



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: Project Manager

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.



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Duties and responsibilities:

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

- Lead and provide direction and guidance to project team(s)/ responsible party (ies);
- Liaise with the Project Board to assure the overall direction and integrity of the project;
- Maintain project's cost-effectiveness, timeliness, and quality project deliverables (adaptive collaborative management) to be approved by the Project Board;
- General coordination, management and supervision of day to day project implementation;
- Manage procurement to ensure timely involvement of local and international experts, organization of training and public outreach, purchase of required equipment etc. in accordance with UNDP rules and procedures;
- Prepare final ToR for all work activities with the respective work group leaders; all senior staff assignment and consulting agreements, both national and international, and to execute work agreements and contracts for all national project professional and administrative personnel;
- Supervise and coordinate the contracts of the experts working for the project;
- Consult with the project advisors, individually or as a group on technical matters;
- Convene the Project Board meetings, consultation and results dissemination workshops
- Manage financial resources, monitor expenditures and ensure that the project proceeds in compliance with UNDP, EU, GoE budget and accounting guidelines
- Submit annual Project Implementation Reports and other required progress reports to the Project Board, Implementing Partner and the UNDP in accordance with the section "Monitoring and Evaluation" of the project document;
- Manage and monitor the project risks initially identified and submit new risks to the project board for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log;
- Prepare project annual workplan and budget revision for approval by Project Board and monitor progress against the project results framework and the approved annual work plan;
- Monitor events as determined in the project monitoring schedule plan, and project milestones and update the plan as required;



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- Maintain effective communication with project partners and stakeholders to disseminate project results, as well as to facilitate input from stakeholder representatives as project partners;
- Ensure effective dissemination of and access to information on project activities and results, (including a regularly updated project website);
- Support independent project evaluations and financial audits as per the M&E plan and prepare needed management response.
- As applicable, communicating with project's international partners and attracting additional financing in order to fulfil the project objectives;
- Ensuring otherwise successful completion of the project in accordance with the stated outcomes and performance indicators summarized in the project's logframe matrix and within the planned schedule and budget:
- Lead the development of information products highlighting achievements of the project;
- Ensure full compliance with the UNDP and EU branding policy.

Expected Qualifications:

- Advanced university degree in public policy, public administration, economics or related discipline is a must;
- At least 10 years of professional experience in related area of work;
- Previous work experience with similar projects, in particular with international agencies, is strongly recommended;
- Familiarity and prior experience with UNDP requirements and procedures is considered as an asset;
- Demonstrated experience and success in the engagement of and working with government counterparts, development partners and the private sector;
- Good analytical and problem-solving skills and the related ability to adaptive management with prompt action on the conclusion and recommendations coming out from the project's regular monitoring and self-assessment activities as well as from periodical external evaluations;
- Strong resource mobilization, negotiations and communication skills and competence in handling project's external relations at all levels;
- Demonstrated ability to manage and motivate people in a complex environment and achieve set goals under time pressure;



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- Working experience with the project national stakeholder institutions and agencies is desired;
- Ability to effectively coordinate a large, multi-stakeholder project;
- Ability to administer budgets and prepare work plans;
- Ability to mobilize, train and work effectively with counterpart staff at all levels and with all groups involved in the project;
- Working experience with donor funded projects will be an advantage;
- Fluency in English and Arabic languages;
- Computer proficiency (MS Office package, ...etc.) is a must;
- 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; and
- Knowledge of change management and institutions at national and local levels would be an advantage.

Application:

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

Basma.elshorbagy@undp.org

Vacancy Notice issued: December 8, 2022

Deadline for application: December 22, 2022