

Call for expression of interest Intellectual services contract for Cairo-based expert on public administration reform MENA-OECD Governance Programme

Calls for expression of interest (EoI) serve to invite interested parties to put themselves forward as candidates in advance of a public procurement operation by the Organisation for Economic Co-operation and Development (OECD or the Organisation). The shortlists generated this way may be used and updated many times for future procurement procedures.

The purpose of this EoI is to provide the OECD with a list of candidates who will be invited to participate to the upcoming competitive procurement process.

The EoI and any further information communicated to the Entities or which come to their knowledge in the course of the EOI and the performance of the work are confidential and are strictly dedicated to the purpose of the EOI.

The competitive procurement process could be either a Call for Tenders or a Market Consultation. Calls for Tenders are open for participation to all the interested and eligible parties who will register to the eSourcing Portal of the OECD (<https://oecd.bravosolution.com/web/en/login.html>). Market Consultations are accessible only by invitation.

Applicants are thus encouraged to register on the eSourcing Portal. Candidates will be informed of any other tender launched on the Portal, and in connection with activities related to the areas of expertise that they have selected.

Context

A local expert on public administration reform (PAR), based in Cairo, will be contracted to support the MENA-OECD Governance Programme in the implementation of the **EU-funded project “Support to Enhanced Administrative and Public Economic Governance in Egypt” (2022-2026)**. This initiative aims to accompany Egypt in the implementation of its ambitious public governance reform agenda and the attainment of strategic objectives for the Egypt Vision 2030. As part of this work, the OECD will provide policy guidance and technical assistance for the government to strengthen the monitoring and implementation of the Sustainable Development Strategy 2030 and Administrative Reform Plan. It will do so through the OECD’s comprehensive approach to supporting effective public governance in MENA on key areas such as public sector leadership, public finance, open government, digital government, governance for youth and gender equality among others. The project will also foster the country’s exposure to international good practices and cutting-edge policy dialogue to nurture the long-standing strategic partnership between Egypt and the OECD since 2004 under the MENA-OECD Governance Programme.

Objectives

The Contractor will be expected to provide support until December 2026 in the delivery of activities for the “Support to Enhanced Administrative and Public Economic Governance in Egypt” project funded by the European Commission. The Contractor will engage in a wide range of tasks, including support the organisation of project activities and serve as the project component’s main focal point. He or she will report to Mr. Amr Soliman, the Project Lead from the OECD Secretariat.

Main responsibilities

1. Substantive support

- Prepare background research and analysis on select public governance issues (i.e. public communication, administrative simplification, gender equality, youth policy, etc.) for the drafting of key project documents.
- Review and provide comments to key documents produced by the OECD (i.e. key findings notes, briefs, concept notes, etc.), to verify key information and ensure the correct reflection of the Egyptian context.
- Collect best practices and success stories on key public governance issues from Egyptian stakeholders and OECD member and partner countries.
- Coordinate, collect and share responses from Egyptian public institutions to a survey questionnaire that will inform the analysis of the review. This work may also include supporting in the design of the surveys, participating in fact-finding missions and attending relevant bilateral meetings.
- Review key documents by centralising comments and feedback from key government interlocutors.

2. Project coordination

- Project component focal point in Egypt for the OECD. This may include liaising and maintaining contact with key government counterparts across relevant ministries in Egypt involved in the implementation of the project.
- Manage and supervise members of the local team, including a communication officer and a logistics expert, in close coordination with the OECD.
- Organise regular in-person or online project coordination meetings with all relevant project stakeholders.
- Help maintain contact with donors and other international organisations in Egypt for the OECD to promote synergies whenever possible and avoid duplications.
- Provide quality control for the translation of key project documents (from English to Arabic or vice-versa), including agendas, questionnaires, concept notes, evaluations, etc.
- Participate in the continuous monitoring and evaluation of all project activities, outputs, outcomes and impact to ensure effective delivery and results in line with the project's logframe and communication and visibility plan.
- Contribute to the narrative and financial reporting on project activities and indicators.

3. Organisation of activities

- Identify relevant profiles for expert trainers.
 - Coordinate the experts' work in close cooperation with Egyptian institutions to deliver the capacity-building programmes to the Egyptian public officials.
 - Monitor and report on the implementation of the capacity-building programme delivered by experts.
 - Work with experts to support Egyptian public officials during the capacity-building programme.
 - Coordinate with key government ministries and other relevant institutions, along with non-governmental stakeholders (i.e. civil society organisations, private sector and universities).
 - Organise capacity-building programmes in close coordination with the relevant Egyptian public institutions and the OECD secretariat.
- Draft agendas, correspondence, presentations, briefs, minutes and meeting talking points.

All activities are to be pursued in close collaboration with and under the guidance of the OECD Secretariat Staff. The Contractor is expected to regularly communicate with the project implementation team to discuss methods, key activities and expected results.

Candidate profile

- Based in Cairo, Egypt
- A Master's degree in public administration or a relevant field.
- A minimum of 10, preferably 15 years of professional experience, in the field of international development with a focus on public governance and public administration reform programming.
- Experience in working with EU-funded programmes is preferable but not compulsory.
- Experience in mobilizing, coordinating and supervising experts.
- Experience in planning, coordinating and monitoring capacity building activities, on-site long-term support to public officials, and high-level conferences.
- Experience in working with Egyptian senior public officials and senior officials of international organisations, experience in managing institutional relationships, and experience in managing international project in sensitive context. An established working relationship with the Ministry of Planning and Economic Development, the Central Agency for Organisation and Administration, the Ministry of Communications and Information Technology and the National Institute for Governance and Sustainable Development as well as other relevant line Ministries and civil society organisations would be an asset.
- Knowledge of the Egyptian civil society landscape and strong working relationships with key civil society actors.
- Proven ability to support the programmatic, analytical and logistical elements of the work.
- A strong command of Arabic and English is required.

Responding to the expression of interest

The evaluation committee will only assess expressions of interest that meet the minimum requirements described above. The submission must provide the following information and be sent to (Amr.SOLIMAN@oecd.org and paulina.LOPEZRAMOS@oecd.org) no later than Thursday 7 July 2022 at 23h59 Paris time:

- A detailed CV with dedicated sections corresponding to the requested information;
- Two references (name, phone, email) to be contacted in relation to previous experiences with similar projects.