INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 9th of January 2022

Country: Egypt

Description of the Assignment:
Finance Consultant to provide technical financial assistance to NGOs and support the delivery of all financial needs under the project including monitoring, budgeting, forecasting, reporting, and effective management of funds.

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

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 23rd 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 the project is to support the Ministry of Social Solidarity on Egypt’s Social protection response for COVID-19. 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 Waal 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 RESPONSIBILITES

1. Conduct financial management training for NGO’s staff.
2. Provide financial technical assistance to NGO’s
3. Conduct financial reviewing and auditing whenever required.
4. Provide support to analyze and summarize financial data and prepare timely regular reporting, added to any other financial reports requested by management.
5. Support preparation of budgets as well as relevant donor financial reports as required by project management.
6. Cash management function and internal review function are overseen on regular basis to ensure maximum productivity and compliance.
7. Ensure all fiscal and contractual operations for the NGO’s follow all applicable requirements of the Program financial policies, rules and regulations.
8. Provide support to develop budgeting systems, banking accounts and prepare budget forecasts and contracts arrangements.
9. Effective management of all contractual arrangements and ensure compliance to legal procedures.
3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

1. University Degree in Finance, Business/Public Administration, Accounting, Engineering or other relevant fields.
2. A minimum of 5 or more years of senior professional experience in Finance with an interest in development.
3. Broad knowledge of Finance best practices, techniques and processes with considerable understanding of the basic theoretical background.
4. Ability to analyze data, draw conclusions and recommend a course of action.
5. Previous experience in basic financial analyses at a national and/or operational level.
6. Experience managing financial transactions.
7. Excellent written and communication skills.
8. Ability to establish and maintain effective relationships with clients and provide client-oriented services.
9. Essential computer literacy (word, excel and internet).
10. Demonstrate experience with different donors’ compliance and reporting.
11. Financial experience in the areas of training and capacity building.
12. Fluency in English and Arabic with excellent verbal and written communication skills.

COMPETENCIES

- Problem solver, dynamic, mature.
- Proactive approach to work.
- Able to work independently as well as being a strong team player.
- Flexible and very good capacity in managing stress, good diplomatic skills.
- Ability to communicate effectively with variety of people and express oneself in a clear and concise way.
- Excellent team working skills and ability to work in a multicultural environment.
- Strong interpersonal and intercultural skills.
- Ability to work under pressure.

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

- 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 (17% of payment)**: Provide support to NGOs to ensure all fiscal and contractual operations for the NGO’s follow sound financial policies, rules and regulations.

**Deliverable-2 (17% of payment)**: Identify the required areas of financial assistance needed by NGO’s, prepare and formulate a detailed workplan to address them.

**Deliverable-3 (17% of payment)**: Prepare budget analysis and forecasts to support the development of recommendations for project management on financial and business planning matters.

**Deliverable-4 (17% of payment)**: Prepare financial and monitoring reports, financial indicators, and resource usage to anticipate and escalate potential issues to project management.

**Deliverable-5 (17% of payment)**: Prepare logs to document and track all financial transactions and ensure compliance with legal procedures.

**Deliverable-6 (15% of payment)**: Support conducting financial management training for NGO’s staff
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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical</td>
<td>70%</td>
<td>70 points</td>
</tr>
<tr>
<td>• Fulfilling required qualifications</td>
<td>20%</td>
<td>20</td>
</tr>
<tr>
<td>• Fulfilling Years of experience</td>
<td>20%</td>
<td>15</td>
</tr>
<tr>
<td>• Fulfilling Competencies</td>
<td>30%</td>
<td>35</td>
</tr>
<tr>
<td>Financial</td>
<td>30%</td>
<td>30 points</td>
</tr>
</tbody>
</table>