



ممول من الاتحاد الأوروبي
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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: April 22nd, 2024

Country: Cairo, Egypt

Project: Supporting the Ministry of Local Development in Decentralization and Integrated Local Development with special Emphasis on Upper Egypt (TSP).

Implementing Partner: Ministry of Local Development

Consultancy: Consultant for Developing Feasibility Studies for Local Economic Development (LED) Interventions

Period of assignment: Up to 40 working days over a duration of 6 months.

Reporting to: Systems Development and LED Team Leader

Proposal should be submitted at the email tsp-procurement@nationaldsu.gov.eg no later than **May 6th 2024**.

Any request for clarification must be sent 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 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:



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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 pilot interventions in four Upper Egypt governorates: Fayoum, Beni-Suef, Luxor and Aswan.

2. CONTEXT AND MAIN OBJECTIVE OF THE CONSULTANCY MISSION

Feasibility studies are essential in determining the viability of a project or business idea before significant resources are invested, and they are also instrumental in determining the business model and management arrangements for these projects. Clarifying the business model of management arrangements for Local Economic Development (LED) interventions or projects can affect the planning, design and implementation of these LED facilities, particularly if it addresses private sector engagement modalities and Public Private Partnership (PPP) arrangements. A feasibility study helps in analyzing the various aspects of the proposed project including technical, operational, social, economic, environmental and legal aspects.

TSP promotes LED as a main dimension of economic decentralization and as an enabler to the governorates to establish a strategic planning and public investment guiding framework. The core role of governorates within the LED approach is to facilitate the role of private sector in creating sustainable, innovative, and scalable market solutions by establishing key interventions in productive value chains and economic clusters resulting in local investment promotion and creation of a supportive business environment. The governorates promoting LED have evident opportunities for engaging the private sector in developing and managing LED facilities such as markets, productive hubs and business service centers.

Within this scope, TSP supports its pilot governorates (Fayoum, Beni-Suef, Luxor and Aswan) in creating a model for developing and managing priority LED services and/or facilities that can potentially have the highest leverage on the local economy, and that are highly demanded by local businesses and stakeholders. The Project co-finances, together with MoLD and the pilot governorates, establishing one model LED intervention in each of pilot governorate. Supported by socio-economic and urban planning consultants, and based on field visits and previous economic studies, four LED interventions were identified through a consultative and participatory manner. The selected interventions were then presented to and endorsed by the governor and the Socio-economic Council in each governorate. The identified LED interventions are as follows:

1. Fayoum: olives industrial complex and integrated service center in Yousef El Sedeek district,
2. Beni-Suef: aromatic and pharmaceutical plants integrated service center and model extraction unit in Sumesta district,
3. Luxor: Al-Hubail wholesale market and logistical zone, and



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4. Aswan: dates and other agricultural products wholesale, logistical and industrial hub in Fares village- Kom-Ombo District.

The objective of this consultancy mission is to conduct four feasibility studies for the selected, above-mentioned LED interventions. The LED interventions were proposed to create maximum value in their productive value chains, and fill gaps in the support services to local producers and businesses in these productive value chains. Therefore, the four LED interventions combine services and facilities that expand over their value chains starting from agricultural inputs to marketing. Although the LED interventions are already decided on and demanded by the governorates, the feasibility studies will analyze and assess their contribution to their productive value chain, their impact on the local economy in terms of employment generation, production increase, captured value, increased revenues, and investment promotion. In addition, the feasibility studies also examine the best management model for these LED facilities and workable ways of engaging private sector in running parts or whole of these LED facilities to ensure sustainability and market response.

To ensure private sector engagement and management of the LED interventions, however, the feasibility studies should assess the business idea and financial viability of the project by analyzing costs, revenue projections, cash flow, and return on investment. This helps determine if the project, apart from its developmental functions, is financially sustainable and can generate positive returns. Financial feasibility of the LED facilities also requires understanding the market dynamics, including market size, demand, competition, and trends. The required studies also include technical feasibility assessment, ensuring that the technical requirements and capabilities needed for the project are locally available. This involves examining the availability of technology, resources, infrastructure, skills and capabilities, as well as logistical considerations, and operational processes.

Moreover, the consultant should address legal and regulatory compliance by ensuring that the proposed project complies with laws and regulations, identifying any legal hurdles or compliance issues that may need to be addressed. The studies will also address potential risks associated with the project, both internal and external, and include strategies to mitigate or manage these risks effectively within the design of the LED interventions. The studies also determine environmental and social impacts; i.e. impact on the community, environment, and any social responsibilities associated with the intervention towards key stakeholders, including investors, customers, employees, etc. Gathering input and feedback from relevant stakeholders helps in understanding different perspectives and addressing concerns early in the project lifecycle and defines criteria for success and establish benchmarks against which the project's feasibility will be measured.

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

This consultancy aims to achieve the following actions:

- **Stakeholder Analysis:** Identifying key stakeholders for each LED intervention; their interests, and their potential impact on the project's feasibility.
- **LED Interventions Assessment:** Evaluating the objectives and scope of the LED interventions within their productive value chains, and the requirements to determine their feasibility.



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- **Market Analysis:** Conducting market research to assess the target market demand on the services and facilities offered within the LED interventions, including market size, competition, and potential profitability.
- **Financial Analysis:** Assessing the financial aspects of the LED interventions, including cost estimation, revenue projections, and return on investment analysis.
- **Technical Evaluation:** Assessing technical requirements, resources, and capabilities needed to implement the LED interventions successfully.
- **Business Model and Management Arrangement:** Setting up the business model for each of the LED interventions and management arrangements based on private sector engagement and PPP.
- **Legal and Regulatory Considerations:** Examining the legal and regulatory framework relevant to the LED interventions and identifying any potential compliance issues.
- **Risk Assessment:** Identifying potential risks and challenges associated with the LED interventions and developing risk mitigation strategies.
- **Reporting and Recommendations:** Compiling findings of the feasibility studies into a comprehensive report and providing recommendations to the pilot governorates.

The Consultant is expected to deliver the following:

- **Deliverable 1: Foundation Feasibility Study Report (one report for each of the four governorates)**, including stakeholder analysis, LED interventions assessment and market analysis of the four LED interventions.
- **Deliverable 2: Detailed Feasibility Study Reports and Presentations (one report for each of the four governorates)**, including financial and technical feasibility analysis, the business model and management arrangements, legal and regulatory considerations and risk assessment for the four LED interventions.
- **Deliverable 3: Final report**, documenting the methodology and results of work and recommendations on the feasibility of the four LED interventions.

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

As per attached—Annex 1

4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Minimum of a Master's degree in Economics, Business Administration or related discipline;
- A minimum of 15 years of relevant working experience and proven track record in developing feasibility studies and business models,
- Previous work experience with similar projects, in particular with relevant public agencies, is strongly needed,
- Demonstrated experience and success in the engagement of and working with government counterparts and non-governmental partners, particularly private sector and local communities,



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- Familiarity and prior experience with nationally-executed UNDP projects is considered as an asset,
- Good policy analysis skills,
- 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,
- Strong negotiations and communication skills and competence in supporting external relations of MoLD and the Project at all levels, and
- Fluency in English language, with a strong command in report writing.

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

- The consultancy mission is planned to be around up to **40 working days over a duration of 6 months.**
- 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 May 6th 2024,
- Individual consultants are invited to submit a soft copy of their applications (PDF Format) to the following email: tsp-procurement@nationaldsu.gov.eg.

6. FINANCIAL PROPOSAL

Interested candidates should submit their anticipated lump-sum that would include all consultancy-related costs, to tsp-procurement@nationaldsu.gov.eg

Travel;

All envisaged travel costs 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.

7. EVALUATION

Using this weighted scoring method, the award of the contract is made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and



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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%], and

* Financial Criteria weight; [30%] includes all expenses (such as travel and transportation).

Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
Technical		70 points
• Consultant Experience	40%	
• Proposed Methodology	30%	
Financial	30%	30 points
Total	100%	100 points



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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: Consultant for Developing Feasibility Studies for Local Economic Development (LED) Interventions.

Duration: Up to 40 working days over a duration of 6 months.

Reporting to: Systems Development and LED Team Leader

Project Background

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Context and Main Objectives of the Consultancy Mission

Feasibility studies are essential in determining the viability of a project or business idea before significant resources are invested, and they are also instrumental in determining the business model and management arrangements for these projects. Clarifying the business model of management arrangements for LED interventions or projects can affect the planning, design and implementation of these LED facilities, particularly if it addresses private sector engagement modalities and PPP arrangements. A feasibility study helps in analyzing the various aspects of the proposed project including technical, operational, social, economic, environmental and legal aspects.

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- **Risk Assessment:** Identifying potential risks and challenges associated with the LED interventions and developing risk mitigation strategies.
- **Reporting and Recommendations:** Compiling findings of the feasibility studies into a comprehensive report and providing recommendations to the pilot governorates.

Duration and Level of Effort of the Assignment

The consultancy mission is planned to be up to **40 working days over a duration of 6 months.**

Scope of Payment

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

N	Deliverable	% of Payment			
		Aswan	Luxor	Fayoum	Beni-Suef
1	Deliverable 1: <i>Foundation Feasibility Study Report</i> , including stakeholder analysis, LED interventions assessment and market analysis of the four LED interventions.	10%	10%	10%	10%
2	Deliverable 2: <i>Detailed Feasibility Study Reports and Presentations</i> , including financial and technical feasibility analysis, the business model and management arrangements, legal and regulatory considerations and risk assessment for the four LED interventions.	10%	10%	10%	10%
3	Deliverable 3: <i>Final report</i> , documenting the methodology and results of work and recommendations on the feasibility of the four LED interventions.	20%			
	Total	100%			

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

* Payments will be issued upon receipt of each report pertaining to each governorate, adhering to the predetermined percentages assigned for each report within the specified deliverables.

Management of Consultancy Mission and Reporting

The Consultant shall report to the Systems Development and LED Team Leader. The outline and deliverables of the work to be done needs to be first approved by the Project Manager for the Consultant to proceed.



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Data Provision

- Collection of data / information required is the responsibility of the consultant. If needed, the project can support the consultant to facilitate the data collection from the counterparts.
- The consultant is expected to travel to the four governorates for consultation workshops and multistakeholder meetings.

Expected Qualification

- Minimum of a Master's degree in Economics, Business Administration or related discipline;
- A minimum of 15 years of relevant working experience and proven track record in developing feasibility studies and business models,
- Previous work experience with similar projects, in particular with relevant public agencies, is strongly needed,
- Demonstrated experience and success in the engagement of and working with government counterparts and non-governmental partners, particularly private sector and local communities,
- Familiarity and prior experience with nationally-executed UNDP projects is considered as an asset,
- Good policy analysis skills,
- 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,
- Strong negotiations and communication skills and competence in supporting external relations of MoLD and the Project at all levels, and
- Fluency in English language, with a strong command in report writing.

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. The consultant will indicate in her/his proposal a clear timetable/ work plan of each deliverable, and number of anticipated working days.
- Financial proposal should be a lump-sum figure covering all expenses.
- Applicants are requested to apply no later than **May 6, 2024**. Individual consultants are invited to submit a soft copy of their applications (PDF Format) to the following email: tsp-procurement@nationaldsu.gov.eg

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.



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- * Technical Criteria weight; [70%]
- * Financial Criteria weight; [30%]

Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>	70%	70 points
<ul style="list-style-type: none"> • Consultant Experience 	40%	40 points
<ul style="list-style-type: none"> • Proposed Methodology 	30%	30 points
<u>Financial</u>	30%	30 points
<u>Total</u>	100%	100 points