



Arab Republic of Egypt
Ministry of Social Solidarity



**This project is funded by
the European Union**

Terms of Reference (TOR)

Project Title: Strengthening the Institutional and Human Resources Capacities of the Ministry of Social Solidarity

Job Title: Technical Officer

Implementing Partner: Ministry of Social Solidarity

Duration: 1 year

Project Background

Egypt's 2014 Constitution recognizes social protection and social justice as a right for citizens and dedicated one pillar of the national Sustainable Development Strategy (SDS) - Egypt Vision 2030 specifically to social justice (fifth pillar), with specific reference to Sustainable Development Goals (SDGs) 1, 2, and 5.

The Ministry of Social Solidarity (MoSS) is the mandated government body responsible for providing social safety networks for Egypt's most vulnerable citizens. MoSS' main vision goals aims in creating a social safety net for citizens by supporting and protecting poor families, caring for low-income people, raising their standard of living and improving the level of services provided to them, in addition to MoSS' three main strategic policies: Social Protection, Social Care, and Social Development.

The project "Strengthening the Institutional and Human Resources Capacities of the Ministry of Social Solidarity" is implemented by Ministry of Social Solidarity and supported by the United Nations Development Program (UNDP) and funded by the European Union (EU) Delegation and the Government of UK.

The overall objective of the project is to support MoSS on Egypt's Social protection response for COVID-19, as part of the EU's COVID-19 response funding. The suggested outputs are responsive to the priority areas of interventions identified by MOSS.

This will be achieved through working on two interlinked tiers of the COVID-19 outbreak's response to reduce the implications on the vulnerable groups. The first tier is concerned with prevention of infection of new people to flatten the curve of mounting cases and the second tier will work on addressing the socioeconomic consequences of COVID-19.

The project will work on four outputs including:



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Output 1: Enhanced awareness of Takaful and Karama beneficiaries on COVID-19 through supporting MoSS in adapting and expanding existing Waai programme advocacy and awareness tools

Output 2: Enhanced institutional capacity of MoSS through digitalization of systems to better support beneficiaries respond to Covid-19

Output 3: Improved socio-economic status of vulnerable groups amid Covid-19

Output 4: Support 168 Elderly Care Institutions and 7 Homeless Shelters for the Elderly managed by MoSS and dedicate information and support to PWD to decrease the risk of infection by Covid-19 to vulnerable groups.

In the same vein the project will further support MoSS, through the funding of the Government of UK, by creating a social safety net for citizens by supporting and protecting poor families, caring for low-income people, raising their standard of living and improving the level of services provided to them, linking to MoSS' three main strategic policies: Social Protection, Social Care, and Social Development.

The abovementioned will be attained through the following outputs:

1.Enhancing gender equality: Develop and mainstream a comprehensive social protection awareness curriculum entitled 'Waai' focusing on women empowerment and family protection to expand and be mainstreamed in MoSS programmes, including Takaful and Karama Cash Transfer Programme.

2.Building MoSS capacity and civil society service delivery: Enhance the structures of MoSS services through improved accountability and governance systems, quality checks of services, and improved reporting at MoSS departments levels and responsive mechanisms for social care and other services provided by MoSS.

3.Improving the availability of research evidence: Strengthen Monitoring and Evaluation (M&E) systems and line it with the National Center for Social and Criminological Research (NCSCR) under MoSS, in order to serve the agenda of the Ministry to implement ad hoc studies supporting national projects implemented by MoSS.

Duties and responsibilities:

Under the full supervision of the Project Manager, the Technical officer will be responsible for operational project management in accordance with the project document and the UNDP guidelines and procedures for nationally executed projects, including:

- Support the Project Manager in overall general coordination, evaluation, management and supervision of project implementation;



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- Ensure timely preparation of training programmes designed for stakeholder's, with respect to project review cycle;
- Ensure timely preparation and submission of inception report, project annual work plans, progress reports, etc.;
- Ensure timely preparation of the ToRs for national and international consultants, follow up implementation and report progress to the Project Manager;
- Ensure timely preparation and submission of required reports in the UNDP project cycle, including technical, and financial, reports;
- Represent the project during review meetings, and evaluations, upon request from the Project Manager;
- Perform consulting assignments with clients by facilitating workshops, through interactive sessions and assisting in developing the action plan the client will use to manage change;
- Initiate and coordinate outreach activities, conduct training workshops and seminars, provide logistical support to workshops outside Egypt, as needed;
- Play a lead role in identifying significant issues and develop well-reasoned, innovative approaches in dealing with them;
- Perform other coordinating tasks as appropriate for the successful implementation of the project in accordance with the project document and as requested by the Project Manager.

Expected Qualifications:

- Master's Degree in public policy, public administration, international affairs, or social sciences, political science, or other relevant discipline.
- A Bachelor's degree in combination with an additional six years of qualifying experience will be given due consideration in lieu of the advanced university degree.
- Minimum 4 years (Master's Degree) or 6 years (Bachelor's Degree) of professional work experience in the related areas the project is dealing with.
- Proven good analytical and problem-solving skills.
- Good communication, presentation and writing skills in both Arabic and English.
- Previous work experience with international agencies projects is an asset.



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- Proven work experience with MS Office applications is a must, and experience with software related to M&E, assessing data or follow up indicators is preferable.
- Previous project management experience is preferable.
- Previous work experience with similar projects, in particular with international agencies, is preferred;
- Familiarity and prior experience with UNDP requirements and procedures is considered as an asset;
- Demonstrated ability to manage and motivate people in a complex environment and achieve set goals under time pressure; and
- Proven ability to think strategically, support planning and budgeting exercise, work both independently and in teams, and demonstrate self-confidence combined with sensitivity to gender and culture.

Application:

Please submit your application to the below email specifying the title of the post:

Basma.elshorbagy@undp.org

Vacancy Notice issued: November 23rd, 2022

Deadline for application: December 7th, 2022