INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: June 19th, 2023

Country: Cairo, Egypt

Project name: Strengthening Institutional and Human Resources Capacities of the Ministry of Social Solidarity - Support to COVID-19 Response

Description of the assignment: Economic Empowerment Advisor for coordinating effective implementation of the economic empowerment component within the project framework.

Implementing Partner: Ministry of Social Solidarity

Period of assignment/services: 60 working days (around 3 working days per week) over 5 months (with possibility of extension).

Proposal should be submitted at the following email address: Basma.elshorbagy@undp.org no later than July 3rd, 2023.

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. PROJECT BACKGROUND

Egypt 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's 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 Institutional and Human Resources Capacities of the Ministry of Social Solidarity - Support to COVID-19 Response” is implemented by Ministry of Social Solidarity and
supported by the United Nations Development Program (UNDP) and funded by the European Union (EU) Delegation.

The overall objective of the project is to support the Ministry of Social Solidarity on Egypt’s Social protection response for COVID-19. 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:

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.

2. BACKGROUND ON THE CONSULTANCY MISSION

The “Strengthening Institutional and Human Resources Capacities of the Ministry of Social Solidarity - Support to COVID-19 Response” project, implemented by Ministry of Social Solidarity and supported by the UNDP and funded by the EU, is launching the economic empowerment component under Output 3 “Improved socio-economic status of vulnerable groups amid Covid-19”.

Addressing the socio-economic consequences of COVID-19 by supporting NGOs to create new jobs at the local level through launching new local projects to meet requirements of local markets and create jobs based on expected changes in the supply and demand chains. This component will focus on livelihood support aimed at stimulating the local economy and generating income for local households, especially those severely affected by the socio-economic impacts of the COVID-19 pandemic.

The project aims to establish production units and local projects to meet local market requirements and create job opportunities based on the expected changes in the supply and demand chains. This will focus on supporting livelihoods with the aim of stimulating the local economy and generating income for local households, especially those severely affected by COVID-19 socio-economic impacts.

The project supports Non-Governmental Organizations’ (NGOs) proposals for creating these local projects; NGOs will strive for the economic empowerment of beneficiaries by providing them with support and assistance to equip specialized production units and develop income-generating
productive projects. This will be achieved by providing soft loans to groups and individuals in order to equip, establish and operate production units and economic projects. Funded micro-projects will target the beneficiaries of the conditional cash transfer programme, Takaful and Karama, to graduate from the programme and to transfer them from protection to production.

A call of proposal will be announced, and the selected NGOs will disburse soft loans to the targeted beneficiaries in order to equip, establish and operate production units and economic projects. The NGOs will collect the repayments and revolve them in disbursing loans to ensure the optimal use of selecting the economic and operational model for production units in light of local needs in each governorate, the availability of raw materials/production inputs, competitors, the market share, the feasibility of establishing such units, and the return provided to beneficiaries.

The implementing NGO shall collect the instalments (capital only) and transfer them to the Environmental and Rural Industries and Rural Revival Fund, which shall employ them in ensuring the project sustainability and reaching the largest possible number of beneficiaries. The loan capital will be transferred to the Rural Fund by the end of the project.

Under the direct supervision of the Economic Empowerment Advisor and Project Manager, the selected NGOs shall undertake the following activities:

- Select the economic and operational model for production units in light of local needs in each governorate, the availability of raw materials/production inputs, competitors, the market share, the feasibility of establishing such units, and the return provided to beneficiaries.
- Develop a technical and financial training plan for the beneficiaries according to the nature and scope of each economic project/unit with the assistance of specialized consultants.
- Provide an integrated feasibility study that includes, but not limited to, the unit’s business model, the model estimated cost, the estimated number of employees in the unit, the marketing plan, the economic return from the unit operation, and the expected results.
- Train the beneficiaries to qualify them to join economic activities, provided that training shall include technical and administrative aspects.
- Disburse micro-loans to the targeted beneficiaries for the units and projects' implementation.
- Collect the repayments and revolve them in disbursing loans to insure the optimal use of capital. Field follow-up of the implemented economic projects.
- Develop performance and follow-up indicators reports and submitting them monthly to the PM team at the Ministry of Social Solidarity (MoSS).
- Submit a quarterly implementation plan for the overall project.
- Develop a policy and procedure manual for the lending program, which includes the lending products’ specifications (average loan sizes, number of installments, value of instalment (Principal value + interest) instalment periodicity), the program organizational structure, the job description, the disbursement, and collection cycles, etc. This manual shall be approved and accredited by the PM.
- Train loan applicants on managing economic projects, as a qualification for obtaining loans, to be able to establish and manage their income-generating economic activities.
- Submit cash flows statement for cash inflows and outflows related to lending (capital and operation).
Develop a comprehensive file for all financial and accounting models used in the lending program.

Undertake the monitoring and following up of activities provided to beneficiaries, establishing detailed databases, and developing periodic reports, according to report forms approved by the PM team at MoSS.

Develop a sustainability plan for the established units and for the official entity through which these units will operate to ensure that the beneficiaries are empowered through economic activities to achieve intensive labor.

3. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Under the direct supervision of the Project Manager, the selected Consultant shall:

- Supervise and participate in training applicant NGOs personnel on proposal writing to enable them to submit a full proposal for providing targeted beneficiaries with training, technical support, and soft loans to establish and equip their income-generating projects and production units in light of local needs in each governorate.

- Develop a policy and procedure manual for the lending program, which includes the lending products' specifications, the program organizational structure, the job description, the disbursement, and collection cycles, etc.

- Design the lending technical and financial forms.

- Design the monthly lending reports.

- Design technical trainings addressing strengthening the skills of loan officers, Lending methodology, lending accounting system, lending performance indicators.

- Follow-up on the NGOs monitoring and evaluation plans ensuring achievement of specified indicators.

- Advise NGOs in the preparation of technical progress reports, and necessary corrective actions in regard to delivery as well as technical quality, as appropriate.

- Conduct quarterly spot checks on selected NGOs and production units to ensure implementation of workplan according to planned targets.

- Review and clear technical and financial reports (monthly and quarterly) received from NGOs.

- Identify potential risks throughout the implementation and flag them to project manager.

- Document success stories and lessons learnt.

- Prepare a quarterly and annual collective technical and financial report for the economic empowerment component.

- Provide technical assistance, on-going coaching and mentoring to NGOs as deemed necessary.

For detailed information, please refer to Annex 1.
4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Advanced university degree in Economics, Social Policy Analysis, Public Administration, or related disciplines;
- At least 20 years of professional experience in the field of economic empowerment with nationally-executed and donor-funded projects, specifically within public organizations and governmental institutions. This entails previous experience in developing and implementing economic empowerment strategies and programs, particularly for vulnerable groups;
- Previous experience in providing training and guidance to NGOs in multiple areas, including, administrative and technical trainings; is a must;
- Previous experience and familiarity with public policy frameworks and regulations related to economic empowerment, including familiarity with government institutions, NGOs, and their operations;
- Previous work experience with similar projects, in particular with the Ministry of Social Solidarity or other public organizations, is strongly needed;
- Demonstrated experience and success in the engagement with government counterparts and non-governmental partners;
- Familiarity and prior experience with nationally-executed donor-funded projects is considered an asset;
- Strong leadership skills and 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;
- Fluency in English and Arabic languages;
- Computer proficiency (MS Office package, Internet) is a must.

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

The consultancy mission is planned to be around up to 60 working days over 5 months (with possibility of extension).

The appointed Economic Empowerment Advisor is expected to allocate approximately three working days per week to facilitate and coordinate interactions with the Ministry of Social Solidarity and the Project Team. This dedicated time will ensure effective communication and collaboration between
the consultant and the relevant stakeholders, optimizing the consultant’s efficient accomplishment of assigned deliverables and contribution towards achieving expected results of the project’s Economic Empowerment component.

- Applicants are requested to apply no later than July 16th 2023.
- Interested individual consultants must submit a soft copy of the following documents/information to demonstrate their qualifications, to the following email address: Basma.elshorbagy@undp.org

1. Proposal (PDF Format):
   (i) Explaining why they are the most suitable for the work.
   (ii) Provide a brief methodology on how they will approach and conduct the work.
2. Financial proposal.
3. Personal CV including past experience in similar projects and at least 3 references.

6. FINANCIAL PROPOSAL

Interested candidates should submit their anticipated lump-sum that would include all consultancy-related costs to Basma.elshorbagy@undp.org

- Lump sum contracts
The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e., whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e., upon delivery of the services specified in the TOR. In order to assist the Project in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel:
All travel expenses, including tickets, lodging, and terminal/transport expenses, will be covered by the Project, upon prior agreement on the travel purpose and activity between the Individual Consultant and the Project. In general, the Project 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.

7. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

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

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<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
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<tbody>
<tr>
<td>Technical</td>
<td>70%</td>
<td>70 points</td>
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<td>• Consultant’s experience</td>
<td>40%</td>
<td>40 points</td>
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<td>• Proposed methodology.</td>
<td>30%</td>
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<td>Financial</td>
<td>30%</td>
<td>30 points</td>
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<td>Total</td>
<td>100%</td>
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ANNEX 1- TERMS OF REFERENCES (TOR)

Strengthening Institutional and Human Resources Capacities of the Ministry of Social Solidarity - Support to COVID-19 Response

**Project Title:** Strengthening Institutional and Human Resources Capacities of the Ministry of Social Solidarity - Support to COVID-19 Response

**Implementing Partner:** Ministry of Social Solidarity

**Post title:** Economic Empowerment Advisor for coordinating effective implementation of the economic empowerment component within the project framework.

**Period of assignment/services:** 60 working days (around 3 working days per week) over 5 months (with possibility of extension).

**Project Background**

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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
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**Background on the Consultancy Mission**

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- Develop a technical and financial training plan for the beneficiaries according to the nature and scope of each economic project/unit with the assistance of specialized consultants.
- Provide an integrated feasibility study that includes, but not limited to, the unit's business model, the model estimated cost, the estimated number of employees in the unit, the marketing plan, the economic return from the unit operation, and the expected results.
- Train the beneficiaries to qualify them to join economic activities, provided that training shall include technical and administrative aspects.
- Disburse micro-loans to the targeted beneficiaries for the units and projects' implementation.
- Collect the repayments and revolve them in disbursing loans to insure the optimal use of capital.
- Field follow-up of the implemented economic projects,
- Develop performance and follow-up indicators reports and submitting them monthly to the PM team at the Ministry of Social Solidarity (MoSS).
- Submit a quarterly implementation plan for the overall project.
- Develop a policy and procedure manual for the lending program, which includes the lending products’ specifications (average loan sizes, number of installments, value of instalment (Principal value + interest) instalment periodicity), the program organizational structure, the job description, the disbursement and collection cycles, etc. This manual shall be approved and accredited by the PM.
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- Develop a comprehensive file for all financial and accounting models used in the lending program.
- Undertake the monitoring and following up of activities provided to beneficiaries, establishing detailed databases, and developing periodic reports, according to report forms approved by the PM team at MoSS.
- Develop a sustainability plan for the established units and for the official entity through which these units will operate to ensure that the beneficiaries are empowered through economic activities to achieve intensive labor.
**Scope of Work and Responsibilities**

Under the direct supervision of the Project Manager, the selected Consultant shall:

- Supervise and participate in training applicant NGOs personnel on proposal writing to enable them to submit a full proposal for providing targeted beneficiaries with training, technical support and soft loans to establish and equip their income-generating projects and production units in light of local needs in each governorate.
- Develop a policy and procedure manual for the lending program, which includes the lending products’ specifications, the program organizational structure, the job description, the disbursement and collection cycles, etc.
- Design the lending technical and financial forms.
- Design the monthly lending reports.
- Design technical trainings addressing strengthening the skills of loan officers, Lending methodology, lending accounting system, lending performance indicators.
- Follow-up on the NGOs monitoring and evaluation plans ensuring achievement of specified indicators.
- Advise NGOs in the preparation of technical progress reports, and necessary corrective actions in regard to delivery as well as technical quality, as appropriate.
- Conduct quarterly spot checks on selected NGOs and production units to ensure implementation of workplan according to planned targets.
- Review and clear technical and financial reports (monthly and quarterly) received from NGOs.
- Identify potential risks throughout the implementation and flag them to project manager.
- Document success stories and lessons learnt.
- Prepare a quarterly and annual collective technical and financial report for the economic empowerment component.
- Provide technical assistance, on-going coaching and mentoring to NGOs as deemed necessary.

**Deliverables**

The Consultant is expected to deliver the following:

- **Deliverable 1:** Report on technical evaluation of the Expression of Interest applications.
- **Deliverable 2:** Report on training delivered to NGOs on proposal writing, including preparation of technical and financial offers.
- **Deliverable 3:** Report on reviewing and evaluating the technical offers that will be submitted by the shortlisted NGOs and rating them.
- **Deliverable 4:** Manual for the project’s lending and procedures.
- **Deliverable 5:** Collective report, including:
A training plan for selected NGOs on areas related to lending procedures (lending methodology, loan officers’ skills, lending financial and accounting system, lending reporting and performance indicators) and monitoring the implementation of the planned trainings,

Orientation meetings to the selected NGOs to familiarize them with the project, implementation plan, tranches’ transfer, payment requests and settlement.

- **Deliverable 6:** Report on focus group discussion meetings with targeted groups, including the loan products’ design.

- **Deliverable 7:** Final budgets, disbursement plans, and cash flow of each of the selected NGOs reviewed and finalized.

- **Deliverable 8:** Review of quarterly technical reports (for Quarter 4 of the year) from NGOs and submit 1 single collective quarterly summary report for the economic empowerment work achieved through the NGOs, including meeting with the selected NGOs (1 meeting with 5 NGOs per month), identification of risks, success stories, and lessons learned.

- **Deliverable 9:** Report on quarterly field visit to monitor implementation on the ground.

- **Deliverable 10:** Report on technical support provided to NGOs on refunding capital payments to the Fund of supporting rural and environmental industries and rural revitalization.

**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 around up to **60 working days over 5 months** (with possibility of extension).

The appointed Economic Empowerment Advisor is expected to allocate approximately **three working days per week** to facilitate and coordinate interactions with the Ministry of Social Solidarity and the Project Team. This dedicated time will ensure effective communication and collaboration between the consultant and the relevant stakeholders, optimizing the consultant’s efficient accomplishment of assigned deliverables and contribution towards achieving expected results of the project’s Economic Empowerment component.
**Scope of Payment**

- The Consultant will report against the defined deliverables he/she accomplished.

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<tr>
<th>SN#</th>
<th>Deliverables</th>
<th>Percentage of Payment</th>
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<tbody>
<tr>
<td>1</td>
<td><strong>Deliverable 1:</strong> Report on technical evaluation of the Expression of Interest applications</td>
<td>6.5%</td>
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<tr>
<td>2</td>
<td><strong>Deliverable 2:</strong> Report on training delivered to NGOs on proposal writing, including preparation of technical and financial offers.</td>
<td>8.5%</td>
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<td>3</td>
<td><strong>Deliverable 3:</strong> Report on reviewing and evaluating the technical offers that will be submitted by the shortlisted NGOs and rating them.</td>
<td>15%</td>
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<td>4</td>
<td><strong>Deliverable 4:</strong> Manual for the project’s lending and procedures.</td>
<td>12%</td>
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<tr>
<td>5</td>
<td><strong>Deliverable 5:</strong> Collective report, including:</td>
<td>13%</td>
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<td>o A training plan for selected NGOs on areas related to lending procedures (lending methodology, loan officers’ skills, lending financial and accounting system, lending reporting and performance indicators) and monitoring the implementation of the planned trainings,</td>
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<td></td>
<td>o Orientation meetings to the selected NGOs to familiarize them with the project, implementation plan, tranches’ transfer, payment requests and settlement.</td>
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<td>6</td>
<td><strong>Deliverable 6:</strong> Report on focus group discussion meetings with targeted groups, including the loan products’ design.</td>
<td>6.6%</td>
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<tr>
<td>7</td>
<td><strong>Deliverable 7:</strong> Final budgets, disbursement plans, and cash flow of each of the selected NGOs reviewed and finalized.</td>
<td>11.6%</td>
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<tr>
<td>8</td>
<td><strong>Deliverable 8:</strong> Review of quarterly technical reports (for Quarter 4 of the year) from NGOs and submit 1 single collective quarterly summary report for the economic empowerment work achieved through the NGOs, including meeting with the selected NGOs (1 meeting with 5 NGOs per month), identification of risks, success stories, and lessons learned.</td>
<td>8.3%</td>
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Deliverable 9: Report on quarterly field visit to monitor implementation on the ground.  

Deliverable 10: Report on technical support provided to NGOs on refunding capital payments to the Fund of supporting rural and environmental industries and rural revitalization.

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<tr>
<td>9</td>
<td>Deliverable 9: Report on quarterly field visit to monitor implementation on the ground.</td>
<td>13.5%</td>
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<tr>
<td>10</td>
<td>Deliverable 10: Report on technical support provided to NGOs on refunding capital payments to the Fund of supporting rural and environmental industries and rural revitalization.</td>
<td>5%</td>
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<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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**Management of Consultancy Mission and Reporting**

The consultant shall report to the Project Manager and his/her work will be facilitated by the project team.

**Expected Qualifications**

- Advanced university degree in Economics, Social Policy Analysis, Public Administration, or related disciplines;
- At least 20 years of professional experience in the field of economic empowerment with nationally-executed and donor-funded projects, specifically within public organizations and governmental institutions. This entails previous experience in developing and implementing economic empowerment strategies and programs, particularly for vulnerable groups;
- Previous experience in providing training and guidance to NGOs in multiple areas, including, administrative and technical trainings; is a must;
- Previous experience and familiarity with public policy frameworks and regulations related to economic empowerment, including familiarity with government institutions, NGOs, and their operations;
- Previous work experience with similar projects, in particular with the Ministry of Social Solidarity or other public organizations, is strongly needed;
- Demonstrated experience and success in the engagement with government counterparts and non-governmental partners;
- Familiarity and prior experience with nationally-executed donor-funded projects is considered an asset;
- Strong leadership skills and 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;
- Fluency in English and Arabic languages;
• Computer proficiency (MS Office package, Internet) is a must.

**Application Process**

• Applicants are requested to apply no later than **July 3rd, 2023**.
• Interested individual consultants must submit a soft copy of the following documents/information to demonstrate their qualifications, to the following email address: Basma.elshorbagy@undp.org

1. Proposal:
   (i) Explaining why they are the most suitable for the work
   (ii) Provide a brief methodology on how they will approach and conduct the work.

2. Financial proposal.

3. Personal CV including past experience in similar projects and at least 3 references.

**Evaluation**

Individual consultants will be evaluated based on the following methodologies:

*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*

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<th>Max. Point</th>
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<tbody>
<tr>
<td>Technical</td>
<td>70%</td>
<td>70 points</td>
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<tr>
<td>• Consultant’s Experience</td>
<td>40%</td>
<td>40 points</td>
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<tr>
<td>• Proposed Methodology</td>
<td>30%</td>
<td>30 points</td>
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<tr>
<td><strong>Financial</strong></td>
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<td><strong>Total</strong></td>
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