscal and administrative domains based on the work of the hired experts by the Project; respective interventions, stakeholders/ counterparts, timeframe, and activities for implementation.
- **Deliverable 5: 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.



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** 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 **70 working days during two years 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.

<u>SN#</u>	<u>Deliverable</u>	<u>% of Payment</u>
1	Deliverable 1	10%
2	Deliverable 2	30%
3	Deliverable 3	20%
4	Deliverable 4	30%
5	Deliverable 5	10%
	total	100%

Management of Consultancy Mission and Reporting

The Consultant shall report to the Policy and Legislative Reform Team Leader and his/her work will be facilitated by the project team. The outline of the decentralization strategy needs 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
- If needed, the project can support the consultant to facilitate the data collection from the counterparts
- The consultant is expected to have frequent meetings at the Ministry of Local Development
- The consultant is expected to travel to the governorates for consultation workshops and multistakeholder meetings, if needed

Expected Qualification

- Advanced university degree in public administration, public policies, economics or related disciplines;
- At least 15 years of professional experience in the areas of decentralization, local administration reform, local development;



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- Previous work experience with similar projects, in particular with the Ministry of Local Development, is strongly needed;
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- Strong negotiations and communication skills and competence in supporting external relations of the project at all levels;
- Fluency in English and Arabic languages;

Application Process

- The consultancy mission is planned to be around up to **70 working days over two years; 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.
- Applications to be sent in soft copies (**PDF format**) to the following email: srabo@nationaldsu.gov.eg maximum by 10th of October, 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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