INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 26 January 2020

Country: Cairo, Egypt

Description of the assignment: Specialist in Monitoring & Evaluation and Statistics

Project name: Mainstreaming Acceleration & Policy Support for SDGs

Period of assignment/services (if applicable): January-April 2020

Proposal should be submitted at the following email address to procurementnotice.egypt@undp.org no later than 2 February 2020 at 2:00 pm Cairo local time.

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

Egypt objectives set out in the Sustainable Development Strategy (SDS) are an ambitious agenda for Egypt to achieve its national targets and SDGs by 2030. With the Sustainable Development Goals (SDGs) there is an opportunity to strengthen the focus of national goals on human development and sustainable development.

Egypt is among few countries which reported twice on the SDGs (2016 and 2018), through the Voluntary National Review. The United Nations welcomes the government’s early and strong commitment to the sustainable development agenda, which is also reflected in the timely appointment of the SDG national Committee chaired by the Ministry of Planning and Economic Development (MPED) in charge of the coordination of the Government’s joint implementation of the SDS and SDGs.

Egypt has outlined its commitment to the Sustainable Development Goals (SDGs) through its Sustainable Development Strategy Egypt Vision 2030, which aims to build an inclusive, competitive, innovative, resilient and diverse Egypt. In February 2016, Egypt launched the Sustainable Development Strategy (SDS): Egypt Vision 2030. In early 2019, The Ministry of Planning and Economic Development (MPED) has started to revisit the SDS with the objective to better align SDS with the Sustainable Development Goals (SDGs), as well as taking into consideration the economic changes.
due to the implementation of the reform stabilization program in 2016. The updating process of the SDS is being conducted by the Sustainable Development Unit (SDU) at MPED in a methodological way. The revised SDS will incorporate more complete Monitoring and Evaluation Framework, comprised of a set of indicators, methodologies for calculation and links to automated dashboard system. MPED has selected a set of quantitative strategic and sector performance indicators, some preexisting in previous MPED and sector strategies and some new. Those indicators contribute to the SDS Result-Based Monitoring System which allows for all concerned sectors and level of Government to contribute to the monitoring. Before finalization and roll-out, the exact methods, sources and responsibilities for providing regular measure for indicators is required in a detailed manner.

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

The scope of the work is summarized as follows:

(i) Review and check indicators at SDS strategic level, flag inconsistencies or difficulties for practical implementation, and proposed ways to resolve them
(ii) Develop based on the template provided a manual for each of the indicators' definition, scientific references, statistical data sources, computation methodology and aggregation formulas when using lower level indicators, indicating the lowest level of disaggregation available (geographical, gender, socio-economic group).
(iii) Link SDS indicators with SDGs’ indicators at different tiers, wherever possible
(iv) Align the indicators with the SDU’s Strategic Dashboard.

The consultant will be hosted in MPED on a full-time basis and will work with MPED in finalizing the M&E framework of the SDS. The consultant will ensure that submitted deliverables are of high quality and are submitted on time.

Institutional Arrangement
The M&E consultant will work for UNDP and be based at MPED premises. The M&E consultant will liaise with MPED for high quality deliverables and report to UNDP.

For detailed information, please refer to Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:
PhD or Masters’ degree in statistics, economics, management, monitoring and evaluation or a related field;

II. Years of experience:
Minimum of 5 (five) years of experience results-based management, monitoring and evaluation in developmental contexts required;
At least 5 (five) years of experience working with national institutions, multilateral organizations and/or international development organizations;

III. Competencies:

Job Knowledge & Expertise:
- Good understanding of Egypt national strategies, SDSs and related objectives, KPIs and M&E systems;

Analytical skills:
- Excellent analytical and writing skills as well as fluency with computer-based tools are a must;

People skills:
- Demonstrated track record in settling fast and seamlessly in high-performing teams and deliver quality output, within tight deadlines and under pressure;

Language requirements:
- Proficiency in English and Arabic Language are essential

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 2 references

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 methodologies:

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 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>
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<tr>
<td>Financial</td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

Attachments:

ANNEX 1- TERMS OF REFERENCES (TOR)
ANNEX 1

TERMS OF REFERENCE

Individual Contract
Specialist in Monitoring & Evaluation and Statistics

A. Project Title  UNDP MAPS engagement

B. Project Description

Egypt has outlined its commitment to the Sustainable Development Goals (SDGs) through its Sustainable Development Strategy Egypt Vision 2030, which aims to build an inclusive, competitive, innovative, resilient and diverse Egypt. In February 2016, Egypt launched the Sustainable Development Strategy (SDS): Egypt Vision 2030. In early 2019, The Ministry of Planning and Economic Development (MPED) has started to revisit the SDS with the objective to better align SDS with the Sustainable Development Goals (SDGs), as well as taking into consideration the economic changes due to the implementation of the reform stabilization program in 2016. The updating process of the SDS is being conducted by the Sustainable Development Unit (SDU) at MPED in a methodological way. The revised SDS will incorporate more complete Monitoring and Evaluation Framework, comprised of a set of indicators, methodologies for calculation and links to automated dashboard system.

MPED has selected a set of quantitative strategic and sector performance indicators, some pre-existing in previous MPED and sector strategies and some new. Those indicators contribute to the SDS Result-Based Monitoring System which allows for all concerned sectors and level of Government to contribute to the monitoring.

Before finalization and roll-out, the exact methods, sources and responsibilities for providing regular measure for indicators is required in a detailed manner.

C. Scope of Work

The consultant will be hosted in MPED on a full-time basis and will work with MPED in finalizing the M&E framework of the SDS. This will include:
a. Review and check indicators at SDS strategic level, flag inconsistencies or difficulties for practical implementation, and proposed ways to resolve them.

b. Develop based on the template provided a manual for each of the indicators' definition, scientific references, statistical data sources, computation methodology and aggregation formulas when using lower level indicators, indicating the lowest level of disaggregation available (geographical, gender, socio-economic group).

c. Link SDS indicators with SDGs' indicators at different tiers, wherever possible.

d. Align the indicators with the SDU's Strategic Dashboard.

The consultant will ensure that submitted deliverables are of high quality and are submitted on time.

### D. Expected Outputs and Deliverables

<table>
<thead>
<tr>
<th>Deliverables/ Outputs</th>
<th>Estimated Duration to Complete</th>
<th>Payment (in EGP)</th>
<th>Review and Approvals Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Review and check indicators at SDS strategic level</td>
<td>5 days</td>
<td></td>
<td>UNDP Officer</td>
</tr>
<tr>
<td>b. Develop based on the template provided a manual for each of the indicators' definition, scientific references, data sources, computation methodology and aggregation formulas when using lower level indicators, indicating the lowest level of disaggregation available (geographical, gender, socio-economic group).</td>
<td>20 days</td>
<td></td>
<td>UNDP Officer</td>
</tr>
<tr>
<td>c. Link SDS indicators with SDGs' indicators at different tiers, wherever relevant</td>
<td>5 days</td>
<td></td>
<td>UNDP Officer</td>
</tr>
<tr>
<td>d. Align the indicators with the SDU's Strategic Dashboard.</td>
<td>5 days</td>
<td></td>
<td>UNDP Officer</td>
</tr>
</tbody>
</table>
E. **Institutional Arrangement**

The M&E consultant will work for UNDP and be based at MPED premises. The M&E consultant will liaise with MPED for high quality deliverables and report to UNDP.

F. **Duration of the Work**

This assignment requires a total of 35 working days, till the end of the project.

F. **Qualifications and Experience**

- Advanced university degree in statistics, economics, management, monitoring and evaluation or a related field;
- Minimum of 5 (five) years of experience results-based management, monitoring and evaluation in developmental contexts required;
- At least 5 (five) years of experience working with national institutions, multilateral organizations and/or international development organizations;
- Demonstrated track record in settling fast and seamlessly in high-performing teams and deliver quality output, within tight deadlines and under pressure;
- Good understanding of Egypt national strategies, SDSs and related objectives, KPIs and M&E systems;
- Excellent analytical and writing skills as well as fluency with computer-based tools are a must;