



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 19 September 2019

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**Country: Egypt**

**Description of the assignment: Anti-Corruption International Consultancy**

**Project name: Strengthening Institutional & Human Resources Capacities of the Ministry of Social Solidarity**

**Period of assignment/services (if applicable):**

Proposal should be submitted by email to [procurementnotice.egypt@undp.org](mailto:procurementnotice.egypt@undp.org) no later than 3<sup>rd</sup> October 2019.

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

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### 1. BACKGROUND

Anti-corruption, transparency and accountability are part of the Agenda 2030, are the direct focus of two targets of the Sustainable Development Goal (SDG) 16: 1) substantially reduce corruption and bribery in all their forms and 2) develop effective, accountable and transparent institutions at all levels. Many other targets under SDG16 are also implicitly connected to fight against corruption or will be impacted by the realization of SDG16 targets.

Thus, UNDP aims to support the Ministry of Social Solidarity's (MoSS) efforts to ensure anti-corruption, transparency and accountability measures are effective throughout its Takaful and Karama cash transfer programmes. Accordingly, UNDP is preparing to carry out a risk assessment of potential corruption-related risks in the cash transfer programs of MoSS to enhance transparency and accountability mechanisms within.

It is worth noting that MoSS is the mandated organization by the Government of Egypt concerned with social protection and implementing development programs addressing the poorest echelon of Egyptian society. Egypt has succeeded in the past few years to provide the largest Protection Program titled Takaful wa Karama thus providing conditional cash flow transfers to the most vulnerable groups nationwide thus targeting approximately 2 million families.

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

- Conduct a desk review on the structures, services, projects and initiatives at MoSS focusing on cash transfer programmes;
- Identify key stakeholders from government agencies, civil society, private sector and academia to conduct consultative meetings on the governance of cash transfer programmes and related challenges;
- Conduct a training for MoSS staff to build their capacity on the needed methodology for the corruption risk assessment with the participation of relevant stakeholders;
- Carryout site visits in three different governorates to conduct the corruption risk assessment;
- Prepare a first draft of the corruption risk assessment based on results of the desk review and the country mission to be sent to MoSS;
- Conduct a follow up workshop in Cairo on the findings of the corruption risk assessment with a view to validating it and formulating the proposed corruption risk mitigation measures;
- Finalize the corruption risk assessment coupled with a draft risk management plan to be sent to MoSS;
- Organize a follow up workshop in Cairo to refine and validate the corruption risk management plan;
- Support the development of a Project Document based on the assessment and the corruption risk management plan.

For detailed information, please refer to Annex 1

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- I. Academic Qualifications:
  - Master's degree
- II. Years of experience:
  - At least ten (10) years of experience working in anti-corruption assistance projects (design, advisory services, management) is a requirement.
- III. Competencies:
  - Corporate competencies:
    - Demonstrates integrity and fairness by modelling UN values and ethical standards;
    - Demonstrates professional competence and is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
    - Display cultural, gender, nationality, religion and age sensitivity and adaptability.
  - Functional Competencies:
    - Demonstrated ability to work harmoniously in a multi-cultural environment;
    - Ability to work on own initiative as well as a member of a team and to work under pressure;
    - Excellent relationship management;
    - Excellent communication, facilitation, presentation and reporting skills.

- Master's degree in Law, political Sciences, public administration, development economics or anti-corruption or a related field;
- At least ten (10) years of experience working in anti-corruption assistance projects (design, advisory services, management) is a requirement;
- Experience of reviewing or drafting anti-corruption policies;
- Past experience in working with the UN on similar assignments is an asset;
- Experience of working with government officials, international partners and civil society, especially direct experience of working with and advising to Anti-Corruption bodies.
- Language Requirement: Arabic and English

#### 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
- (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

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).

**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

2. 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 points would be considered for the Financial Evaluation

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical</u>	70%	70
<u>Financial</u>	30%	30

## **ANNEX**

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

### **ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

## Terms of Reference

<b>Location:</b>	Cairo, Egypt
<b>Application Deadline:</b>	3-October-2019
<b>Type of Contract:</b>	Individual Contract
<b>Post Level:</b>	International Consultant
<b>Starting Date:</b> (date when the selected candidate is expected to start)	13-October-2019

### **Background**

Anti-corruption, transparency and accountability are part of the Agenda 2030, are is the direct focus of two targets of the Sustainable Development Goal (SDG) 16: 1) substantially reduce corruption and bribery in all their forms and 2) develop effective, accountable and transparent institutions at all levels. Many other targets under SDG16 are also implicitly connected to fight against corruption or will be impacted by the realization of SDG16 targets.

Thus, UNDP aims to support the Ministry of Social Solidarity's (MoSS) efforts to ensure anti-corruption, transparency and accountability measures are effective throughout its Takaful and Karama cash transfer programmes. Accordingly, UNDP is preparing to carry out a risk assessment of potential corruption-related risks in the cash transfer programs of MoSS to enhance transparency and accountability mechanisms within.

It is worth noting that MoSS is the mandated organization by the Government of Egypt concerned with social protection and implementing development programs addressing the poorest echelon of Egyptian society. Egypt has succeeded in the past few years to provide the largest Protection Program titled Takaful wa Karama thus providing conditional cash flow transfers to the most vulnerable groups nationwide thus targeting approximately 2 million families.

### **Duties and Responsibilities**

The Anti-Corruption Lead Consultant will be responsible for the following tasks:

- Conduct a desk review on the structures, services, projects and initiatives at MoSS focusing on cash transfer programmes;
- Identify key stakeholders from government agencies, civil society, private sector and academia to conduct consultative meetings on the governance of cash transfer programmes and related challenges;

- Conduct a training for MoSS staff to build their capacity on the needed methodology for the corruption risk assessment with the participation of relevant stakeholders;
- Carryout site visits in three different governorates to conduct the corruption risk assessment;
- Prepare a first draft of the corruption risk assessment based on results of the desk review and the country mission to be sent to MoSS;
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#### **Important Notice:**

**Interested Offerors must visit this link [http://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=54551](http://procurement-notices.undp.org/view_notice.cfm?notice_id=54551) to download Procurement Notice, Terms of Reference, and Document Templates to be included when submitting this online application.**

### **Competencies**

Corporate competencies:

- Demonstrates integrity and fairness by modelling UN values and ethical standards;
- Demonstrates professional competence and is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Display cultural, gender, nationality, religion and age sensitivity and adaptability.

Functional Competencies:

- Demonstrated ability to work harmoniously in a multi-cultural environment;
- Ability to work on own initiative as well as a member of a team and to work under pressure;
- Excellent relationship management;
- Excellent communication, facilitation, presentation and reporting skills;

### **Required Skills and Experience**

**Education:**

- Masters degree in Law, political Sciences, public administration, development economics or anti-corruption or a related field.

**Experience:**

- At least ten (10) years of experience working in anti-corruption assistance projects (design, advisory services, management) is a requirement;
- Experience of reviewing or drafting anti-corruption policies

- Experience of working with government officials, international partners and civil society, especially direct experience of working with and advising to Anti-Corruption bodies

**Language Requirement:** English and Arabic