



ممول من الاتحاد الأوروبي  
Funded by the European Union



## Terms of Reference

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

**Job Title:** Project Manager

**Implementing Partner:** Ministry of Local Development

**Duration:** 1 year

### Project Background

The EU-funded project 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, that 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. The suggested outputs are responsive to the priority areas of interventions identified by MoLD.

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.

In accordance, the Project aims at supporting the Ministry along the following:

1. Setting local development policies (decentralization, LED, rural development, etc.) and legislative framework.
2. Developing the local administration: institutional structure, main functions (local service delivery, etc.), operating systems (information, M&E, etc.).
3. Establishing mandates for the governorates for Local Economic Development and supporting them in activating LED processes.
4. Selection, qualification and capacity building of local administration leadership and staff.

The Project aims at carrying out interventions in four governorates in Upper Egypt; Fayoum, Beni Seuif, Luxor and Aswan.

### **Duties and Responsibilities:**

Under the full supervision of the Ministry of Local Development (MoLD) and oversight of UNDP, the Project Manager will be responsible for technical and operational management of the project, in accordance with the project document and the UNDP guidelines and procedures for nationally executed projects, including:

- Lead and provide direction and guidance to project team(s)/ responsible party(ies);
- Liaise with the Project Board to assure abiding with the overall strategic direction and integrity of the project;
- Liaise with the relevant programs and departments at MoLD to support the institutionalization of the program and sustainability.
- Coordinate technical and administrative matters between MoLD and UNDP to ensure smooth implementation of the project.
- Maintain project's cost-effectiveness, timeliness, and quality project deliverables (adaptive collaborative management) to be approved by the Project Board;
- General coordination, management and supervision of day to day project implementation;
- Manage procurement to ensure timely involvement of local and international experts, organization of training and public outreach, purchase of required equipment etc. in accordance with UNDP rules and procedures;
- Prepare final ToR for all work activities with the respective work group leaders; all senior staff assignment and consulting agreements, both national and international, and to execute work agreements and contracts for all national project professional and administrative personnel;
- Supervise and coordinate the contracts of the experts working for the project;
- Consult with the project advisors, individually or as a group on technical matters;
- Presents key deliverables and documents to the Board for review and approval, including progress reports, annual work plans, adjustments to tolerance levels and risk logs.
- Lead on consultation and results dissemination workshops;
- Manage financial resources, monitor expenditures and ensure that the project proceeds in compliance with UNDP, EU, GoE budget and accounting guidelines
- Submit annual Project Implementation Reports and other required progress reports to the Project Board, Implementing Partner and the UNDP in accordance with the section "Monitoring and Evaluation" of the project document;
- Manage and monitor the project risks initially identified and submit new risks to the project board for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log;
- Prepare project annual workplan and budget revision for approval by Project Board and monitor progress against the project results framework and the approved annual work plan;
- Monitor events as determined in the project monitoring schedule plan, and project milestones and update the plan as required;
- Maintain effective communication with project partners and stakeholders to disseminate project results, as well as to facilitate input from stakeholder representatives as project partners;
- Ensure effective dissemination of and access to information on project activities and results, (including a regularly updated project website);
- Support independent project evaluations and financial audits as per the M&E plan and prepare needed management response.
- As applicable, communicating with project's international partners and attracting additional financing in order to fulfil the project objectives;

- Ensuring successful completion of the project in accordance with the stated outcomes and performance indicators summarized in the project's log-frame matrix and within the planned schedule and budget;
- Lead the development of information products highlighting achievements of the project;
- Ensure full compliance with the Communication and Visibility Plan and UNDP and EU branding policy.

**Expected Qualifications:**

- Bachelor degree of Economics, International Development, Political Science, Public Policy, Public Administration, or related discipline;
- At least 10 years of professional experience in related area of work;
- 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;
- Previous experience in working with government counterparts, and development partners
- 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;
- 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;
- Working experience with the project national stakeholder institutions and agencies is desired;
- Ability to effectively coordinate a large, multi-stakeholder project;
- Ability to administer budgets and prepare work plans;
- Ability to mobilize, train and work effectively with counterpart staff at all levels and with all groups involved in the project;
- Working experience with donor funded projects will be an advantage;
- Fluency in English and Arabic languages;
- Computer proficiency (MS Office package, ...etc.) is a must;
- Proven ability to think strategically, good communication skills in transferring project vision and goals, able to transfer project plans into adaptable implementation schemes, work both independently and in teams, and demonstrate self-confidence combined with sensitivity to gender and culture;

**Application:**

Please submit your application to the below email specifying the title of the post:

[Yasmine.asfour@undp.org](mailto:Yasmine.asfour@undp.org)

Vacancy Notice issued: December 4, 2024

Deadline for application: December 14, 2024