



ممول من الاتحاد الأوروبي
Funded by the European Union



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

Implementing Partner: Ministry of Local Development

Consultancy: Consultant for Developing Geographical Information System (GIS) Analysis and Needs Assessment at MoLD and Four Pilot Governorates

Period of assignment/services: Up to 50 working days over a duration of 6 months.

Reporting: Systems Development and LED Team Leader

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

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. 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 Swaif, Luxor and Aswan.

2. CONTEXT AND MAIN OBJECTIVE OF THE CONSULTANCY MISSION

Information systems are an important base for coordination and integration of development efforts at both central and local government levels. Ministries and governorates have been using Geographic Information Systems (GIS) for years now, for serving different functions and purposes. The governorates are connected with Ministry of Planning and Economic Development (MoPED) and the Military Surveying Authority through a GIS system that regularly monitors any spatial changes to identify encroachment on public land and illegal construction. MoPED is also requesting the governorates to deliver a GIS location for all proposed projects within the annual investment plan and is planning to use GIS for quarterly monitoring of execution of projects using satellite images. The Ministry of Local Development (MoLD) has a GIS capacity that is not well connected to the governorates yet and is currently utilized for archiving the projects of Hayah Kareema Presidential Initiative and demonstrating other databases on a geographic system.

TSP's scope of work includes development of local administration systems, including information, M&E, planning, asset management and other systems used by governorates and their sub-units. GIS is envisaged to be used as a base for communication and coordination of information concerning projects and plans at the governorates level as a means of integration of sector services and infrastructure with the local development programs, as well as between the governorate and district levels, and the governorates and MoLD level. GIS should become the base for local planning, M&E and asset management systems, and a means to report on the performance and progress of development at the governorates.

For MoLD and the governorates to use GIS in an effective manner, they need to have the right institutional set-up, and human and technical capacity. TSP is supporting MoLD and the project's four pilot governorates (Aswan, Luxor, Beni-Suef and Fayoum) to develop their GIS systems and their institutional and technical capacities to use GIS in their daily work of planning, monitoring and asset management.

The purpose of this consultancy is to conduct situation analysis and needs assessments for MoLD and the four pilot governorates of the Project on their current use of and/or readiness to use GIS. The analysis should cover GIS institutional arrangement (units and departments mandated to work with GIS or are using GIS) and GIS capacity (equipment and software) as well as human capacity (trained staff on different levels/skills) and technical readiness (e.g. internet connectivity, availability and use of spatial data, etc.). The consultant will evaluate the GIS units/departments at



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MoLD and the pilot governorates in terms of their ability to conduct data entry, spatial analysis, data integration, customization of layers, visualization, available technical support, and so forth. By conducting such analysis, the consultant will help MoLD and the pilot governorates to identify the effort and investment needed to develop their GIS systems and be able to use spatial data to make informed decisions related to their mandates.

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

The Consultant is expected to deliver the following:

- **Deliverable 1: Inception report** presenting an action plan for the consulting mission including the required field visits and data collection templates as well as the analysis and assessment tools to be used.
- **Deliverable 2: Analysis report**, presenting tentative results of the analysis and needs assessment of MoLD and the pilot governorates' GIS capabilities, with separate sections for MoLD and each of the four governorates.
- **Deliverable 3: Recommendations report**, including recommendations, proposed action plans and requirements to upgrade the current status to the desired GIS capability in MoLD and each of the pilot governorates.
- **Deliverable 4: Documentation report** documenting the methodology of work, field visits, and minutes of meetings for MoLD and the pilot governorates.

** 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

- Advanced university degree in information technology, computer engineering or related disciplines;
- At least 15 years of professional experience in the areas of GIS systems, digital transformation, and information technology at national and local levels is essential;
- Previous work experience with similar projects, in particular with governorates or the Ministry of Local Development, is strongly considered;
- Demonstrated experience and success in the engagement of and working with government counterparts and non-governmental partners;
- 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, and demonstrate self-confidence combined with sensitivity to gender and culture;
- Fluency in English language, with a strong command in report writing.



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5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

- The consultancy mission is planned to be around up to **50 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

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:

- Responsive/compliant/acceptable, and
- 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

Criteria	Weight	Max. Point
Technical	70%	70 points
• Consultant Experience	40%	40 points



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• Proposed Methodology	30%	30 points	
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

Consultancy: Consultant for Developing Digital Transformation and Geographical Information System (GIS) Analysis and Needs Assessment at MoLD and Four Pilot Governorates

Period of assignment/services: Up to 50 working days over a duration of 6 months.

Reporting: Systems Development and LED Team Leader

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.

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In accordance, the Project aims at supporting the Ministry along the following:

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The Project aims at carrying out pilot interventions in four Upper Egypt governorates: Fayoum, Beni Swaif, Luxor and Aswan.

Objectives of the Consultancy Mission

Information systems are an important base for coordination and integration of development efforts at both central and local government levels. Ministries and governorates have been using Geographic Information Systems (GIS) for years now, for serving different functions and purposes. The governorates are connected with Ministry of Planning and Economic Development (MoPED) and the Military Surveying Authority through a GIS system that regularly monitors any spatial changes to identify encroachment on public land and illegal construction. MoPED is also requesting the governorates to deliver a GIS location for all proposed projects within the annual investment plan and is planning to use GIS for quarterly monitoring of execution of projects using satellite images. The Ministry of Local Development (MoLD) has a GIS capacity that is not well connected to the governorates yet and is currently utilized for archiving the projects of Hayah Kareema Presidential Initiative and demonstrating other databases on a geographic system.

TSP's scope of work includes development of local administration systems, including information, M&E, planning, asset management and other systems used by governorates and their sub-units. GIS is envisaged to be used as a base for communication and coordination of information concerning projects and plans at the governorates level as a means of integration of sector services and infrastructure with the local development programs, as well as between the governorate and district levels, and the governorates and MoLD level. GIS should become the base for local planning, M&E and asset management systems, and a means to report on the performance and progress of development at the governorates.

For MoLD and the governorates to use GIS in an effective manner, they need to have the right institutional set-up, and human and technical capacity. TSP is supporting MoLD and the project's four pilot governorates (Aswan, Luxor, Beni-Suef and Fayoum) to develop their GIS systems and their institutional and technical capacities to use GIS in their daily work of planning, monitoring and asset management.

The purpose of this consultancy is to conduct situation analysis and needs assessments for MoLD and the four pilot governorates of the Project on their current use of and/or readiness to use GIS. The analysis should cover GIS institutional arrangement (units and departments mandated to work with GIS or are using GIS) and GIS capacity (equipment and software) as well as human capacity (trained staff on different levels/skills) and technical readiness (e.g. internet connectivity, availability and use of spatial data, etc.). The consultant will evaluate the GIS units/departments at MoLD and the pilot governorates in terms of their ability to conduct data entry, spatial analysis, data integration, customization of layers, visualization, available technical support, and so forth. By conducting such analysis, the consultant will help MoLD and the pilot governorates to identify the effort and investment needed to develop their GIS systems and be able to use spatial data to make informed decisions related to their mandates.



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Scope of Work and Responsibilities

The Consultant is expected to carry out the following tasks:

1. **GIS System Analysis:** the GIS consultant shall analyze the existing GIS system infrastructure at MoLD and the pilot governorates and assess its capacity and readiness.
2. **Data Availability and Management:** the consultant shall assess the available data and spatial data at MoLD and the pilot governorates, as well as ability to use, manage and present such data using GIS.
3. **Training and Technical Support:** the consultant shall assess the available resources and access of MoLD and pilot governorates to GIS training and technical support.
4. **GIS Use and Integration:** the consultant shall assess the GIS usage and integration into other business systems and software applications, such as planning, M&E, asset management, etc. and creating custom reports, as well as GIS system integration with external agencies (e.g. MoLD with the governorates).
5. **Needs Assessment:** the consultant shall conduct needs assessment to determine MoLD and pilot governorates requirements to develop their GIS capabilities.
6. **GIS System Development Proposals:** the consultant shall provide recommendations for proposed actions and plans for each of MoLD and the pilot governorates to develop their GIS capabilities to align with their mandated functions. The consultant also shall propose change management arrangements to ensure that GIS system changes are implemented smoothly and effectively.

Deliverables

The Consultant is expected to deliver the following:

- **Deliverable 1: Inception report**, presenting action plan for the consulting mission including the required field visits and data collection templates as well as the analysis and assessment tools to be used.
- **Deliverable 2: Analysis report**, presenting tentative results of the analysis and needs assessment of MoLD and the pilot governorates GIS capabilities, with separate sections for MoLD and each of the four governorates.
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- **Deliverable 4: Documentation report** documenting the methodology of work, field visits and minutes of meetings for MoLD and the pilot governorates.

** 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 up to **50 working days over a duration of 6 months.**

Scope of Payment

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



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SN#	Deliverable	% of Payment
1	Deliverable 1: <i>Inception report</i> presenting action plan for the consulting mission including the required field visits and data collection templates as well as the analysis and assessment tools to be used.	10%
2	Deliverable 2: <i>Analysis report</i> presenting tentative results of the analysis and needs assessment of MoLD and the pilot governorates GIS capabilities, with separate sections for MoLD and each of the four governorates.	40%
3	Deliverable 3: <i>Recommendations report</i> including recommendations, proposed action plans and requirements to upgrade the current status to the desired GIS capability in MoLD and each of the pilot governorates	35%
4	Deliverable 4: <i>Documentation report</i> documenting the methodology of work, field visits and minutes of meetings for MoLD and the pilot governorates.	15%
	Total	100%

Management of Consultancy Mission and Reporting

The Consultant shall report to the Systems Development and LED Team Leader and his/her work will be facilitated by the project team. The outline of the work to be done needs to be first approved by the Project Manager for the Consultant to proceed.

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 have frequent meetings at the Ministry of Local Development.
- The consultant is expected to travel to the four pilot governorates for consultation workshops and multistakeholder meetings, if needed.

Expected Qualification

- Advanced university degree in information technology, computer engineering or related disciplines;
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- Fluency in English language, with a strong command in report writing.

Application Process

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Evaluation

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* Technical Criteria weight; [70%]

* Financial Criteria weight; [30%]

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Criteria	Weight	Max. Point
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• Consultant Experience	40%	40 points
• Proposed Methodology	30%	30 points
<u>Financial</u>	30%	30 points
<u>Total</u>	100%	100 points