



ممول من الاتحاد الأوروبي
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Terms of Reference

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

Job Title: Monitoring and Evaluation (M&E) and Knowledge Management Officer

Implementing Partner: Ministry of Local Development

Duration: One year (subject to renewal on annual basis)

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 as a guiding framework for local administration.
2. Developing the local administration: institutional structure, main functions (local service delivery, etc.), and 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.



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The Project aims at carrying out reforms and interventions in four governorates in Upper Egypt; Fayoum, Beni Suef, Luxor and Aswan.

Duties and Responsibilities

Under the direct guidance and supervision of the Project Manager, the M&E and Knowledge Management Officer is mainly responsible for all monitoring and evaluation activities within the project as per the Project Document and work plans as well as in accordance with the UNDP guidelines, and procedures for nationally executed projects. He/she will also be responsible for all types of reporting the project progress and results to the counterpart agency (MoLD and participating governorates), UNDP and donor agencies (currently EU). The M&E and Knowledge Management Officer will design and oversee the management of the knowledge produced throughout the project to feed both the diverse communication activities and the M&E and reporting activities of the Project. In addition, the M&E and Knowledge Management Officer will be responsible for communicating the achievements and results of the project, focusing the impact on the target groups and beneficiaries. His/her responsibilities will include:

- Design a robust M&E system as well as knowledge management system to ensure the efficient and effective performance of the overall project;
- Support the Project Manager in the overall project management in relation to the annual planning, monitoring and evaluation of the project as well as its reporting, knowledge management and communication with different stakeholders;
- Maintain facilitation of knowledge management by ensuring proper documentation and access of project stakeholders to knowledge products;
- Navigate the team with the logical framework of the project that includes needed indicators, their measurement and data collection methods in relation to each of the project outputs;
- Consolidate the projects' achievements and results in the periodic semi/annual reports to ensure the effectiveness of the actual targets in light to the Annual Work Plan;
- Ensure effective and accurate monitoring and evaluation for the project focusing on achievement of the following results:
 - Maintain systematic check and monitoring on project Annual Work Plan activities;
 - Monitoring and evaluation of activities and interventions, with identification of bottlenecks and participate in development of solutions;
 - Coordinate the full compliance of component activities, financial record/reporting system and audit according to UNDP and EU rules and regulations;
 - Support the project management in implementing effective internal control and proper functioning of the resources management system;



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Specific Scope of Work and Tasks

- Monitor all project activities, expenditure, and progress towards achieving the project outputs against the logical framework;
- Lead and prepare the consolidation of the (semi) annual progress reports needed by different stakeholders (UNDP, donors, MoLD, Prime Minister Office, governorates, etc.);
- Guide the team on the needed inputs, information and data for semi-annual and annual reports in addition to other reports required by the Project Manager and different stakeholders;
- Support project mid-term review and final evaluation in terms of the provision of data and giving input on potential areas of improvement, and validate the project's baseline targets as mentioned in the log-frame;
- Regularly give feedback and alerting messages to Project Manager and project team on the progress of project activities in light to the agreed M&E system;
- Assist in coordinating across the different components of the project to ensure effective implementation of M&E & KM system and activities;
- Prepare and communicate potential issue log and bottlenecks in implementation to the Project Manager and project team;
- Understand the M&E systems of MoLD and the governorates to connect the Project's M&E system to them, at least for ensuring two-way flow of information;
- Lead and follow up on the implementation of the listed activities of the indicative visibility and action plan in close coordination with the communication focal point at the UNDP team and in alignment with the UNDP-EU-MoLD visibility guidelines;
- Support the development of project interventions into key messages to deliver to different target groups in support of communication and visibility of project activities;
- Keep track of and follow up on the indicators of the project's communication and visibility plan and navigate the project team in accordance with the necessary actions;
- Support the development and facilitation of information management related to the implementation of the work plan, including documentation of all key activities and managing the production of knowledge products accordingly in order to facilitate replication of good practices and learning;
- Support the development and dissemination of knowledge and experience through enhanced communication and diverse knowledge products;
- Any other related task as needed by the Project Manager.



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Technical Competencies

- In-depth knowledge of Monitoring and Evaluation systems, knowledge management, and project management;
- Expert-level knowledge of results-based management, log-frames and reporting;
- Good knowledge of analytical tools (e.g., qualitative and quantitative methods);
- Ability to lead, formulate, and manage tasks related to the attainment of the components' objectives in a timely manner;
- Ability to undertake field missions to the pilot governorates as needed;
- Ability to communicate effectively, both orally and in writing, is required to obtain, evaluate and interpret factual data and to prepare accurate and complete reports and other documents in both English and Arabic;
- Adapts flexibly to changing situations, overcomes obstacles and recovers quickly from setbacks;
- Proven ability to think strategically, support planning and budgeting and financial exercise, work both independently and in teams, and demonstrate self-confidence combined with sensitivity to gender and culture;
- Ability to communicate effectively, both orally and in writing, with international organizations;
- Negotiation, networking and communication skills and competence in handling project's external relations central and local levels;
- Demonstrated ability to manage and motivate people in a complex environment and achieve set goals under time pressure;
- Working experience with the national and local stakeholder institutions and agencies is desirable;
- Ability to achieve results and meet strict deadlines in an effective manner, maintaining a high-quality standard throughout;
- Demonstrates openness to change and ability to navigate through complexity.

Expected Qualification

- Bachelor's degree in business administration, information management, project management or any other related field, is a must;
- At least 7-10 years of experience in the field of project management, project monitoring and evaluation, or other substantive area is required;



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- Minimum from 7 to 10 years of previous experience in development assistance, working with the government is a plus. Previous experience with UN agencies, is an advantage;
- Experience in the use of computers and office software packages (MS Word, Excel, etc.), experience with software related to M&E;
- Fluency in both Arabic and English (written and spoken) is required.

Application

Please submit your application to the below email specifying the title of the post:

tsp-procurement@nationaldsu.gov.eg

Vacancy Notice issued: January 15, 2025

Deadline for application: February 6, 2025