



**This project is funded by
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Terms of Reference (ToR)

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 Team leader
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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Duties and Responsibilities

Under the direct guidance and supervision of the Project Manager, the team leader is mainly responsible for the policy and legislative reform component of the project in accordance with the project document and the UNDP guidelines and procedures for nationally executed projects. This includes:

- Leading the respective activities under Output (1) of the Project and ensures the attainment of the expected results under this Output;
- Develop ToRs for consultants, oversee their procurement and ensure their delivery of satisfactory results;
- Support the Project Manager in the overall project management in terms of planning and execution of the project and in managing different stakeholders;
- Maintain facilitation of knowledge building and guidance to project stakeholders.
- Ensure implementation of the project procedures, focusing on achievement of the following results:
 - Coordinate the full compliance of project activities, financial recording/reporting system and audit follow up with UNDP and EU rules, regulations, policies and strategies; implementation of the effective internal control, proper design and functioning of the financial resources management system;
 - In consultation with the Project team, contribute to setting of delivery targets and monitoring of project expenditures in the relation to Output (1);
- Ensure effective and accurate management and monitoring and evaluation for the component focusing on achievement of the following results:
 - Maintain systematic check and monitoring on Project Annual Work Plan activities as well as expenditures;
 - Ensure proper planning, expenditures tracking and audit of financial resources;
 - Monitoring and evaluation of projects, identification of bottlenecks and development of solutions.

Specific Scope of Work and Tasks

- Ensure the development process of a strategic plan for the Ministry of Local Development including a policy framework for local development;
- Support and design the activities with regards to the development and updating of the national strategy for decentralization and reform of local administration system;
- Facilitate the process of reviewing and consolidating a thorough proposal for relevant law (local administration law, unifies building law, bylaw of the general planning law\0 for the alignment with the decentralization strategy and local development policy framework;
- Support the operationalization of the institutional framework for implementing the national Decentralization Strategy including inter-ministerial coordination and cooperation mechanisms;



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- Provide support to the development of a national rural development strategy (post-Hayah Kareema Vision).

Technical Competencies

- In-depth knowledge of the local development field, public policy environment in Egypt, and Egyptian local administration;
- Ability to lead, formulate, and manage tasks related to the attainment of the component's objectives in a timely manner;
- Knowledge of results-based management and reporting;
- 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 exercise, work both independently and in teams, and demonstrate self-confidence combined with sensitivity to gender and culture;
- Negotiation, networking and communications skills and competence in handling project's external relations at all 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 stakeholders' institutions and agencies is desired;
- Focuses on results for the counterpart and responds positively to feedback;
- Ability to achieve results and meet strict deadlines on an effective manner, maintaining a high-quality standard throughout the project;
- Consistently approaches work with energy and a positive, constructive attitude;
- Tolerates conditions of stress, uncertainty or ambiguity and continues to maintain a positive outlook and to work productively.

Expected Qualification

- Master degree in public administration, public policy, economics, law or another related field;
- At least 7-10 years of experience in the development field, public administration, economics or other substantive area is required;
- At least five years of previous experience in development assistance, working with the government, or related work for a donor organization is a plus. Previous experience with UNDP is a very strong advantage;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.), experience with software related to M&E, assessing data or follow up indicators is preferable;
- Fluency in both Arabic and English (written and spoken) is required.



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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: July 14, 2025

Deadline for application: July 30, 2025