



Ministry of International Cooperation is hiring Consultants under the project:

“Building Capacity and Institutional Strengthening of Ministry of International Cooperation”

The Ministry of International Cooperation has received a Grant from the MENA Transition Fund with technical implementation by the African Development Bank to support the Ministry in strengthening the efficiency and effectiveness of planning and management of Official Development Assistance to contribute to the socio-economic welfare of Egyptian people.

The project is currently seeking to hire the following positions to work as part of the team leading the transformation process and supporting the ongoing organizational development initiatives:

- [Legal Expert](#)
- [Strategic Planning Expert](#)
- [Change Management Consultant](#)

Interested candidates can get the detailed Terms of Reference from: www.moic.gov.eg

CVs should be sent to: bcis@moic.gov.eg

Deadline for receiving the CVs is: 25/02/2017 by 16:00.



Terms of Reference and Scope of Services

Project: BUILDING CAPACITY AND INSTITUTIONAL STRENGTHENING OF MINISTRY OF INTERNATIONAL COOPERATION (MOIC)

Post Title: Legal Expert

Duty Station: Egypt, MOIC

A- Background:

Pursuant to the Presidential decree (303/2004), The Ministry of International Cooperation (MOIC) is mandated to manage and monitor the legal and financial aspects of ODA agreements and protocols, as well as matters related to ODA planning, management, monitoring and evaluation at project/program level which are done jointly with the Development Partners (DPs).

The Ministry of International Cooperation (MOIC) is looking forward to enhance its capacity to increase the level of ODA that Egypt can seek, as well as ensuring results and impact through better aid coordination, management and monitoring.

Within this context, the African Development Bank has been approached by the Government to solicit support for institutional capacity building to the Ministry of International Cooperation. In recognition of the Bank's role as a dependable development partner, the GoE has requested the support through MENA Transition Fund Grant for a total of USD 4.45 million for the purpose of building institutional capacities of MOIC, enhancing its role and strengthening its aid coordination and resources mobilization functions.

To meet the goals of the project hiring a Legal Expert is key. The consultant shall take part in reviewing existing agreements, recommending enhancements and modifications deemed necessary for future agreements and will also ensure the knowledge building and knowledge sharing on legal function operations within MOIC. The specific Terms of Reference for the Legal Expert are detailed below.

B- Duties and responsibilities:

The main duties and responsibilities of the Legal Expert will be as follows:

Duties:

1. Promotion of a better understanding among government counterparts of the legal aspects of MOIC objectives and work and work with legal experts at relevant line Ministries,
2. Creation of a framework of cooperation between MOIC, Development Partners, Line ministries and Parliament to resolve identified operational and legal issues,



3. Identification of areas of improvement and legal challenges, together with recommendations for their effective resolution, including better linkages between MOIC and all stakeholders,
4. Development of standardized MOIC international agreements, processes, forms and formats which conform to national laws,
5. Liaise with relevant Government and Parliamentary stakeholders to ensure that legal concerns on the areas of international cooperation agreements are included in the discussions with the government,
6. Regularly advise MOIC on all changes, amendments and updates in relevant local and international regulations with relation to MOIC mandate,
7. Provide legal advice/support in other areas as requested by H.E. the Minister.

C- Qualifications:

1. At least a Master's degree in Law.
2. A minimum of 25 years of experience.
3. Relevant specialized knowledge in drafting and negotiating governmental international agreements and contracts.
4. Proven track record in the field of legislation, litigation and legal consultation.
5. Sound experience in working with various government agencies on legal matters.
6. Well-developed planning and organization skills to execute multiple tasks in short timeframes.
7. Excellent spoken, written and communication in English and Arabic.

D- Duration of the Contract:

The contractual agreement will be between the MOIC and the Consultant. The contract will be for (12) months, renewable on a yearly basis based on performance till the end of the project. Remuneration will be paid on a monthly basis, and will consist of a time-based contract.



Project: BUILDING CAPACITY AND INSTITUTIONAL STRENGTHENING OF MINISTRY OF INTERNATIONAL COOPERATION

Post Title: Strategic Planning Expert

Duty Station: Egypt, MOIC

Starting Date:

E- Background:

Pursuant to the Presidential decree (303/2004), The Ministry of International Cooperation (MOIC) is mandated to manage and monitor the design and implementation of ODA agreements and protocols.

MOIC is looking forward to enhance its capacity to increase the level of ODA that Egypt can seek, as well as ensuring effective results and sound economic and social impact for ODA inflows through better aid planning, coordination, management and monitoring and evaluation at project and program level which are done jointly with the Development Partners (DPs).

Within this context, the African Development Bank has been approached by the Government to solicit support for institutional capacity building to the Ministry of International Cooperation. In recognition of the Bank's role as a reliable development partner, the GoE has requested the support through MENA Transition Fund Grant for a total of USD 4.5 million for the purpose of building institutional capacities of MOIC, enhancing its role and strengthening its aid coordination and resources mobilization functions.

To meet the goals of the project hiring a Strategic Planning Expert is key. The Strategic Planning Expert shall participate effectively in the current activities where s/he is expected to provide guidance on the preparation and implementation of the ODA strategy of the Ministry in light of its new vision and new orientation.

The specific Terms of Reference for the Strategic Planning Expert are detailed below.

F- Duties and responsibilities:

Under the general supervision of the Project Manager, the main duties and responsibilities of the Strategic Planning Expert will be as follows:

Duties:

1. Contribution to the preparation of strategic plan for MOIC both in immediate and short-term (up to 3 years);
2. Provision of periodic policy notes on key issues in development cooperation and aid management;
3. Provision of on-demand support to the existing ODA management system, including through written inputs and by representing and facilitating participation of MOIC in relevant global and regional events and drafting of position papers;
4. Contribution to the drafting of various Development Partners' Assistance programs in close cooperation with the project teams, line ministries, and development partners;



5. Contribution to MOIC institutional capacity assessment to help identify existing capacities and strengths with regard to ODA strategic planning;
6. Participate and attend in some of the internal and external capacity building activities ensuring knowledge transfer to the staff on economic development strategic planning matters, focusing on effective coordination within government organizations.
7. Contribution to the development of programming instruments, including: project cycle management tools and procedures, operational procedures, debt management, as well as financial documents required for activities of the Strategic Planning department;
8. Contribution to the upgrade and enhancement of the database of development partners for MOIC with identification of thematic area of cooperation with each of them;
9. Contribution to the design and provision of support to a professional evaluation of the MOIC development assistance to date to serve as a practical training for MOIC staff;
10. Contribution to the development of a pool of project ideas/concepts tapping on existing national thematic initiatives by line ministries.

G- Qualifications:

1. At least a Master's degree in Economics, Political Science, International Finance, Finance, Management or other relevant fields;
2. A minimum of 10 years of work experience with international organizations, reputable academic institutions, development organizations or multinational corporations in the fields of strategic planning;
3. Solid expertise in ODA delivery systems, strategic partnerships, and knowledge sharing mechanisms;
4. Strong client orientation and government advisory skills;
5. Excellent analytical and organizational skills;
6. Demonstrated ability to work effectively in multicultural teams;
7. Ability to meet deadlines and work under pressure;
8. Excellent communication, facilitation and presentation skill in English and Arabic.
9. Excellent research skills and ability to identify relevant information, strong organizational and communication skills, ability to lead and work in teams.

H- Duration of the Contract:

The contractual agreement will be between the MOIC and the Consultant. The contract will be for (12) months, renewable on a yearly basis based on performance till the end of the project. Remuneration will be paid on a monthly basis, and will consist of a time-based contract.



Project: BUILDING CAPACITY AND INSTITUTIONAL STRENGTHENING OF MINISTRY OF INTERNATIONAL COOPERATION

Post Title: Change Management Consultant

Duty Station: Egypt, MOIC

Starting Date:

I- Background:

MOIC was established in 1987 by a Presidential decree (303/2004), with the mission to manage and monitor the legal and financial aspects of ODA agreements and protocols, as well as matters related to ODA planning, management, monitoring and evaluation at project/program level which are done jointly with the Development Partners (DPs).

The Ministry of International Cooperation (MOIC) is looking forward to enhance its capacity to increase the level of ODA that Egypt can seek, as well as ensuring results and impact through better aid coordination, management and monitoring.

Within this context, the African Development Bank has been approached by the Government to solicit support for institutional capacity building to the Ministry of International Cooperation. In recognition of the Bank's role as a dependable development partner, the GoE has requested the support through MENA Transition Fund Grant for a total of USD 4.45 million for the purpose of building institutional capacities of MOIC, enhancing its role and strengthening its aid coordination and resources mobilization functions.

The Change Management Consultant shall participate effectively in the current activities where s/he is expected to provide guidance on the restructuring and process enhancement and modernization of the Ministry in light of its new vision and new orientation. The specific Terms of Reference for the Change Management Consultant are detailed below.

J- Duties and responsibilities:

Under the general supervision of the Project Manager, the main duties and responsibilities of the Change Management Consultant will be as follows:

Duties:

- 1- Participating in the ongoing structural advancement process for the ministry by providing technical advice with regard to organizational restructuring, staffing and enhancing the policies and operations at functional and policy making levels;
- 2- Contributing to the development of a Framework and Result Based Management Methodology for functions within the ministry, in collaboration with relevant stakeholders;
- 3- Advice on alignment of MOIC functions, structure and services with the overall strategy, positioning and resource outlook;
- 4- Participating in coordination activities among line ministries, government agencies and development partners;
- 5- Providing advice and monitor capacity building activities being implemented by following up on participation and ensuring participation;



- 6- Participate in some of the capacity building activities through knowledge transfer to the staff on economic development strategic planning matters, focusing on effective coordination within government organizations.
- 7- Participate and attend in some of the internal and external capacity building activities ensuring knowledge transfer to the staff on economic development strategic planning matters, focusing on effective coordination within government organizations.
- 8- Providing change implementation advice in terms of communication messages and possible guidelines taking into account institutional and cultural elements, resistance to change, incentives for cross-cutting collaboration, implementation project management realities, etc.;
- 9- Advice on support options in order to empower staff members and reinforce more effective leadership and management practices;
- 10- Coaching and training the supervised personnel, with the aim of strengthening their technical capacity and contributing to the recruitment of junior and senior staff.

K- Qualifications:

1. At least a Master's degree in Economics, Political Science, Management or other relevant fields.
2. A minimum of 10 years of work experience in government organization, preferably at the level of the technical offices of Ministers.
3. Essential specialized skills/knowledge competencies in the field of public management, public policy and government relations.
4. Firm grasp of issues relating to restructuring and change management especially in public sector.
5. Excellent spoken, written and communication in English and Arabic.
6. Excellent writing skills and ability to identify relevant information, strong organizational and communication skills, ability to lead and work in teams.
7. Exceptional communication skills with ability to prepare, present and discuss findings in written and oral forms.
8. Well-developed planning and organization skills to execute multiple tasks in short timeframes.

L- Duration of the Contract:

The contractual agreement will be between the MOIC and the Consultant. The contract will be for (12) months, renewable on a yearly basis based on performance till the end of the project. Remuneration will be paid on a monthly basis, and will consist of a time-based contract.