



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 02/10/2019

Country: Egypt

Description of the assignment: Land Tenure Assessment for Qena city.

Vacancy Reference Number: **VA-UNH-C2**

Project name: Hayyena – Integrated urban development project

Period of assignment/services (if applicable): 60 working days, conducted within 4 months

Proposal should be submitted at the following address **UNDP Egypt Country Office**
World Trade Center, 1191 Corniche El Nil Street, Boulac, Cairo, Egypt or by email
to procurementnotice.egypt@undp.org **no later than 16th of October, 2019**

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP 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

1.1 UN-Habitat and the New Urban Agenda (NUA)

The United Nations Human Settlements Programme (UN-Habitat) is the United Nations agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable communities, towns and cities with the goal of providing adequate shelter for all.

UN Habitat is implementing the New Urban Agenda which seeks to promote sustainable development and a new urbanization model that is universal and adaptable to different national circumstances. Being universal in scope, people-centred and participatory, the NUA sets out priorities and actions in five main areas: National urban policies, urban legislation, rules and regulations, urban planning and design, urban economy and finance and local implementation. UN Habitat is also the custodian of the eleventh goal of the sustainable development goals (SDG11).

1.2 UN Habitat in Egypt

Established in 2005, UN-Habitat Egypt Programme has been providing technical support to national counterparts on a wide range of urban issues. Adopting an integrated approach, UN-Habitat Egypt has supported reforming and improving urban planning and management through three main sub-programmes, namely; urban planning and design; urban policies, legislation and governance; and urban basic services and mobility.

1.3 Urban Policy, Legislations and Governance Program

The UN-Habitat, Egypt office, is implementing the Urban Policy, Legislations and Governance Program aiming at enhancing the capacity of relevant actors in reforming the legal and institutional framework governing urban development; promoting the empowerment of local authorities; enhancing land tenure security; establishing an effective, participatory and inclusive planning process; improving public financial management; enhancing local economic development and social entrepreneurship.

1.4 Hayenna – Integrated Urban Development Project

In 2018, the Ministry of Housing, Utilities, Urban Communities (MoHUUC), Ministry of Foreign Affairs (MoFA), the General organization for Physical Planning (GOPP), the UN-Habitat and the Swiss State secretariat for Economic Cooperation (SECO) signed three different agreements (the project agreement, the separate agreement, and the contract) governing the Hayenna- Integrated Urban Development Project. The project aims at developing a more transparent land management, as well as implementing better-planned and financially sustainable basic infrastructure services that offer an attractive and inclusive alternative to informal settlements and promoting local economic facilities in two pilot Governorates. Qena was selected as the first pilot Governorate, and the other one will be selected later and based on the lessons learned from the first pilot. The project thereby intervenes in three dimensions: urban planning and design, public finance management and land-based financing, and support to urban legislation and regulation. The project will therefore support the government of Egypt to plan and develop two city extension and two inner city upgrading sites.

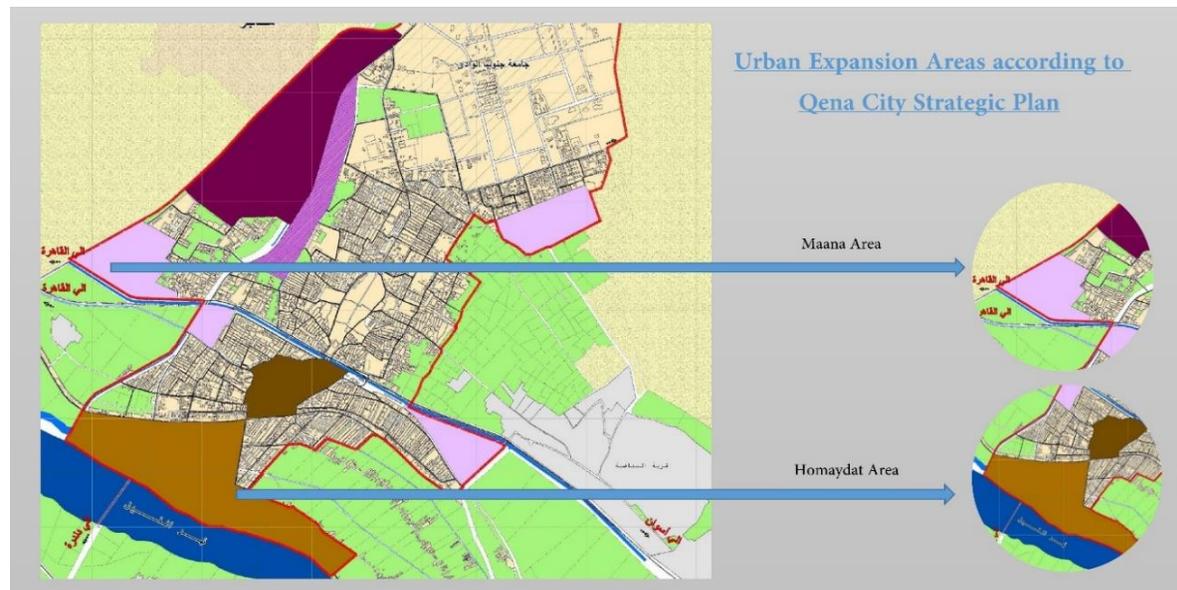
1.5 Qena City

Qena city is the capital of Qena Governorate. The city's area is 4984.5 Fedan. The population of the city according to the latest census is 206831 persons with 41851 families (Average number of family members is 4.94), and 51.6% of the city are males, while 48.4% are females. The average population density of the city is 42 person/fedan. The census data also shows that 12.6% of the population had a university degree, while 85% went to high school, and 12.6% are not educated.

The city was expanded through four main phases. Stage 1 was from 1900 until 1925, where the small ancient village of Qena turned into a big village. The second expansion stage from 1925 to 1937 was due to immigration from other nearby villages who begin to realize the village's vital prime location. The third expansion phase was from 1937 until 1960 where the village was turned into a city that witnessed major changes, mainly because of the central investments seeking the new city to be the modernized capital of the region. From 1960 until 1998, wide number of projects changed the characteristics of the city. The city witnessed the building of schools, hospitals and a university. Finally, from 1998 until 2007 the city received public investment transfers allocated to the electricity, water and sanitation sectors. Through these five stages, the small ancient village of Qena turned into a large city that attracted inner immigration and investments.

1.6 Sites in Qena city

The project will be implemented in two sites that were carefully selected, after a long consultation process with the Governorate. The two sites for intervention are in 1) Maana and 2) Hodaydat.



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

1.7 OBJECTIVES

The consultancy assignment aims at preparing a comprehensive database of the land tenure situation of the two sites in Qena governorate. This includes the gathering and screening of existing official land titles, the verification of official and informal tenure documents and the updating of. The objective of the assignment is to prepare the development of detailed plans for both areas.

1.8 SCOPE OF WORK

The consultant will work in close collaboration with UN-Habitat, the Swiss State Secretariat for Economic Affairs (SECO), the General organization for Physical Planning (GOPP) and the local implementation partner in Qena Governorate and under the direct supervision of Program manager to develop a comprehensive land records database based on:

- I. Gather of formal and informal land records and relevant documents from landowners, the survey authority, the real estate registry and other departments.
- II. Screen land registration records and update its information through public consultations with landowners and local authorities.
- III. Trace the history of formal and informal transitions and fragmentation, including subdivided or (legally or illegally) built land.
- IV. In close coordination with local authorities in Qena as well as with the consultants of the project, support the committee for the verification of ownership to produce an updated land tenure database and verify tenure documents.

4.1 DELIVERABLES

A comprehensive land records database report that includes:

- Database indicating number of plots, name or owners or tenants, size of plot and type of tenure document
 - The dimensions and location of each parcel as well as the owner or tenant.
 - Any claims on the parcel, such as easements, court judgments or mortgages.
 - The current land use such as building or landmarks (ancient trees or crops) if applicable.
- All deliverables will be prepared in Arabic.
 - All deliverables should be first submitted as draft and presented to the project stakeholders for feedback, followed by the submission of the final reports.
 - All deliverables will be submitted electronically in word format.
 - All deliverables must be edited, and presented in sound, correct and flawless language.
 - All figures, charts, documents, and references used must be properly documented in all delivered documents.
 - Due dates must be closely followed and cannot be changed unless approved by UN-habitat.
 - The Consultant will ensure to deliver the best-expected outcome, and she/he is responsible for the quality of the deliverables and will guarantee the consistency, and effectiveness of all deliverables.

- The Consultant will deliver copies (soft and/or hard) of all references used in the preparation of the reports.

4.2 METHODOLOGY

The Consultant will adopt and implement a methodology based on a combination of a desk review and interactive stocktaking exercise involving the Urban Policy, Legislations and Governance Program, GOPP, Qena Governorate and its local authorities, and other stakeholders, that will be identified during the assignment. The consultant will work closely with the Physical Assessment Consultant of the project. The consultant will document the methodology used as well as all activities tasks, consultations, studies and analysis carried out during the consultancy. The consultant should work within the approach of the continuum of land tenures developed by UN Habitat and GLTN.

Relevant governmental entities to obtain land tenure information:

- Land parcel histories based on the information from The Real Estate Publicity Department (REPD).
- Informal land parcel map from the Land Survey Authority.
- The Land Registry Office and the Egyptian Survey Authority (ESA) under the Ministry of Water Resources and Irrigation are responsible for maintaining land records and for official surveying, mapping and cadastral work.
- Information on current tenants can be obtained from real-estate tax authority and formal agriculture cooperates records.
- The Ministry of Waqf controls land designated as waqf (Madbouly 2005).
- The Ministry of Agriculture and Land Reclamation (MALR) is charged with protection of agricultural land in Egypt, and has responsibility over agricultural land and water.

Other tools include:

- Interviews with local people: landowners, leaseholders and tenants
- Land parcel mapping based on the physical land survey produced by the Physical Assessment Consultant.
- The social tenure domain model as a way of verifying and documenting tenure based on property claims that can be supported by various types of evidence: sketches, audio, video, scanned documents such as utility bills. All this information can come from various sources, including participatory enumerations.

1.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

University degree in law, political science, urban development, urban planning, economics, administrative development or related field.

II. Years of experience:

- A minimum of 10 years of professional experience with a proven professional record.
- Demonstrated knowledge and experience in land management, legal assessment of land tenure, etc.
- Local experience in Qena will be of added value.

III. Competencies:

Professionalism: Demonstrated professional competence and mastery in the field of urban management, urban upgrading, urban planning and management. Knowledge of theories, concepts and approaches relevant to urban management and urban upgrading. Ability to assess political trends, the attitudes of target audiences, local conditions and developments. Acquaintance of the UN system, organization and inter-agency relationships. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to assist with data collection using various methods. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations and shows persistence when faced with difficult problems or challenges. Takes responsibility for incorporating gender perspectives and ensuring the equal age and gender participation in all areas of work.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Creativity: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches..

Technological awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Please Submit the financial and Technical proposals **SEPERTALY**
- Candidates are encouraged to submit their applications electronically.
- Only Egyptian nationals shall be considered for the post.
- Please submit at least 2 letters of recommendation from your previous supervisors
- Please Write down your Name in the P11file (i.e. P11-Your Name)
- *P.11 form can be downloaded through:
<http://www.eg.undp.org/content/dam/egypt/docs/Vacancies/P11form.doc>

5. FINANCIAL PROPOSAL

Contracts based on daily fee

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

6. EVALUATION

Individual consultants will be evaluated based on the following methodology:

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:

- responsive/compliant/acceptable, and*
- 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 points would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>	70%	70
<ul style="list-style-type: none"> • <i>Criteria (A) Relevance of Education/ Degree</i> 	20%	20

<ul style="list-style-type: none"> • <i>Criteria (B) Years of Relevant Experience</i> 	20%	20
<ul style="list-style-type: none"> • <i>Criteria (c) Adequacy of Competencies for the Assignment</i> 	20%	20
<ul style="list-style-type: none"> • <i>Criteria [D] Others / Special Skills, Language, etc.</i> 	10	10
<u>Financial</u>	30%	30

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

LAND TENURE ASSESSMENT FOR QENA CITY

TERMS OF REFERENCE

BACKGROUND INFORMATION

UN-Habitat and the New Urban Agenda (NUA)

The United Nations Human Settlements Programme (UN-Habitat) is the United Nations agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable communities, towns and cities with the goal of providing adequate shelter for all.

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Hayenna – Integrated Urban Development Project

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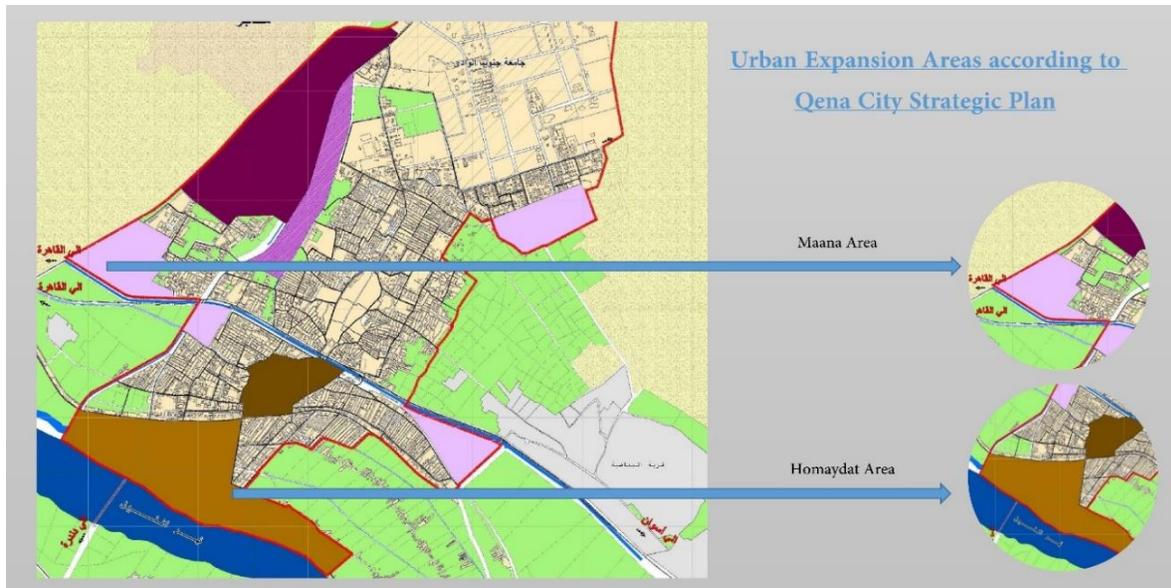
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Sites in Qena city

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DESCRIPTION OF THE CONSULTANCY SERVICE

OBJECTIVES

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TIMEFRAME

The duration of the assignment is 60 working days, conducted within 3 months.

PAYMENTS

The payments will be made as per the table below:

#	Deliverables	Level of effort (working days)
1	Land records database	60
	TOTAL	60

COMPETENCIES

Professionalism: Demonstrated professional competence and mastery in the field of land management, legal advisory, land dispute management, land registration or planning and management. Acquaintance of the UN system, organization and inter-agency relationships. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to assist with data collection using various methods. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations and shows persistence when faced with difficult problems or challenges. Takes responsibility for incorporating gender perspectives and ensuring the equal age and gender participation in all areas of work.

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Creativity: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

Technological awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

QUALIFICATIONS

Education

University degree in law, political science, urban development, urban planning, economics, administrative development or related field.

Work Experience

- A minimum of 10 years of professional experience with a proven professional record.
- Demonstrated knowledge and experience in land management, legal assessment of land tenure, etc.
- Local experience in Qena will be of added value.

Language

Fluency (written and verbal) in Arabic required.

Selection criteria

Selection will be based on previous experience (70%) and financial offers (30%).

Submission of Applications
Interested candidates should complete the United Nations Personal History form (P.11) and forward it electronically at the following email address: procurementnotice.egypt@undp.org no later than the deadline indicated. Please indicate the vacancy reference number in the subject line of your email otherwise your application will be disregarded

Notes:

- Only short-listed candidates will be notified.
- Please Submit the financial and Technical proposals **SEPERTALY**
- Candidates are encouraged to submit their applications electronically.
- Only Egyptian nationals shall be considered for the post.
- Please submit at least 2 letters of recommendation from your previous supervisors
- Please Write down your Name in the P11file (i.e. P11-Your Name)
- *P.11 form can be downloaded through:
<http://www.eg.undp.org/content/dam/egypt/docs/Vacancies/P11form.doc>