INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: [03-12-2021]

Country: Egypt

Description of the assignment: Senior National Consultant for Supporting Institutional and Organizational Development for MoSS Services’ Sectors.

Project name: Strengthening the Institutional and Human Resources Capacities of the Ministry of Social Solidarity

Period of assignment/services (if applicable): 11 months

Proposal should be submitted at the following address Ministry of Social Solidarity - 19 Sheikh Al Maraghi Street - Agouza - Giza - Building 1, first floor, Mrs. Amira Bayoumi - Mobile No.01115509493 or by email to: sihc@moss.gov.eg no later than 18th of January 2022.

1. BACKGROUND

Egypt 2014 Constitution recognizes social protection and social justice as a right for citizens and dedicated one pillar of the national Sustainable Development Strategy (SDS) - Egypt Vision 2030 specifically to Social justice (fifth pillar), with specific reference to Sustainable Development Goals (SDGs) 1, 2, and 5. The Ministry of Social Solidarity (MoSS) is the mandated government body responsible for providing social safety networks for Egypt’s most vulnerable citizens. MoSS’s main vision goals aims in creating a social safety net for citizens by supporting and protecting poor families, caring for low-income people, raising their standard of living and improving the level of services provided to them, in addition to MoSS’ three main strategic policies: Social Protection, Social Care, and Social Development.

The overall objective of this project, which is funded by the British Government and the EU Delegation as part of its Covid-19 Response, is to support the Ministry of Social Solidarity’s social protection efforts during the pandemic. The suggested outputs are responsive to the priority areas of interventions identified by MOSS.
This will be achieved through working on two interlinked tiers of the COVID-19 outbreak’s response to reduce the implications on the vulnerable groups. The first tier is concerned with prevention of infection of new people to flatten the curve of mounting cases and the second tier will work on addressing the socioeconomic consequences of COVID-19.

The project will work on the below outputs:
Output 1: Develop and mainstream a comprehensive social protection awareness curriculum entitled 'Waai' focusing on women empowerment and family protection to expand and be mainstreamed in MoSS programmes, including Takaful and Karama Conditional Cash Transfer Programme or others targeting vulnerable groups.

Output 2: Enhance the structures of MoSS services through improved accountability and governance systems, quality checks of services, and enhancing reporting of MoSS departments levels and responsive mechanisms for social care and other services provided by MoSS.

Output 3: Supporting Monitoring and Evaluation (M&E) systems and line it with the National Center for Social and Criminological Research (NCSCR) under MoSS, in order to serve the agenda of the Ministry to implement studies supporting national projects implemented by MoSS.

Output 4: Enhanced awareness of Takaful and Karama beneficiaries on COVID-19 through supporting MoSS in adapting and expanding existing Waai programme advocacy and awareness tools.

Output 5: Enhanced institutional capacity of MoSS through digitalization of systems to better support beneficiaries respond to Covid-19.


Output 7: Support 168 Elderly Care Institutions and 7 Homeless Shelters for the Elderly managed by MoSS and dedicate information and support to PWD to decrease the risk of infection by Covid-19 to vulnerable groups.

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

The senior national consultant will support enhancing the structures of MoSS services through improved accountability and governance systems, quality checks of services, and enhancing reporting of MoSS departments’ levels and responsive mechanisms. This will be carried out through revisiting MoSS organizational development activities to enhance the overall operations by restructuring the ministry departments and assessing operational gaps to ensure to achieve improved accountability, governance, internal quality audits of services and efficient interdependency of various functions.
3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:
Bachelor in Economics, Public Administration, Engineering or related fields (Master degree is preferred).

II. Years of experience:
At least 10 years experience in the areas of public administration, development projects, research documentation and report writing.

III. Competencies:
Previous work experience with international organizations, development programmes and the government.
- Knowledge in working with governance issues
- Strong skills in analysis, critical thinking, problem solving and reporting.
- Fluent in Arabic and English: speaking and writing.
- Strong teamwork and team building skills
- Excellent public speaking and presentation skills.
- Excellent communication and advocacy skills.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:
1. Proposal:
   (i) Explaining why they are the most suitable for the work
   (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)
2. Financial proposal
3. Personal CV including past experience in similar projects and at least 3 references

5. FINANCIAL PROPOSAL
- Payment Upon Deliverables/outputs contracts
Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this amount (including travel, per diems, and number of anticipated working days per deliverable).
Deliverables:

- **Deliverable 1: (23% of Payment):** Detailed report on functional descriptions with managerial and supervisory job descriptions for MoSS technical departments based on assessing operational gaps to ensure better governance and accountability of MoSS Sectors.

- **Deliverable 2: (7.7% of Payment):** Revised Selection process and batch 1 job postings for selected positions to be hired in FY 2021-2022 and submit Final draft for performance management process.

- **Deliverable 3: (7.7% of Payment):** Brief on completed interviews results and short list of selected candidates for batch 1 job postings in addition to Batch 2 job postings.

- **Deliverable 4: (7.7% of Payment):** Brief on completed interviews results and short list of selected candidates for batch 2 job postings in addition to Batch 3 job postings.

- **Deliverable 5: (7.7% of Payment):** Brief on completed interviews results and short list of selected candidates for batch 3 job postings.

- **Deliverable 6: (7.7% of Payment):** Job descriptions for specialized jobs in selected technical departments.

- **Deliverable 7: (7.7% of Payment):** Job descriptions for specialized jobs in selected non-technical departments.

- **Deliverable 8: (7.7% of Payment):** Brief on Processes and procedures for selected technical departments.

- **Deliverable 9: (7.7% of Payment):** Brief on Processes and procedures for selected non-technical departments.

- **Deliverable 10: (7.7% of Payment):** Report on revised Selection process and batch 4 job postings for selected positions to be hired in FY 2022-2023.

- **Deliverable 11: (7.7% of Payment):** Brief on completed interviews results and short list of selected candidates for batch 4 job postings.

6. EVALUATION

* Cumulative analysis

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.

* Technical Criteria weight; [70]
Financial Criteria weight: [30]

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

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<th>Max. Point</th>
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