Terms of Reference (TOR) Senior Project Advisor (Part-Time)

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

Project Background

The project titled “Supporting the Ministry of Local Development in Decentralization and Integrated Local Development with special emphasis on Upper Egypt” 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, which 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.

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.

Duties and responsibilities:

Under the full supervision of the Ministry of Local Development and UNDP, the Senior Project Advisor will be accountable to the National Project Manager — in accordance with the project document and the UNDP guidelines and procedures for nationally executed project—including guiding, advising, and monitoring as well as provide management support to the project. The Project Advisor will play a key role in supporting the National Project Manager in project management and the monitoring, evaluation and reporting of project progress against project baseline indicators.

1. Provide top quality advice and strategic guidance for effective implementation and result-based management of the project according to project objectives and stated results as well as UNDP policies and procedures:

   • Advise the project team in developing strategies and implementation plan for the project;
   • Provide technical support in the fields of decentralization, institutional reforms and local economic development
   • Advise the National Project Manager and project team in management and monitoring the project work progress and ensure timely delivery of project outputs;
• Provide effective communication, coordination and cooperation between the members of the project’s management team and technical team in planning, monitoring and implementation process;
• Conduct staff capacity needs assessment against the project outcomes and draft terms of references for technical consultants and sub-contracts and support the project manager in recruitment of contracted project partners;
• Support the National Project Manager in preparation of quarterly and annually technical work plans for project activities;
• Support the National Project Manager in preparation of quarterly and annual technical progress reports to UNDP and Donors according to their respective reporting guidelines;
• Provide strategic guidance to the National Project Manager in organizing and conducting effective stakeholder meetings in line with the work plan; and
• Work closely with UNDP Country Office in providing overall quality assurance for the project based on UNDP rules and procedures.

2. Provide advisory support in monitoring and evaluation of the project to ensure effectiveness and efficiency in the delivery of project activities and objectives:

• Advise the National Project Manager and contracted partners in the review of project targets and outputs against the progress and changing conditions in the target areas;
• Contribute to the consolidation of knowledge and lessons learned and distill good practices for dissemination;
• Provide advices and inputs in the general preparation and delivery of work plans, budgets and work packages in accordance with the policies and procedures of UNDP and donors, guidelines for National Implementation, Guide on measures to mainstream gender considerations in the project activities and in the monitoring and evaluation;
• Conduct regular field visits with counterparts to monitor field activities and assist with the organization of visits and supervision missions from the co-operating institutions;
• Liaise with UNDP CO in the tracking, management and update of project risk and provide corrective recommendation where possible;
• Provide advice and inputs to MoLD in drafting management responses to issues and recommendation raised by mid-term and final term evaluations.

3. In coordination with the project manager, act as liaison person with relevant line ministries, provincial departments and other stakeholders:

• Coordinate and promote effective collaboration with ministry line departments, NGOs/IOs, private sector and other development partners to support sub-national capacity development on issues related to community based sustainable forest management;
• Coordinate the activities of international and national technical advisors and consultants;
• Liaison with experts and other stakeholders and provide technical inputs for the development of guidelines, training materials and others as necessary;
• Facilitate communication interaction between MoLD, UNDP and counterparts in regard to achieving project outputs
• Build synergies and partnerships with key partners to ensure greater impact of the project;
• Promote dialogues and inputs from development partners into key project outputs at the national and provincial level;
• Liaise with the National Project Manager in compiling lessons learned policy implications.

**Expected Qualifications:**

• Advanced university degree in public administration, public policies, economics or related disciplines;
• At least 20 years of professional experience in the areas of decentralization, local administration reform and local economic development;
• Previous work experience with similar projects, in particular with international agencies, is strongly recommended;
• Familiarity and prior experience with UNDP requirements and procedures is considered as an asset;
• Demonstrated experience and success in the engagement of and working with government counterparts and the private sector;
• Good analytical and problem-solving skills and the related ability to adaptive management with prompt action on the conclusion and recommendations coming out from the project’s regular monitoring and self-assessment activities as well as from periodical external evaluations;
• Ability and demonstrated success to work in a multi-disciplinary team to effectively organize and lead it, and to motivate its members and other project counterparts to effectively work towards the project’s objective and expected outcomes;
• Strong resource mobilization, negotiations and communication skills and competence in handling project’s external relations at all levels;
• Demonstrated ability to manage and motivate people in a complex environment and achieve set goals under time pressure;
• Fluency in English and Arabic languages;
• Computer proficiency (MS Office package, Internet) is a must;
• 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.

**Application:**

**Please submit your resume and P11 to the below email specifying the title of the post:**

Ms. Deena Refai
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Vacancy Notice issued on: February 10, 2020
Deadline for application: February 25, 2020