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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: October 5th, 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: 20 working days over one year- **to start in 2022**

Proposal should be submitted at the following email address to srabo@nationaldsu.gov.eg no later than October 19th, 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 to be piloted in selected governorates, whose function is to support and promote integrated local development through upholding excellence in local services delivery and promoting local economic development.

Developing and rebuilding MoLD and local institutional capacity is core not only for implementing decentralization, but also to achieving the ultimate objectives of local development, including creating the supporting environment for economic activities in each locality and providing quality municipal



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infrastructure and services through improved service delivery systems that increase citizen satisfaction with government performance, particularly when adhering to good governance.

The suggested outputs are responsive to the priority areas of interventions identified by MoLD. In accordance, the Project aims at supporting the Ministry along the following:

1. Setting local development policies (decentralization, Local Economic Development, rural development, etc.) and a legislative framework for local administration.
2. Developing local administration: including institutional structures, 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. Improving the systems of 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 Egyptian Prime Minister directives following the launch of the National Climate Change Strategy of Egypt 2050, Egyptian ministries are requested to have a strategy for climate change. In accordance, MoLD is developing a well-defined strategy for climate change, including giving guidance and support to the governorates to develop their climate change strategies and plans.

The Consultant is expected to support the MoLD in developing the Ministry's strategy for climate change through consulting and engaging relevant stakeholders. In addition, he/she is expected to support to the Ministry in its mission to provide a guiding framework for the governorates in developing their climate change strategies and plans.

The consultant shall report to the Policy and Legislative Reform Team Leader. The outline of the climate change strategy requires approval from 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.



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- The Consultant is expected to have frequent meetings at the Ministry of Local Development and with relevant stakeholders.

2. SCOPE OF WORK AND RESPONSIBILITIES OF THE CONSULTANT

As per attached—Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Advanced university degree or training in environmental science, environmental law, environmental management, climate change adaptation and disaster risk reduction and emergency management, or related disciplines;
- At least 10 years of experience in environment, climate change adaptation and mitigation;
- Previous work experience with similar projects, with special focus on leading climate change adaptation planning at national level, is strongly needed;
- Demonstrated experience in advising national governments, including on climate change and environmental issues;
- 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;
- 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;
- Ability to produce strategy documents and reports to a high standard;
- 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 **20 working days over up to one year-to start in 2022.**



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- 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 October 19th, 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, if any, 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.
- 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%]: 40% Consultant Experience and 30% Proposed Methodology

* 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: Climate Change Consultant

Duration: 20 working days over one year- **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 to be piloted in selected governorates, whose function is to support and promote integrated local development through upholding excellence in local services delivery and promoting local economic development.

Developing and rebuilding MoLD and local institutional capacity is core not only for implementing decentralization, but also to achieving the ultimate objectives of local development, including creating the supporting environment for economic activities in each locality and providing quality municipal infrastructure and services through improved service delivery systems that increase citizen satisfaction with government performance, particularly when adhering to good governance.

The suggested outputs are responsive to the priority areas of interventions identified by MoLD. In accordance, the Project aims at supporting the Ministry along the following:

1. Setting local development policies (decentralization, Local Economic Development, rural development, etc.) and a legislative framework for local administration.
2. Developing local administration: including institutional structures, main functions (local service delivery, etc.), operating systems (information, M&E, etc.).



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

Objectives of the Consultancy Mission

In alignment with the Egyptian Prime Minister directives following the launch of the National Climate Change Strategy of Egypt 2050, Egyptian ministries are requested to have a strategy for climate change. In accordance, MoLD is developing a well-defined strategy for climate change, including giving guidance and support to the governorates to develop their climate change strategies and plans.

The Consultant is expected to support the MoLD in developing the Ministry's strategy for climate change through consulting and engaging relevant stakeholders. In addition, he/she is expected to support to the Ministry in its mission to provide a guiding framework for the governorates in developing their climate change strategies and plans.

The consultant shall report to the Policy and Legislative Reform Team Leader. The outline of the climate change strategy requires approval from 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.

Scope of Work and Responsibilities

The Consultant is expected to carry out the following tasks:

- a. Review the global frameworks for action on climate change, particularly those frameworks developed in connection with and in preparation for the COP27;
- b. Review the National Strategy for Climate Change in Egypt, other relevant national policies, strategies and plans for climate change, and the Sustainable Development Goals (SDGs) from



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- the perspective of climate change, etc. to align the Ministry's climate change strategy accordingly;
- c. Carry out consultation workshops and expert interviews with central agencies, governorates, relevant stakeholders;
 - d. Develop a comprehensive climate change strategy for the Ministry in light of the its roles, mandates, programs of action and overarching national climate change policy and strategies;
 - e. Support and facilitate the engagement and consensus building exercise around the proposed climate change strategy by relevant stakeholders (internal MoLD leadership, governorates, Climate Change Council, and other public agencies);
 - f. Develop guidelines to the Ministry on supporting the governorates on how to develop and design their respective climate change strategies and plans, and Provide recommendations to the Ministry in supporting governorates navigate through climate change;
 - g. Provide strategic advice to the Ministry for its inclusion and role in the composition of the National Council for Climate Change.

Deliverables

The Consultant is expected to deliver the following:

- **Deliverable 1:** *Desk Review Report*—Report on the main findings of the review of relevant documents related to climate change, global frames of action related to COP27, national frameworks for environmental safeguards, the National Strategy for Climate Change in Egypt, international commitments, etc. leading to an outline for the Ministry's climate change strategy.
- **Deliverable 2:** *Draft MoLD Climate Change Strategy*—Produce a first draft of the Ministry's climate change strategy that includes the identification of main objectives, main programs of intervention, priority areas of actions, and identify entry points for implementing the strategy within the mandates and scope of work of MoLD.
- **Deliverable 3:** *Stakeholder Engagement and Expert Consultation Report*—Report summarizing the process and methodologies of conducting the stakeholders' engagement, as well as the outcome of the workshops, stakeholder consultation meetings with the internal MoLD leadership, governorates, and other public agencies.
- **Deliverable 4:** *Final climate change strategy for the Ministry*—Produce a final comprehensive strategy for climate change with the amendments and experts' insights.

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



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Duration and Level of Effort of the Assignment

The consultancy mission is planned to be up to **20 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.

<u>SN#</u>	<u>Deliverable</u>	<u>Percentage of Payment</u>
1	Deliverable 1: <i>Desk Review Report</i> —Report on the main findings of the review of relevant documents related to climate change, global frames of action related to COP27, national frameworks for environmental safeguards, the National Strategy for Climate Change in Egypt, international commitments, etc. leading to an outline for the Ministry’s climate change strategy.	15%
2	Deliverable 2: <i>Draft MoLD Climate Change Strategy</i> —Produce a first draft of the Ministry's climate change strategy that includes the identification of main objectives, main programs of intervention, priority areas of actions, and identify entry points for implementing the strategy within the mandates and scope of work of MoLD.	30%
3	Deliverable 3: <i>Stakeholder Engagement and Expert Consultation Report</i> —Report summarizing the process and methodologies of conducting the stakeholders’ engagement, as well as the outcome of the workshops, stakeholder consultation meetings with the internal MoLD leadership, governorates, and other public agencies.	20%
4	Deliverable 4: <i>Final climate change strategy for the Ministry</i> —Produce a final comprehensive strategy for climate change with the amendments and experts' insights.	35%
	Total	100%



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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 climate change strategy requires approval from 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 or training in environmental science, environmental law, environmental management, climate change adaptation and disaster risk reduction and emergency management, or related disciplines;
- At least 10 years of experience in environment, climate change adaptation and mitigation;
- Previous work experience with similar projects, with special focus on leading climate change adaptation planning at national level, is strongly needed;
- Demonstrated experience in advising national governments, including on climate change and environmental issues;
- 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;
- 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;
- Ability to produce strategy documents and reports to a high standard;
- 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;

Application Process

- 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.



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- 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 October 19th, 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.

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