



**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 the Ministry in aid coordination/management of Official Development Assistance (ODA) & resource mobilization to contribute to the socio-economic welfare of the country and the government.

The project is currently seeking to hire the following positions to work as part of the team that will lead the transformation process and support the ongoing organizational development initiatives:

- **Monitoring and Evaluation Consultant**
- **Economist**

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: 31/7/2016 by 16:00.

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

Post Title: Monitoring and Evaluation Consultant

Duty Station: Egypt, MOIC

Starting Date:

A- 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.

To meet the goals of the project hiring a Monitoring and Evaluation consultant is key. The consultant shall take part in the implementation of evaluation policies and strategies, management of the evaluation process and will ensure the knowledge building and knowledge sharing on monitoring and evaluation at MOIC. The specific Terms of Reference for the M&E consultant are detailed below.

B- Duties and responsibilities:

Under the general supervision of the Project Director, the main duties and responsibilities of the M&E consultant will be as follows:

Duties:

1. Reporting directly to the Project Director.
2. Participate in and contribute to the finalization of monitoring and evaluation frameworks for MOIC;
3. Develop monitoring and evaluation tools and processes for MOIC;
4. Provide technical support to the M&E team to strengthen their systems;
5. Update as necessary Monitoring and Evaluation plans, consistent with the national M&E framework, in consultation with relevant stakeholders;
6. Participate in the assessment of respective line ministries capacity in the field of M&E, and develop and lead the implementation of a capacity development plan;
7. Provide technical guidance for the implementation of MOIC's M&E plan, through training and other on-site support;
8. Participate in the preparation and review of MOIC's loans and grants portfolio on a quarterly basis and ensure problem solving through remedial actions,
9. Ensure any disparities between planned and actual outputs are addressed;
10. Assist in the identification of potential implementation problems and bottlenecks and recommend appropriate strategies to address them;
11. Manage and provide leadership on M&E of development projects;

C- Qualifications:

1. Master's degree in Economics, Finance or other relevant fields.
2. A minimum of 12 years of experience.
3. Excellent spoken, written and communication in English and Arabic.
4. Relevant specialized skills/knowledge competencies.
5. Proven track record in the field of monitoring and evaluating development projects with a focus on projects offering financial services to SMEs.



6. Sound experience in designing and implementing various types of development projects including specific projects offered to SMEs.
7. Solid background about issues relating to Monitoring and Evaluation of development projects.
8. Excellent research skills and ability to identify relevant information, strong organizational and communication skills, ability to work in teams in a fast paced environment to make sure the best service is provided to the clients quickly;
9. Exceptional communication skills with ability to prepare, present and discuss research findings in written and oral forms.
10. Well-developed planning and organization skills to execute multiple tasks in short timeframes.

D- Duration of the Contract:

The contractual agreement will be between the MOIC and the Consultant. The contract will be for (12) months, renewable 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: Consultant/Economist

Duty Station: Egypt, MOIC

Starting Date:

E- 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).

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To meet the goals of the project hiring and Economist is key. The economist shall participate effectively in the current activities where s/he is expected to help upgrade the standards of the employees who are responsible for negotiations and

communicating with development partners through improved business practices. The specific Terms of Reference for the economist are detailed below.

F- Duties and responsibilities:

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

Duties:

- 1- Reporting directly to the Project Manager.
- 2- Participating in the ongoing change process towards more aid effectiveness by providing policy research aiming at rationalizing and enhancing ODA management practices.
- 3- Takes part in the capacity building activities through collaborating with and transferring knowledge to the staff in issues related to international development and development cooperation.
- 4- Taking part in negotiations held with bilateral and multilateral donors while demonstrating new enhanced negotiating approaches and providing example for good negotiations practices.
- 5- Reviewing and providing comments on agreements between MOIC and development partners with focus on optimizing agreements' objectives with national development priorities.
- 6- Preparing relevant donor profiles as part of the aid coordination activities which target increasing aid effectiveness.
- 7- Provide background research and analyses for key country intelligence reports and on-going economic and sector Work; as well as prepare updates on major issues affecting Egyptian economy.
- 8- Perform fully professional level research, analyses, diagnoses and proposes solutions to moderately complex problems in the fields of international development in Egypt.
- 9- Participate in policy dialogue with the different counterparts, as well as in consultations with the different stakeholders, donors, and development partners.
- 10- Provide statistical analysis of financial and international development data.

G- Qualifications:

1. Master's degree in Economics, Finance or other relevant fields.
2. A minimum of 5 years of experience.
3. Essential specialized skills/knowledge competencies.
4. Firm grasp of a wide cross section of issues relating to economic development and aid effectiveness, especially in terms of negotiating international agreements.
5. Excellent spoken, written and communication in English and Arabic.
6. Excellent research skills and ability to identify relevant information, strong organizational and communication skills, ability to work in teams in a fast paced environment to make sure the best service is provided to the clients quickly;



7. Exceptional communication skills with ability to prepare, present and discuss findings in written and oral form.
8. Thrives in a fast-paced environment;
9. Well-developed planning and organization skills to execute multiple tasks in short timeframes.

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.