REQUEST FOR PROPOSAL (RFP)

TSP-MOLD project “Supporting the Ministry of Local Development in Decentralization and Integrated Local Development with special emphasis on Upper Egypt” – Ministry of Local Development-Government District – New Administrative Capital- Cairo

DATE: June 5, 2023
REFERENCE: RFP# 2/2023

Dear Sir / Madam:

We kindly request you to submit your Proposal for Developing Strategic Plans for the governorates of Fayoum & Beni Suef (Fayoum 2030 & Beni Suef 2030).

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before Monday, June 19, 2023 and via email, courier mail or fax to the address below:

TSP-MOLD project “Supporting the Ministry of Local Development in Decentralization and Integrated Local Development with special emphasis on Upper Egypt” – Ministry of Local Development-Government District – New Administrative Capital- Cairo

Attention: Sara Abd Rabo
srabo@nationaldsu.gov.eg

Your Proposal must be expressed in the English Language, and valid for a minimum period of 90 days (Counting for the last day of submission of quotes)

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by TSP-MOLD after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

The proposed consultancy shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of TSP-MOLD requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.
Any discrepancy between the unit price and the total price shall be re-computed by TSP-MOLD, and the unit price shall prevail, and the total price shall be corrected. If the Consultancy Firm does not accept the final price based on TSP-MOLD’s re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by TSP-MOLD after it has received the Proposal. At the time of Award of Contract or Purchase Order, TSP-MOLD reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Please be advised that TSP-MOLD is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Consultancy Firm’s preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

TSP-MOLD encourages every prospective Consultancy Firm to prevent and avoid conflicts of interest, by disclosing to TSP-MOLD if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Sara Abd Rabo
Procurement & Operations Manager
6/5/2023
Description of Requirements

<table>
<thead>
<tr>
<th>Context of the Requirement</th>
<th>TSP-MOLD project “Supporting the Ministry of Local Development in Decentralization and Integrated Local Development with special emphasis on Upper Egypt”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementing Partner of UNDP</td>
<td>Ministry Of Local Development</td>
</tr>
<tr>
<td>Brief Description of the Required Services¹</td>
<td>Consultancy firm to develop Strategic Plans for the governorates of Fayoum &amp; Beni Suef (Fayoum 2030 &amp; Beni Suef 2030) Detailed TOR is attached in Annex 3</td>
</tr>
<tr>
<td>List and Description of Expected Outputs to be Delivered</td>
<td>See Annex 3 Section C: Deliverables</td>
</tr>
<tr>
<td>Person to Supervise the Work/Performance of the Consultancy Firm</td>
<td>LED &amp; Systems Development Team Leader</td>
</tr>
<tr>
<td>Frequency of Reporting</td>
<td>As needed</td>
</tr>
<tr>
<td>Progress Reporting Requirements</td>
<td>NA</td>
</tr>
<tr>
<td>Location of work</td>
<td>☐ Exact Address/es at Ministry of Local development</td>
</tr>
<tr>
<td></td>
<td>☒ At Contractor’s Location</td>
</tr>
<tr>
<td>Expected duration of work</td>
<td>Approximately 6 months from the contracting date</td>
</tr>
<tr>
<td>Target start date</td>
<td>1/07/2023</td>
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<tr>
<td>Latest completion date</td>
<td>31/12/2023 (with possibility for extension upon the agreement of both parties under same terms and conditions for maximum six months)</td>
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<tr>
<td>Travels Expected</td>
<td>Destination/s</td>
</tr>
<tr>
<td></td>
<td>Beni-Suef</td>
</tr>
<tr>
<td></td>
<td>Fayoum</td>
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<tr>
<td>Facilities to be Provided by TSP-MOLD (i.e., must be excluded from Price Proposal)</td>
<td>☐ Office space and facilities</td>
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<td></td>
<td>☒ Land Transportation</td>
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<td></td>
<td>☒ Others</td>
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</table>

³ Includes capacity building of relevant local government officials, consultation with the stakeholders and validation of developed plans.
**Travel expenses:**

a. All travel expenses are covered by TSP-MOLD project. This is confined to travel related to the abovementioned workshop purposes. This entails full-board accommodation and any transport expenses.

b. Any other travel, beyond the abovementioned workshops, is to be covered by the company upon the approval of the designated Team Leader of the Project.

**Workshops and conference expenses:** such as venue rental fees, rental fees of equipment, meals and beverages etc. are covered by TSP-MOLD Project.

| Implementation Schedule indicating breakdown and timing of activities/sub-activities | ☒ Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | ☒ Required |
| Documents Comprising the Proposal | The Proposal shall comprise of the following documents:  
  a) Documents Establishing the Eligibility and Qualifications of the Bidder (enclosed in the technical proposal envelope);  
  b) Technical Proposal;  
  c) Financial Proposal;  
  d) Any attachments and/or appendices to the Proposal  
  ** the technical and financial proposals have to be submitted in separate closed envelopes. |
| Technical Proposal Format and Content | • The Bidder is required to submit a Technical Proposal.  
  • The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive. |
| Financial Proposals | • The Financial Proposal shall list all major cost components associated with the services, and the detailed breakdown of such costs.  
  • Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.  
  • Prices and other financial information must not be disclosed in any other place except in the financial proposal. |
| Currency of Proposal | ☐ United States Dollars  
  ☐ Euro  
  ☒ Local Currency |
| **Value Added Tax on Price Proposal** | ☐ must be inclusive of VAT and other applicable indirect taxes  
☒ must be exclusive of VAT and other applicable indirect taxes |
|---|---|
| **Validity Period of Proposals (Counting for the last day of submission of quotes)** | ☐ 60 days  
☒ 90 days  
☐ 120 days |
| In exceptional circumstances, **TSP-MOLD** may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal. |
| **Partial Quotes** | ☐ Not permitted  
☒ Permitted |
| **Payment Terms** |  |
| **Outputs** | **Percentage** | **Condition for Payment Release** |
| Deliverable 1 | 10% | Within thirty (30) days from the date of meeting the following conditions:  
  a) **TSP-MOLD**’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and  
  b) Receipt of invoice from the Consultancy Firm. |
| Deliverable 2 | 25% |  |
| Deliverable 3 | 30% |  |
| Deliverable 4 | 35% |  |
| **Person(s) to review/inspect/approve outputs/completed services and authorize the disbursement of payment** | The LED & System Development Team Leader reviews, inspects and approves outputs and completed service. The Project Director authorizes the disbursement of payment |
| **Type of Contract to be Signed** | ☐ Purchase Order  
☐ Institutional Contract  
☒ Contract for Professional Services  
☐ Long-Term Agreement  
☐ Other Type of Contract |
| **Criteria for Contract Award** | ☐ Lowest Price Quote among technically responsive offers  
☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)  
☒ Full acceptance of the **TSP-MOLD** Contract Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of |
services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.

<table>
<thead>
<tr>
<th>Criteria for the Assessment of Proposal</th>
<th>Technical Proposal (70%)</th>
<th>Financial Proposal (30%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Expertise of the Firm. This includes the company profile and the relevant experience with similar assignments. (10%)</td>
<td>☒ Quality of the proposed Methodology. This includes understanding of the assignment, approach and action plan (20%)</td>
<td>To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by TSP-MOLD.</td>
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<tr>
<td>☒ Quality of Key Personnel (40%)</td>
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TSP-MOLD will award the contract to:

- ☒ One and only one Consultancy Firm
- ☐ One or more Consultancy Firms, depending on the following factors.

<table>
<thead>
<tr>
<th>Annexes to this RFP</th>
<th>Form for Submission of Proposal (Annex 2)</th>
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<tbody>
<tr>
<td>☒ Detailed TOR</td>
<td></td>
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<tr>
<td>☐ Others</td>
<td></td>
</tr>
</tbody>
</table>

Contact Person for Inquiries (Written inquiries only)

*Sara Abd Rabo*

*Procurement & Operations Manager*

*srabo@nationaldsu.gov.eg*

Any delay in TSP-MOLD’s response shall be not used as a reason for extending the deadline for submission, unless TSP-MOLD determines that such an extension is necessary and communicates a new deadline to the Proposers.
FORM FOR SUBMITTING CONSULTANCY FIRM’S PROPOSAL

(This Form must be submitted only using the Consultancy Firm’s Official Letterhead/Stationery⁴)

To: TSP-MOLD project

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to TSP-MOLD in conformity with the requirements defined in the RFP dated 5/6/2023, and all of its attachments, as well as the provisions of the TSP-MOLD General Contract Terms and Conditions:

A. Qualifications of the Consultancy Firm

The Consultancy Firm must describe and explain how and why they are the best entity that can deliver the requirements of TSP-MOLD project by indicating the following:

a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ; (If applicable)
d) Track Record – list of clients for similar services, indicating description of contract scope, contract duration, contract value, contact references;

B. Proposed Methodology for the Completion of Services

The Consultancy Firm must describe how it will address/deliver the demands of the RFP: providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

The Consultancy Firm must provide:

a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes.
b) CVs demonstrating qualifications must be submitted; and  
c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. Cost Breakdown per Deliverable*

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Percentage of Total Price (Weight for payment)</th>
<th>Price (Lump Sum, All Inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Deliverable 1</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>2 Deliverable 2</td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td>3 Deliverable 3</td>
<td>30%</td>
<td></td>
</tr>
<tr>
<td>4 Deliverable 4</td>
<td>35%</td>
<td></td>
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<tr>
<td>Total</td>
<td>100%</td>
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</table>

*This shall be the basis of the payment tranches

[Name and Signature of the Consultancy Firm’s Authorized Person]  
[Designation]  
[Date]
TERMS OF REFERENCE

A- 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.

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 Sweif, Luxor and Aswan.

B- Objectives of the Consultancy Mission (Strategic Plans for the governorates of Fayoum & Beni Sweif (Fayoum 2030 & Beni-Sweif 2030))

Local Economic Development (LED) is a cornerstone of implementing decentralization on both the short and long-term. LED integrates the capacities and resources of public, private and civil society actors in a locality and contributes to addressing rural and urban economic gaps not only across regions but also within the same governorate. The diverse nature of Egypt’s economic regions and their enormous cultural, natural and human resource endowments offer significant potential for promoting sustainable development and the localization of SDGs. In order to contribute to addressing the persistent challenges of unemployment and inequitable economic
growth and income distribution in Upper Egypt governorates, local administration must play an active role in improving LED processes and outcomes.

Fayoum and Beni-Suef governorates developed LED strategies (Fayoum in 2014, partially updated in 2019 & Beni-Suef in 2021). The LED strategy in Beni Suef is currently more actively pursued by the governorate in comparison to Fayoum. It serves as a benchmark for any proposed interventions related to or impacting the local economy.

However, in both cases, there is a need for a more integrated strategic framework that accounts for social, environmental, and geographic/spatial dimensions of development in each governorate. The new planning law No. 18 for the year 2022 states that each governorate is responsible for developing a strategic plan that is consistent with the national strategic plan (Egypt’s Vision 2030). Moreover, the Ministry of Local Development through the Upper Egypt Local Development Program developed an integrated local development strategic framework and supported Sohag and Qena governorates to develop their 2030 strategic plans.

In accordance, the project seeks a qualified firm for a short-term consultancy for supporting the governorates of Fayoum and Beni-Suef in developing strategic plans for the year 2030, including an update of their LED strategies and local economy assessments, as well as preparing the mid-term (3-year) investment plans. The consultancy mission entails working closely and providing on the job capacity building in the field of strategic planning for the Socio-Economic Council members and committees as well as relevant departments at the governorate and district levels.

**C- Scope of Work and Responsibilities**

This Terms of Reference (ToR) aims to engage a qualified and professional Consultancy Firm to build on existing LED strategies of Fayoum and Beni-Suef governorates to develop integrated strategic plans, Fayoum 2030 and Beni Suef 2030. This entails updating the economic sectoral mapping and assessment to ensure capturing emerging opportunities and governorate and central government development efforts. Using the good base of LED strategies, the consultancy firm will provide an overview of the opportunities and challenges within each economic sector using value chain analysis. Taking economic development and investment promotion as the core, the assignment then works on building the governorate strategic planning framework 2030, covering social and environmental dimensions in an integrated manner leading to sustainable development. Developing the governorate strategic plans should capitalize on the strategic urban plans of the governorates, and be linked to the localization of SDGs indicators. Once the strategic plans are developed including a vision, strategic objectives and development programs, the mid-term planning targets and the first mid-term plan could be developed. The work of the consultancy firm should take the following into consideration:

- a. Building consensus among the stakeholders on the governorate strategic vision, objectives and priority development interventions;
- b. Ensuring integration and complementarity of sectoral, crosscutting and local development programs and sub-programs, as well as between national and local initiatives and efforts;
- c. Prioritizing proposed interventions and programs and ensuring through logical framework design that they contribute to the achievement of the set objectives, while ensuring alignment with SDGs localization indicators and consolidation of all proposed efforts.
within the overall strategic vision 2030 including the LED Strategy and the mid-term plan; and

d. Ensure integration and complementarity of the roles of stakeholders including the public sector (local and central), the private sector, nongovernmental/non-state actors, development partners and others.

This consultancy mission aims to engage and capacitate the socio-economic councils at the governorates. These councils are consultative councils headed by the governor and includes private sector, civil society and governmental agencies representatives. Therefore, it is an ideal platform to adopt strategic and economic plans. The consultancy firm should work closely with the committees and working groups of the socio-economic councils to update economic profiles, to come up with development visions and to develop programs of action. Through their members, the councils will help in identifying enterprises of all categories (micro, small, medium and large, formal and informal) and LED relevant NGOs and development partners/programs that are active in each governorate. The same mode of engagement applies to governorate employees in relevant planning departments, LED units, etc. to ensure that the governorate team is fully involved and capacitated as the owner of the planning effort and the responsible agency to follow up on its implementation.

It is expected that the consultancy firm will assign a lead consultant for this mission, to be supported by expert consultants as needed, as should be provided in the technical offer. The lead consultant will coordinate with the project the development and finalization of all deliverables on time and up to the expected standard and quality. All deliverables should be approved by the project director and the consultancy mission will be under supervision and direction of the systems development and LED lead team.

The firm is expected to carry out the following tasks to develop the Strategic Plans for the governorates of Fayoum & Beni Swaif (Fayoum 2030 & Beni Swaif 2030):

- Review all relevant policies, strategies, and plans at national, regional and local levels that could influence strategic development at the governorate level.

- The project will support the consultancy firm to obtain the updates from the Ministry of Planning and Economic Development and/or sector ministries on future programs, initiatives and investments in each target governorate.

- Support relevant actors at the governorate level in data collection and analysis in relation to socio-economic indicators including employment, exports, investment, labor force profile and markets.

- Facilitate a discussion among stakeholders on means to enhance the economic linkages between existing and new cities within the governorate (and within neighboring governorates), as well as enhancing rural-urban linkages.

- Ensuring more engagement for the local employees at the governorate levels in the preparation steps of the strategic plan as such conducting on-the-job training (training and technical assistance to the local employees and relevant actors at the governorate level involved in LED and strategic and investment planning. The technical support should aim at insuring that the draft of the mid-term investment plan is in-line with the vision, objectives and targets presented in national and regional plans.
**D- Deliverables**

The consultancy firm is expected to deliver three main deliverables to fulfill the requirements of the consultancy, as follows:

**Deliverable One: Methodology and action plan for the consultancy mission (10%)**
Deliver the outline (table of contents) of the strategy and a detailed workplan including time schedule for the technical parts to achieving the consultancy mission.

**Deliverable Two: Updated LED Strategies for Fayoum and Beni-Suef (25%)**

a. This entails updating the local economic mapping and sectorial analysis studies (distribution of the economic activities and their spatial focus), including stakeholder analysis, value chain analysis and cluster analysis. These strategies have been prepared for a considerable period of time and hence require updating to align with current circumstances of the national economy and the endorsement for the strategic vision. This includes conducting consultation workshops, focus groups, and meetings with the main stakeholders at the governorate and district levels, including private sector entities, non-governmental organizations (NGOs), and executive councils.

b. The update also includes reporting on achievements so far out of proposed interventions as well as accounting for central and local current or planned investments in support of the local economy. The updating covers the validation and/or modification of the programs and sub-programs of action within each LED strategy.

c. The expected level of effort for updating Beni Suef LED strategy is less than that for Fayoum LED strategy, given that; 1) it is prepared more recently (2021), 2) used by the governorate as the reference for investment projects.

d. The updated LED strategy of each governorate has to be presented to, and endorsed by, the Socio-economic Council of the governorate.

**Deliverable Three: Sectors Profile for Fayoum and Beni-Suef (30%)**

a. A review and stocktaking of plans or studies for the governorates, including strategic governorate urban plan and the north Upper Egypt region strategic urban plan prepared by GOPP. Special attention should be given to the analysis part of these plans and the development issues, gaps or needs.

b. An assessment of the development achievements and gaps/needs in the local development sector (the 6 local development programs⁵), with spatial distribution at the districts in each governorate.

c. Identification of main social and environmental issues and challenges in each governorate and an assessment of governmental and nongovernmental efforts to address them. Also,

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⁵ Spatial Development (urban and rural), Environmental Enhancement, Local Economic Development, Local Transport and Roads, Supporting local and community services, and Local Administration and Technical Support
reference should be made to the SDGs localization report in Fayoum. The consultancy firm will do the same for Beni-Suef, depending on the data availability.

d. Identify the priority interventions for the economic sectors that can support and enhance the Local Economic Development (LED) activities, thereby generating added value for the chosen governorates’ economic sectors.

**Deliverable Four: Strategic Plan 2030 for Fayoum and Beni-Suef including main targets of the first Mid-term Investment Plan (35%)**

a. A strategic plan 2030 document for each governorate is to be produced on basis of strategic planning workshops with local stakeholders. The plan includes a development vision statement for the governorate, strategic objectives, programs & interventions and indicators aligned with the localized SDGs for the governorate.

b. Main targets and high priority potential projects and interventions for the mid-term plans (2024-27 and 2027-30) as stages for the attainment of the strategic plan objectives and targets.

c. Program design: Ensure Economic Feasibility: a brief account should be provided of why each program is justified, setting forth its potential impact and added value on the local economy including backward and forward linkages, as well as Ensure Social Rationale: the expected social return of the program should be described and quantified when possible, e.g. the number of households/people to benefit from its implementation through increased income, job opportunities and potential improvement of quality of life.

d. Prioritized interventions/projects in the economic, social and environmental sectors with a logical sequence for their implementation.

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

**E- Competencies:**

The selected firm should have the following qualifications:

- At least 15 years of proven experience in strategic planning, strategy development, local development, local economic development, urban and rural development, and sectorial analysis or related fields;

- Extensive experience in providing technical assistance to governmental entities/public administration and local levels as well as different stakeholders;

- Experience in developing and designing strategies for economic development.

- Provide evidence of successful implementation for at least 3 assignments/contracts in the last 5 years related to strategic planning, strategy development, local development, local economic development, urban and rural development, sectorial analysis or related fields.

- The consultancy firm must indicate the value, dates and scope of the services delivered.
• The consultancy firm must be a registered organization/company that has sufficient institutional and managerial capacities, as well as skilled and experienced human, and adequate physical, resources needed to deliver the envisaged tasks.

**The Consultancy Firm is required to compose a team of minimum 5 key experts as follows:**

- **1 Lead Consultant/Senior Expert on Strategic Planning** with 15 or more years of experience in the area of strategic planning, local development, economic development and rural & urban development.

- **1 Senior Expert on Economic Development** with 15 or more years of experience in the area of economic analysis and planning as well as social sciences or related fields and understanding of government context and good experience in local economic development.

- **1 Senior Expert on Services and infrastructure planning** with 15 or more years of experience in the area of engineering, infrastructure projects, social services or related fields.

- **1 Senior Expert on Urban Planning** with 15 or more years of experience in the area of urban planning, urban design architectural engineering or related disciplines. GIS expertise can be provided by the same expert or assigned to a junior expert.

- **1 Senior Expert on Safe-guard (Social & Environmental)** with 10 or more years of experience in the area of environmental and social sciences, social engagement or related fields.

**Important remark:**

- During the period of implementation of the consultancy assignment, TSP-MOLD Project has the right to evaluate the assigned expert based on their actual performance individually and to request changing one or more of the experts.

- Upon the signature of the contract, any changes in the personnel of the consultancy team has to be approved by the Team Leader of the Project.

- The Service Provider may also propose an additional expert, or team of experts, if deemed necessary for the implementation of the assignment. However, only key experts will be included in the evaluation process.

The required key experts should meet the requirements presented in the table below;
### Qualifications of Key Personnel

<table>
<thead>
<tr>
<th>Title</th>
<th>Responsibilities</th>
<th>Required Competencies and Conditions</th>
<th>Max. Points: 40 points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Team Leader/Strategic Planning</strong></td>
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<td>• University degree in economy, management, business or other relevant field, masters or PhD would be an advantage.</td>
<td>10</td>
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<tr>
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<td></td>
<td>• At least 15 years of experience in the area of strategic planning, local development, economic development and rural &amp; urban development.</td>
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<td>• Previous work experience with similar projects, in particular with governorates or the Ministry of Local Development, is strongly considered.</td>
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<td>• Knowledge of urban planning policies and regulations at national and local levels would be an advantage.</td>
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<td>• Demonstrated experience and success in the engagement of and working with government counterparts and non-governmental partners.</td>
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<td>• 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.</td>
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<td>• Extensive experience in management and coordination of consultancy contracts.</td>
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<td>• Strong communication skills, affinity for teamwork, and ability to maintain project partnerships.</td>
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<tr>
<td><strong>Senior Expert on Economic</strong></td>
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<td>• University degree in economy, management, business or other relevant field, masters or PhD would be an advantage.</td>
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</tr>
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<td>• At least 15 years of experience in the area of strategic planning, local development, economic development and rural &amp; urban development.</td>
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<td></td>
<td>• Previous experience in local economic development.</td>
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<td>• Demonstrated experience and success in the engagement of and working with government counterparts and non-governmental partners.</td>
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<td>• 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.</td>
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<td>Title</td>
<td>Responsibilities</td>
<td>Required Competencies and Conditions</td>
<td>Max. Points: 40 points</td>
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</table>
| **Senior Expert on Services and Infrastructure**   | • Support Team Leader in delivering the assignment.  
• Demonstrate and deliver training programs, suggesting improvements if needed.  
• Data analysis and review.  
• Participating and joining the team in the workshops and field visits under the consultancy mission.  
• Committed to deliver the activity as per agreed in the consultancy contract, under the supervision of Team Leader. | • University degree in economy, management, business or other relevant field, masters or PhD would be an advantage.  
• At least 15 years of experience in the area of engineering, infrastructure projects, social services or related fields.  
• Previous work experience with similar projects, in particular with governorates or the Ministry of Local Development, is strongly considered.  
• Previous experience in support to business operators in agriculture and rural development.  
• Strong communication skills, affinity for teamwork, and ability to maintain project partnerships. | 8 |
| **Senior Expert on Urban Planning**                | • Support Team Leader in delivering the assignment.  
• Demonstrate and deliver training programs, suggesting improvements if needed.  
• Data analysis and review.  
• Participating and joining the team in the workshops and field visits under the consultancy mission.  
• Committed to deliver the activity as per agreed in the consultancy contract, under the supervision of Team Leader. | • University degree in economy, management, business or other relevant field, masters or PhD would be an advantage.  
• At least 15 years of experience in the area of urban planning, urban design architectural engineering or related disciplines.  
• Previous work experience with similar projects, in particular with governorates or the Ministry of Local Development, is strongly considered.  
• Knowledge of urban planning policies and regulations at national and local levels would be an advantage.  
• Previous experience in support to business operators in agriculture and rural development.  
• Strong communication skills, affinity for teamwork, and ability to maintain project partnerships. | 7 |
| **Senior Expert on Safe-guard (Social & Environmental)** | • Support Team Leader in delivering the assignment.  
• Demonstrate and deliver training programs, suggesting improvements if needed.  
• Data analysis and review.  
• Participating and joining the team in the workshops and field visits under the consultancy contract, under the supervision of Team Leader. | • University degree in economy, management, business or other relevant field, masters or PhD would be an advantage.  
• At least 10 years of experience in the area of environmental and social sciences, social engagement or related fields.  
• Previous work experience with similar projects, in particular with governorates or the Ministry of Local Development, is strongly considered.  
• Demonstrated experience and success in | 6 |
<table>
<thead>
<tr>
<th>Title</th>
<th>Responsibilities</th>
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<tbody>
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<td>consultancy mission. • Committed to deliver the activity as per agreed in the consultancy contract, under the supervision of Team Leader.</td>
<td>the engagement of and working with government counterparts and non-governmental partners.</td>
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</tbody>
</table>

** All experts must have excellent written and spoken Arabic language skills.

Application Process:
Proposals may be submitted on or before Monday, June 19, 2023 and via email, courier mail or fax to the address below:

TSP-MOLD project “Supporting the Ministry of Local Development in Decentralization and Integrated Local Development with special emphasis on Upper Egypt” – Ministry of Local Development- Government District- New Administrative Capital - Cairo

Attention: Sara Abd Rabo
srabo@nationaldsu.gov.eg

Evaluation:
The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Technical Evaluation Criteria (70%):

<table>
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<tr>
<th>Criteria</th>
<th>Description</th>
<th>Weight</th>
<th>Max. Point</th>
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<td>Technical</td>
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<td>Expertise of the Firm: Company profile • Must have minimum 3 years of relevant experience in providing technical assistance to governmental entities/ public institutions with evidence of successful implementation of assignments related to in strategic planning, strategy development, local development, communication, and climate change or related fields. The service provider must indicate the value, dates and scope of the services delivered.</td>
<td>10%</td>
<td>10 points</td>
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| Proposed Methodology   | • Understanding of the assignment  
                          | • Approach and methodology  
                          | • Action plan including detailed indicative timeline | 20%     | 20 points  |
| Qualification of Key Personnel | • As per the table above.  
                           | • Provision of CVs of all experts of the team. | 40%     | 40 points  |
| Total                  |                                                                             | 70%    | 70 points  |

**Financial Proposal (30%)**
- To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by TSP-MOLD.