**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

**Date: November 10, 2024**

**Country: Cairo, Egypt**

**Project:** Supporting the Ministry of Local Development in Decentralization and Integrated Local Development with special emphasis on Upper Egypt

**Consultancy:** Optimizing the Human Resources Capacities Consultant

**Period of assignment: Up to 60 working days over 12 months (Starts December, 2024)**

**Reporting to: Policy and Legislative Reform Team Leader**

Proposal should be submitted at the following email address to [Tsp-procurement @nationaldsu.gov.eg](mailto:srabo@nationaldsu.gov.eg) no later than November 22, 2024.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. The Project will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

**1. BACKGROUND**

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| 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. 2. Developing the local administration: institutional structure, main functions (local service delivery, etc.), 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.   The Project aims at carrying out interventions in four governorates in Upper Egypt; Fayoum, Beni Suef, Luxor and Aswan. |

**2. CONTEXT AND MAIN OBJECTIVE OF THE CONSULTANCY MISSION**

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| In alignment with the Ministry of Local Development’s efforts in implementing the new organizational structure, the consultant is expected to continue providing technical support to the Ministry in optimizing its human resources in line with the new organizational structure that was approved by the Central Agency for Organization and Administration (CAOA). The human resource assessments should align with the overall objectives and mandates of the departments ensuring that the optimization of human resources at the Ministry meet current and future needs.  Currently, the human resource department at MoLD is in the process of conducting a comprehensive human resource assessment, following the same assessment methodology/framework developed and conducted by TSP-MoLD for three Central Departments to perform existing and new assigned functions. The assessment resulted in identifying gaps and areas of improvement in number of personnel, needed competencies and technical skills for each of the assessed departments. In addition, the consultant is expected to provide mentorship and training to the designated HR team at the Ministry on the assessment methodology and tools for the adequacy and relevance of personnel in light of the departments’ mandates and scope of work.  Besides, based on the request made by the Ministry, the consultant is expected to provide on-the-job training on the Performance Management System (leadership positions) (Heads of Sectors, Heads of central departments and General Managers) on identifying training and development needs in addition to give close mentorship and guidance to the designated department at MoLD responsible for the follow up on the personnel performance appraisal to assess and enhance the effectiveness of MoLD staff. |

**3. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

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| *As per attached—Annex 1* |

**4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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| * University degree in public administration, business administration, economics or related disciplines; * At least 15 years of professional experience in the areas of human resource management, organizational behavior in public organizations, public administration, or related discipline; * Previous work experience with similar projects, in particular with the Ministry of Local Development or other public organizations, is strongly needed; * Demonstrated experience and success in the engagement of and working with government counterparts and non-governmental partners; * Familiarity and prior experience with nationally-executed UNDP projects is considered as an asset; * Good policy analysis and political alignment skills; * Proven ability to think strategically, express ideas clearly and concisely, work both independently and in teams, and demonstrate self-confidence combined with sensitivity to gender and culture; * Knowledge of change management and institutions at national and local levels would be an advantage. * Strong negotiations and communication skills and competence in supporting external relations of the project at all levels; * Fluency in English and Arabic languages; * Computer proficiency (MS Office package, Internet) is a must; |

**5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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| * The consultancy mission is planned to be around up to **60 working days over 12 months to be**   **Starting in December, 2024.**   * Applicants are requested to apply no later than November 25, 2024. Individual consultants are invited to submit a soft copy of their proposal **(PDF Format)** to the following email:  [Tsp-procurement@nationaldsu.gov.eg](mailto:%20Tsp-procurement@nationaldsu.gov.eg) * Proposals to be submitted by national experts should include technical and financial offers as well as an updated CV. * Technical proposal includes a proposed methodology and approach to the assigned tasks and why the consultant is the most suitable to carry out this mission. |

**6. FINANCIAL PROPOSAL**

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| **Interested candidates should submit their anticipated lump-sum that would include all consultancy-related costs to** [Tsp-procurement@nationaldsu.gov.eg](mailto:Tsp-procurement@nationaldsu.gov.eg)  **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).  **Travel;**  All envisaged travel costs must be included in the financial proposal. All the travel expenses will be covered by the consultant so the financial proposal must include the travel expense and accommodation or internal transportation.  **Trainings and workshops expenses:** such as participating members” the trainees” from other governorates, venue rental fees, rental fees of equipment, meals and beverages etc. are covered by TSP-MOLD Project. |

1. **EVALUATION**

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| 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%], and  \* Financial Criteria weight; [30%]  *Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation.*   | **Criteria** | **Weight** | **Max. Point** | | --- | --- | --- | | **Technical** | | **70 points** | | • Consultant Experience | 40% | | • Proposed Methodology | 30% | | **Financial** | **30%** | **30 points** | | **Total** | **100%** | **100 points** | |

**ANNEX 1- TERMS OF REFERENCES (TOR)**

**Supporting the Ministry of Local Development in Decentralization and Integrated Local Development with Emphasis on Upper Egypt**

**Project:** Supporting the Ministry of Local Development in Decentralization and Integrated Local Development with special emphasis on Upper Egypt

Implementing partner: Ministry of Local Development

**Consultancy:** Optimizing the Human Resources Capacities Consultant

**Period of assignment: Up to 60 working days over 12 months (Starts December, 2024)**

**Reporting to: Policy and Legislative Reform Team Leader**

Proposal should be submitted at the following email address to [Tsp-procurement @nationaldsu.gov.eg](mailto:srabo@nationaldsu.gov.eg) no later than **November 25, 2024.**

**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.
2. Developing the local administration: institutional structure, main functions (local service delivery, etc.), 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.

The Project aims at carrying out interventions in four governorates in Upper Egypt; Fayoum, Beni Suef, Luxor and Aswan.

**Objectives of the Consultancy Mission**

In alignment with the Ministry of Local Development’s efforts in implementing the new organizational structure, the consultant is expected to continue providing technical support to the Ministry in optimizing its human resources in line with the new organizational structure that was approved by the Central Agency for Organization and Administration (CAOA). The human resource assessments should align with the overall objectives and mandates of the departments ensuring that the optimization of human resources at the Ministry meet current and future needs.

Currently, the human resource department at MoLD is in the process of conducting a comprehensive human resource assessment, following the same assessment methodology/framework developed and conducted by TSP-MoLD for three Central Departments to perform existing and new assigned functions. The assessment resulted in identifying gaps and areas of improvement in number of personnel, needed competencies and technical skills for each of the assessed departments. In addition, the consultant is expected to provide mentorship and training to the designated HR team at the Ministry on the assessment methodology and tools for the adequacy and relevance of personnel in light of the departments’ mandates and scope of work.

Besides, based on the request made by the Ministry, the consultant is expected to provide on-the-job training on the Performance Management System (leadership positions) (Heads of Sectors, Heads of central departments and General Managers) on identifying training and development needs in addition to give close mentorship and guidance to the designated department at MoLD responsible for the follow up on the personnel performance appraisal to assess and enhance the effectiveness of MoLD staff.

**Scope of Work and Responsibilities**

The Consultant is expected to carry out the following tasks:

* Conduct in-depth HR assessment, applying the developed assessment methodology, to the departments of the new organizational structure at MoLD.
* Develop reports on the results of the assessment of the adequacy and relevance of human resource capacities at the Ministry according to the new structure, highlighting the gaps, and providing recommendations for the necessary capacities and number of personnel
* Support in communicating the results of the assessments to the designated personnel and leadership at the Ministry
* Participate in frequent meetings with the designated MoLD staff and departments at the Ministry to conduct the HR assessment as well as acquaint them with the need and importance of the assessment to the performance of the entire department
* Give recommendations to the Human Resource Department on revising the staff capacity building plan to fill the gaps in the capacity of existing and newly-recruited personnel
* Provide mentorship and training to the designated HR team from the Ministry on the HR assessment its tools and application, to be able to replicate it
* Provide on-the-job training on the Performance Management System (leadership positions) (Heads of Sectors, Heads of central departments and General Managers) on Identifying Training and Development Needs in addition to give the Ownership to the Performance Appraisal and follow-up sector at MoLD to assess and enhance the effectiveness of MoLD staff.

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| **Deliverables**  The Consultant is expected to deliver the following:   * **Deliverable 1:** Report on the results of the assessment of the adequacy and relevance of human resource capacities at the Ministry, highlighting the gaps, and providing recommendations for the Central Department for Minister Office Affairs with the affiliate General Departments in addition to the General Department for Internal Audit and Governance and the General Department for Legal Affairs * **Deliverable 2:** Report on the results of the assessment of the adequacy and relevance of human resource capacities at the Ministry, highlighting the gaps, and providing recommendations for Strategic Planning and Local Development Sector with its affiliate Central Departments and General Departments * **Deliverable 3:** Report on the results of the assessment of the adequacy and relevance of human resource capacities at the Ministry, highlighting the gaps, and providing recommendations for Inspection and Performance Monitoring and Evaluation Sector with its affiliate Central Departments and General Departments * **Deliverable 4:** Report on the results of the assessment of the adequacy and relevance of human resource capacities at the Ministry, highlighting the gaps, and providing recommendations for the Local Units Affairs and Training Sector with its affiliate Central Departments and General Departments * **Deliverable 5:** Training on performance management system for MoLD leadership positions including Heads of Sectors, Heads of central departments and general managers)   \*\* All deliverables are to be submitted in the Arabic language with summaries in English.  Duration and Level of Effort of the Assignment  The consultancy mission is planned **to be up to 60 working days during 12 months**  **(December 2024-November 2025).**  **Scope of Payment**   * The Consultant will report against the defined deliverables he/she accomplished.  | **SN#** | **Deliverable** | **%Of Payment** | | --- | --- | --- | | **1** | **Deliverable 1:** Report on the results of the assessment of the adequacy and relevance of human resource capacities at the Ministry, highlighting the gaps, and providing recommendations for the Central Department for Minister Office Affairs with the affiliate General Departments in addition to the General Department for Internal Audit and Governance and the General Department for Legal Affairs | **25%** | | **2** | **Deliverable 2:** Report on the results of the assessment of the adequacy and relevance of human resource capacities at the Ministry, highlighting the gaps, and providing recommendations for Strategic Planning and Local Development Sector with its affiliate Central Departments and General Departments | **25%** | | **3** | **Deliverable 3:** Report on the results of the assessment of the adequacy and relevance of human resource capacities at the Ministry, highlighting the gaps, and providing recommendations for Inspection and Performance Monitoring and Evaluation Sector with its affiliate Central Departments and General Departments | **20%** | | **4** | **Deliverable 4:** Report on the results of the assessment of the adequacy and relevance of human resource capacities at the Ministry, highlighting the gaps, and providing recommendations for the Local Units Affairs and Training Sector with its affiliate Central Departments and General Departments | **20%** | | **5** | **Deliverable 5:** Training on performance management system for MoLD leadership positions including Heads of Sectors, Heads of central departments and general managers) | **10%** | |  | **Total** | **100%** |   **Management of Consultancy Mission and Reporting**  The consultant shall report to the policy and institutional development team leader and his/her work will be facilitated by the project team. The outline of the work to be done needs to be first approved by the project Manager for the consultant to proceed.  **Data Provision**   * Collection of data/ information required is the responsibility of the consultant * The consultant is expected to have frequent meetings in the Ministry of Local Development * If needed, the project can support the consultant to facilitate the data collection from the counterparts   **Expected Qualification**   * University degree in public administration, business administration, economics or related disciplines; * At least 15 years of professional experience in the areas of human resource management, organizational behavior in public organizations, public administration, or related discipline; * Previous work experience with similar projects, in particular with the Ministry of Local Development or other public organizations, is strongly needed; * Demonstrated experience and success in the engagement of and working with government counterparts and non-governmental partners; * Familiarity and prior experience with nationally-executed UNDP projects is considered as an asset; * Good policy analysis and political alignment skills; * Proven ability to think strategically, express ideas clearly and concisely, work both independently and in teams, and demonstrate self-confidence combined with sensitivity to gender and culture; * Knowledge of change management and institutions at national and local levels would be an advantage. * Strong negotiations and communication skills and competence in supporting external relations of the project at all levels; * Fluency in English and Arabic languages; * Computer proficiency (MS Office package, Internet) is a must; |
| **Application Process**   * The consultancy mission is planned to be around up to **60 working days over 12 months; starting in December, 2024** * Proposals to be submitted by national experts should include technical and financial offers as well as an updated CV. * Technical proposal includes a proposed methodology and approach to the assigned tasks and why the consultant is the most suitable to carry out this mission. * Applications to be sent in soft copies **(PDF format)** to the following email: [[tsp-procurement@nationaldsu.gov.eg](mailto:tsp-procurement@nationaldsu.gov.eg)](mailto:srabo@nationaldsu.gov.eg) maximum **by 25nd of November, 2024.**   **Evaluation**  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.   | **Criteria** | **Weight** | **Max. Point** | | --- | --- | --- | | **Technical** | | **70 points** | | • Consultant Experience | 40% | | • Proposed Methodology | 30% | | **Financial** | **30%** | **30 points** | | **Total** | **100%** | **100 points** | |