Terms of Reference (TOR)

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

**Job Title:** Finance Officer

**Implementing Partner:** Ministry of Social Solidarity

**Duration:** 1 year

**Project Background**

Egypt's 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’ 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 project “Strengthening the Institutional and Human Resources Capacities of the Ministry of Social Solidarity” is implemented by Ministry of Social Solidarity and supported by the United Nations Development Program (UNDP) and funded by the European Union (EU) Delegation and the Government of UK.

The overall objective of the project is to support MoSS on Egypt’s Social protection response for COVID-19, as part of the EU’s COVID-19 response funding. 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.

In the same vein the project will further support MoSS, through the funding of the Government of UK, by 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, linking to MoSS’ three main strategic policies: Social Protection, Social Care, and Social Development.

The abovementioned will be attained through the following outputs:

1. **Enhancing gender equality**: 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 Cash Transfer Programme.

2. **Building MoSS capacity and civil society service delivery**: Enhance the structures of MoSS services through improved accountability and governance systems, quality checks of services, and improved reporting at MoSS departments levels and responsive mechanisms for social care and other services provided by MoSS.

3. **Improving the availability of research evidence**: Strengthen 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 ad hoc studies supporting national projects implemented by MoSS.

**Duties and responsibilities:**

Under the full supervision of the Project Manager, the Finance officer will be responsible for financial project management in accordance with the project document and the UNDP guidelines and procedures for nationally executed projects, including:

- Support the Project Manager in overall general coordination, evaluation, management, and supervision of project implementation;
• Support the Project Manager to implement and oversee all financial work pertaining to the execution of payments, following the guidelines for competitiveness, coordinating requests for proposal, contracting procedures, bidding among competitors, etc;
• Coordinate and support the audit exercise of the project throughout its duration, in addition to the financial reporting etc;
• Submit all requests of payment forms and revise financial procedures and financial documents.
• Prepare all financial approval forms for Component/Unit supervisor (Program Supervisor and the Minister of Social Solidarity);
• Finalize and ensure timely preparation and submission of the requested financial reporting, progress reports, and annual work plans for UNDP and donors;
• Systematically monitor, analyze, and report project financial performance and progress to the Project Manager by closely following up on project budget, tracking expenditures, and coordinating commitments;
• Support and maintain a complete, accurate, and updated detailed list of disbursements and payments processed and commitments, to ensure accuracy and compliance with the original project budget and plan set forth;
• Regularly revise expenditure sheets against all payments (Combined Delivery Reports).
• Perform field visits and revise bookkeeping for Unit or Component at MOSS;
• Support the financial side in all event preparations – payments for transportation, logistics, accommodation etc;
• Prepare all the correspondence related to financial matters, including contracts and bidding procedures issuing for consultants, personnel, NGOs, concerned agencies, vendors etc;
• Perform other coordinating tasks as appropriate for the successful implementation of the project in accordance with the project document and as requested by the Project Manager;
• Maintain proper communication and support to the team throughout the project duration;
• Uphold the highest standards of integrity in ensuring that the procurement procedures are free of conflicts of interest.
Expected Qualifications:

- Bachelor’s Degree in Finance, Accounting, Economics, Public Policy, or other relevant discipline is a must;
- At least 10 years of professional work experience in accounting, auditing, financial management, and/or financial planning and reporting in the related areas the project is dealing with;
- Previous work experience with similar projects, in particular with international agencies, is preferred;
- Excellent technical and financial analysis, oral and written communication skills, and a demonstrated capability of writing technical financial reports;
- Familiarity and prior experience with UNDP requirements and procedures is considered as an asset;
- 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;
- Strong leadership and management skills, with demonstrable experience in financial management and working independently;
- Proven good analytical and problem-solving skills;
- Excellent communication, presentation and writing skills in both Arabic and English; and
- Proven work experience with MS Office applications and excellent proficiency in Excel is a must and experience with software related to M&E, assessing data or follow up indicators is preferable.

Application:

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

Basma.elshorbagy@undp.org

Vacancy Notice issued: May 15, 2022

Deadline for application: May 29, 2022