



ممول من الاتحاد الأوروبي
Funded by the European Union



Terms of Reference

Policy and Legislative Reform Analyst

Project Title: Supporting the Ministry of Local Development in Decentralization and Integrated Local Development with Special Emphasis on Upper Egypt

Job Title: Policy and Legislative Reform Analyst

Implementing Partner: Ministry of Local Development

Duration: 1 year, (subject to renewal on annual basis)

Project Background

The EU-funded project 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 Seuif, Luxor and Aswan.



ممول من الاتحاد الأوروبي
Funded by the European Union



Duties and Responsibilities

Under the full and direct supervision of the Team Leader, the Policy and Legislative Reform Analyst is responsible for conducting the assigned activities under Output (1) and Output (3) of the project according to the work plan, in accordance with the project document, the UNDP guidelines and procedures for nationally executed projects.

Output (1) is concerned with 'Policy Framework for Local Development Endorsed'; and includes supporting MoLD in developing and endorsing: 1) strategic plan for the ministry, 2) national decentralization strategy, 3) legislative framework for local development and local administration, 4) national strategy for rural development. Output (3) is concerned with 'Institutional Development for Ministry of Local Development and governorates'. The Policy and Legislative Reform Analyst is responsible for supporting the activities under the institutional development of MoLD, which includes supporting MoLD in applying its endorsed organizational structure and optimizing human resources adequately.

Specific Scope of Work and Tasks

The Policy and Legislative Reform Analyst will support the Team Leader for policy, legislative reform and MoLD institutional development in ensuring effective and accurate management of the components' activities by keeping track of the annual work plan activities related to the component. The Policy and Legislative Reform Analyst might be asked to provide support to other team leaders of the other three components of the project, as perceived appropriate by the Project Manager. He/she will:

- Provide technical analysis on specific topics related to policies, legislations and institutional development that include but not confined to local development, decentralization, reforms of local administration systems, rural development, sustainability, etc.
- Carry out data gathering and technical analysis activities related to institutional development and restructuring, with special focus on the Ministry.
- Coordinate and communicate with other team members of the project, pilot governorates, MoLD relevant departments, and relevant stakeholders to ensure timely and sound delivery of component output and activities.
- Follow up with experts and subject-matter consultants.
- Support the team leader in the preparation, planning, and execution of component-related activities and in monitoring the progress accordingly.
- Manage component-related events, trainings, governorate visits, including designing the agenda for the event, selecting attendees, sending invitations, follow-up on attendance and keep record of the results and conclusions.
- Keep record of technical outputs produced under the component in relation to the local development policies and the institutional development for the Ministry.
- Support the Team Leader in the facilitation of knowledge sharing to project stakeholders; in terms of preparing different knowledge dissemination materials, presentations, briefs, etc.



ممول من الاتحاد الأوروبي
Funded by the European Union



- Provide support in ensuring proper communication flow with different stakeholders mainly within MoLD, pilot governorates, UNDP, development partners, etc.
- Support other component-related work as needed by the team leader(s) and the Project Manager.

Technical Competencies & Qualifications

- Bachelor's degree in public policy/administration, economics, business administration, or related field.
- 5-7 years of working experience in the development field, local development, public administration/ policy, or related area is required;
- Ability to undertake field missions to the pilot governorates, if needed;
- Ability to communicate effectively, both orally and in writing, and to prepare accurate and complete reports and other documents in both English and Arabic;
- Knowledge of result-based management and reporting;
- Ability to work both independently and in teams, and demonstrate self-confidence combined with sensitivity to gender and culture;
- Demonstrates openness to change and ability to navigate through complexity;
- Adapts flexibly to changing situations and overcomes obstacles in innovative ways.

Application

Please submit your application and any written short sample in English and Arabic (written by the applicant) to the below email specifying the title of the post:

tsp-procurement@nationaldsu.gov.eg

Vacancy Notice issued: May 9th 2024

Deadline for application: May 23rd 2024