INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 8th of November 2021

Country: Egypt

Description of the assignment:
General Coordinator of the Rehabilitation Services Governance Strategy to provide the needed supervision, implementation, organization, delivery and follow up of all the rehabilitation activities in line with the Rehabilitation Governance Strategy with NGOs.

The Rehabilitation Services Governance Strategy revolves around nine main axes, which are: Applicable policies and regulations, Information/digital Infrastructure, Human cadre’s development, care and rehabilitation services, economic empowerment and financial inclusion, comprehensive social protection umbrella policies, disability and rehabilitation associations and institutions, innovative initiatives and societal practices, and prosthetic devices workshops.

Project name: Strengthening Institutional and Human Resources Capacities of the Ministry of Social Solidarity - Support to COVID-19 Response

Period of assignment/services (if applicable):
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 22nd of November, 2021

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 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 four outputs including:

Output 1: 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 2: Enhanced institutional capacity of MoSS through digitalization of systems to better support beneficiaries respond to Covid-19
Output 3: Improved socio-economic status of vulnerable groups amid Covid-19
Output 4: 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, AND RESPONSIBILITIES

1. Assessing existing gaps in rehabilitation centers for people with disabilities and documenting success stories.
2. Preparing strategic annual operational (technical) plans, and follow-up frameworks for its activities.
3. Supervising the implementation of the strategy.
4. Providing suggestions about implementation challenges and solutions.
5. Setting the functional tasks and competencies for the rest of the administrative structure of the strategy.
6. Follow up on all financial operations of strategic activities.
7. Communicate with the authorities concerned with the strategy, inside or outside the ministry.
8. Monitor the results of the implementation of the strategy activities.
9. Preparing periodic reports on the strategy's achievements.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Bachelor's degree / postgraduate studies are preferred.
- 10 Years of previous technical experience in one of the fields of "rehabilitation" for persons with disabilities.
- At least 5 years of experience in managing development projects, and preference for disability and rehabilitation projects.
- Excellent knowledge of all legal and technical covenants supporting the rights of persons with disabilities.
- Experience with dealing with employees in government and donor agencies, and civil work institutions working with disability and rehabilitation.

COMPETENCIES

- Excellent knowledge of all legal and technical covenants supporting the rights of persons with disabilities.
- Skills: planning, teamwork and leadership, and strong team building.
- Critical thinker, excellent analytical and problem-solving Skills.
- Wide experience in dealing with employees in government and donor agencies, and civil society institutions working with disability and rehabilitation.
- Fluent in Arabic and English; both verbal and written.
- Excellent skills in social media, technology and computer.

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

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references
5. FINANCIAL PROPOSAL

- Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). 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 lump sum amount (including travel, per diems, and number of anticipated working days).

Deliverables

**Deliverable-1 (10% of payment):** Detailed workplan reflecting annual operational plans, and follow-up mechanisms for all activities.

**Deliverable-2 (9% of payment):** Monitoring and Evaluation Framework for the implementation of the Strategy’s activities.

**Deliverables-3 to 11 (9% of payment each month):** Monthly report reflecting technical processes of Rehabilitation Care and financial operations of activities with documentation of success stories and best practices.

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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