

The project is looking for a Consultant (20 days input) to assist the PMU with the Inception Phase.
Objectives of the Inception Mission:

1. To review the project status in light of the irregular migration agenda in Egypt and with relevant stakeholders.
2. To examine priorities and expectations of the relevant government, project beneficiaries, project partners and other relevant agencies in order to recommend necessary adjustments to project objectives, outputs and activities.
3. To define the project strategy, a program structure for implementation, and detailed technical and financial work plans.
4. To detail the operational workplan for the project life span, including milestones with clear targets and priorities.
5. To develop TORs for the project sub-contracts.
6. To define the project's quality management plan and monitoring and evaluation framework.

Duties and responsibilities of consultants:

Under the guidance and in consultation with the NCW/WBDC team, Team Leader of ADEIM project, the consultants will undertake the following tasks:

Task 1: Develop the Project Annual Workplan:

- Prepare a detailed work plan for the first year of implementation together with the PMU including a budget revision if necessary.
- Detail and finalize TORs for all project sub-contracts.

Task 2. Develop the Project monitoring and evaluation framework:

- Develop evaluation plans for the achievement of the targets, milestones/benchmarks (as per the Logical Framework)
- Review the Project Logical Framework to ensure that indicators and milestones of impact at the Output, Purpose and Goal levels are measurable and updated, and verify assumptions.
- Review the M & E framework of the project, including: - Setting of yearly targets/milestones that must be linked to project outcome indicators (impact indicators), progress indicators, and the Project Logical Framework, and that will be endorsed by all partners; - Detailed monitoring and evaluation plans that clearly indicate the roles and responsibilities of PMU personnel, NCW/WBDC staff, auditors, and other involved government agencies; - Identify significant Project Risks (possible barriers to successful project implementation and identified externalities that may reduce project effectiveness). Prepare a detailed risk management strategy.

Task 3: Review and refine the project management arrangement, including:

- Revise existing TORs of all project personnel in the Project Document, if necessary;
- Develop a detailed TOR for the Project Steering Committee. Clarify the role and functions of (and relationships between) the Project Steering Committee and the Annual Project Review;
- Clarify the role and responsibility of partners for achieving the project outcomes by identifying possible linkages and coordination mechanisms between partners and project activities;
- Review and finalize the project management arrangement diagram, including reporting lines.

Task 4: Prepare an Inception Report that takes into account all analysis and updates as indicated above.

Task 5: Conduct consultation meetings with relevant stakeholders during the inception mission.

Task 6: Prepare a presentation and participate in a one-day Inception Workshop towards the end of the mission and finalize the Inception Report based on the outputs of this workshop.

Expected outputs: The consultant hired for the Inception Phase shall deliver the followings:

- Draft Inception report
- Final Inception report

The Project Inception Report should contain the following key elements:

- Project operational strategy
- Detailed first year work plan; Budget breakdown and work/activities allocation for the following three years
- Detailed annual monitoring and evaluation plan with means and verification indicators;
 - Possible linkages and coordination mechanisms between the project and other IM initiatives and programs;
 - TORs of all subcontracts;
 - List of project risks and risk management measures;
 - Minutes of the Inception Workshop. Competencies

Required skills and Experience

- Analytical skills to review and evaluate the IM status and priorities;
- Excellent ability to quickly grasp and synthesize inputs from a range of disciplines related to IM, and economic development;
- Excellent communication, networking and interpersonal skills;
- An advanced university degree (Masters or equivalent) in disciplines such as sustainable development, economics, and social sciences.
- At least 15 years of work experience in sustainable development and women related sector
- Past experience in working with the government, EU and international organizations, would be an advantage;
- Excellent spoken and writing skills in English and Arabic.

If you are interested, kindly send your resumes to the following e-mail:

Wbdc.ncw@gmail.com