Country: Egypt

Description of the assignment: Short Term Consultant for Programme Formulation

Project name: Micro, Small and Medium Enterprise Development Agency (MSMEDA)

Period of assignment/services (if applicable): 22 Working Days

Proposal should be submitted at the following address 1191 Corniche el Nile, World trade Center, Boulac or by email to procurementnotice.egypt@undp.org no later than 13 February 2020.

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

The current cooperation between UNDP and MSMEDA former SFD was designed to a) further develop and enhance the technical and institutional capacities of SFD to become amongst the first tier of national development agencies operating in middle-income countries; and b) support SFD efforts aiming at taking all necessary measures to allow for it to become a sustainable organization that contribute in poverty reduction and job creation in Egypt, and to be able to finance its various activities from its own resources, with a board headed by the Prime Minister.

The project aimed at strengthening the capacities of the Social Fund for Development (SFD) in order to become an effective agent for inclusive development in Egypt

In April 2017, Prime Ministers’ decree no. 947 for year 2017 was issued thereby establishing the new entity “Micro, Small and Medium Enterprise Development Agency”. The said decree was later amended in November 2018; bringing MSMEDA under the umbrella of the Prime Minister. By virtue of those decrees, MSMEDA became a fund that is concerned with the small, medium and micro enterprises.
2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Consultant will use UNDP global programming standards and templates, build on project evaluation an 2019 assessment of current phase of UNDP support, and undertake consultations to:

- Support development of UNDP project document for programmatic support to the MSMEDA based on assessment and consultations.
- Prepare a Theory of Change for the project detailing all underlying assumptions and expected impacts of the project as well as how the proposed interventions will lead to the expected transformational change.
- Finalize of project results framework with appropriate objective-level and outcome-level quantitative and qualitative SMART indicators, and end-of-project targets.
- Develop a detailed M&E work plan, including clear identification of responsibilities and accountabilities, as well as an appropriate M&E budget.
- Conduct gender assessment define the gender sensitivity of the project, and the best strategies for women’s engagement and benefits from the project.
- Develop a sustainability plan that outline the principles and guidelines for ensuring the long-term sustainability of project achievements.
- Identify the project management arrangements and governance mechanism including the organisational structure governing the project will be decided. This will include identification of the project board composition.
- Involve key agencies in the development of the project strategy to ensure strong national ownership. In close collaboration with key government representatives and other stakeholders, ensure full participation in the development of the project results framework and ensure agreement on the project objectives and outcomes.

The consultant will report to the Inclusive Growth and Innovation Programme Analyst under the overall guidance and supervision of the Resident Representative.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

M.A. Degree in business administration, economics, development or related discipline

II. Years of experience:

Minimum 10 Years of Experience

- Technical expertise in the field of micro-finance and SMEs
- Demonstrated experience in leading evaluation studies in the abovementioned field(s);
- Expertise in independent policy advice
- Fluency in English, both written and spoken
- Good analytical and writing skills
- Good communication skills
• Knowledge and understanding of UNDP activities is an asset
• Experience in designing institutional development and capacity development projects is an asset

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

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 point would be considered for the Financial Evaluation

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical</td>
<td>70%</td>
<td></td>
</tr>
<tr>
<td>Relevant work experience as per TOR</td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>Relevant Education; advanced educational degree in the previously mentioned fields</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>Technical expertise in micro-finance and SMEs</td>
<td>20%</td>
<td></td>
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<tr>
<td>Experience in project formulation</td>
<td>20%</td>
<td></td>
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<tr>
<td>Financial</td>
<td>30%</td>
<td></td>
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</tbody>
</table>

**ANNEX**

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

*TOR for Short Term Consultant for Programme Formulation*

**Main Tasks**

- Support development of UNDP project document for programmatic support to the MSMEDA based on assessment and consultations.
- Prepare a Theory of Change for the project detailing all underlying assumptions and expected impacts of the project as well as how the proposed interventions will lead to the expected transformational change.
- Finalize of project results framework with appropriate objective-level and outcome-level quantitative and qualitative SMART indicators, and end-of-project targets.
- Develop a detailed M&E work plan, including clear identification of responsibilities and accountabilities, as well as an appropriate M&E budget.
- Conduct gender assessment define the gender sensitivity of the project, and the best strategies for women’s engagement and benefits from the project.
- Develop a sustainability plan that outline the principles and guidelines for ensuring the long-term sustainability of project achievements.
- Identify the project management arrangements and governance mechanism including the organisational structure governing the project will be decided. This will include identification of the project board composition.
- Undertake consultations.
• Involve key agencies in the development of the project strategy to ensure strong national ownership. In close collaboration with key government representatives and other stakeholders, ensure full participation in the development of the project results framework and ensure agreement on the project objectives and outcomes.
• Review of previous project Evaluations.

**Deliverables and Timeline of Assignment:**
The contract will run for one month (22 working days)
Payment will be made in accordance with the below payment schedule.

The qualified consultant shall receive his/her service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

<table>
<thead>
<tr>
<th>Installment of Payment/ Period</th>
<th>Deliverables or Documents to be Delivered</th>
<th>Approval should be obtained</th>
<th>Percentage of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Installment</td>
<td>Submission of Inception Report</td>
<td>Approval from the Supervisor</td>
<td>40%</td>
</tr>
<tr>
<td>2nd Installment</td>
<td>Draft project Document</td>
<td>Approval from the Supervisor</td>
<td>40%</td>
</tr>
<tr>
<td>3rd Installment</td>
<td>Final Project Document</td>
<td>Approval from the Supervisor</td>
<td>20 %</td>
</tr>
</tbody>
</table>

**Academic Qualifications:**
M.A. Degree in business administration, economics, development or related discipline

Years of experience:

**Minimum 10 Years of Experience**
• Technical expertise in the field of micro-finance and SMEs
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