



EMA

Euro-Mediterran-Arabischer Länderverein

المنظمة العربية الأورومتوسطية للتعاون الإقتصادي

Euro-Mediterranean-Arab Association

Consulting, Projektkoordination (Umwelt-/Klimaschutz im Großraum Kairo)

07.05.2021

EMA Referenznummer: 2021-05-07_4

Land: Ägypten
Abgabetermin: 19.05.2021
Finanzierung: Weltbankgruppe (IBRD)
Referenznummer: P172548; WB-P730464-05/21
Betreff: Greater Cairo Air Pollution Management and Climate Change Project;
Project Coordinator

Vorgesehen:

- **Übernahme der Koordination im Rahmen der Umsetzung des o.g. Projekts zur Senkung der Luftverschmutzung im Großraum Kairo u.a. durch Eindämmung der offenen Verbrennung von Abfällen und die Reduzierung von Luft- und Klimaschadstoffen aus Fahrzeugemissionen**

Weitere Details entnehmen Sie bitte dem nachfolgenden Originaltext:

REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTING SERVICES

Arab Republic of Egypt

Greater Cairo Air Pollution Management and Climate Change Project

Project (P172548)

Assignment Title: Project Coordinator

Reference No. (as per Procurement Plan): EG-EEAA-170001- CS-QCBS

The Greater Cairo Air Pollution Management and Climate Change Project aims at reducing air emissions from critical sectors and increase resilience to air pollution in Greater Cairo. The Project aims more specifically at reducing air emissions which is a key step toward the reduction of pollution



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concentrations and improvement of air quality. The Project will focus on the two main sources of air pollution: open burning of solid waste and vehicle emissions and will geographically cover Greater Cairo (i.e., Cairo, Giza and Qalyoubia Governorates --GC); and will include four main components aiming at: (i) enhancing the air quality decision support system in Egypt; (ii) improving Solid Waste Management services; (iii) reducing air and climate pollutants from vehicle emissions; and (iv) furthering stakeholder engagement, awareness and communication.

The scope of work will be conducted to assist the Project's National Director and coordinate with all stakeholders in ensuring the Project is implemented in accordance with the Legal Agreement signed between the GoE and the World Bank. This is a full-time position to perform on a day-to-day basis the responsibilities and tasks assigned to his/her role. This is an annual contract, to be renewed based on an annual performance evaluation of the candidate.

The detailed Terms of Reference (TOR) for the assignment is attached to this request for expressions of interest.

The Ministry of Environment (MoE) now invites eligible Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

- At least a master's degree in Management, Engineering, Economics or a closely related field.
- At least 15 years working experience in managing and coordinating development projects.
- Experience in waste management sector will be an asset;
- Proven experience in managing teams and stakeholders from different government agencies;
- Experience with international financial institutions financed projects required (including World Bank, African Development Bank, and others).
- Knowledge of project management software or collaborative tools to manage implementation will be an asset;
- Fluency in written and spoken Arabic and English; and
- Computer Literacy

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 revised November 2017 & August 2018 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest. In addition, please refer to the following specific information on conflict of interest related to this assignment: Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of being unable



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to carry out the assignment in the best interests of the Borrower. Without limitation on the generality of the foregoing, Consultants shall not be hired under the circumstances set forth below:

Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in accordance with the Quality and Cost-based Selection (QCBS) method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours 09:00 to 17:00.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by May 19th, 2021.

Greater Cairo Air Pollution Management and Climate Change Project

Attn: Dr. Ali Abo Sena – National Director & Mrs. Azza Belal – Procurement Specialist

Address: 26, 100 st, Maadi, 4th Floor - Flat 3

Cairo - Egypt

Tel: + (202) 23594235

Fax: + (202) 23594239

E-mail: azza.belal1@gmail.com

Terms of Reference

PROJECT COORDINATOR

Egypt: Greater Cairo Air Pollution Management and Climate Change Project

Title: Project Coordinator

Type of appointment: Local in accordance with World Bank fiduciary and procurement guidelines with the legal provisions/obligations contained in the Loan/Financing Agreement that the Borrower negotiated, agreed to, and ratified. This is also an annual contract, to be renewed based on an annual performance evaluation of the candidate.

Background



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The Greater Cairo Air Pollution Management and Climate Change Project aims at reducing air emissions from critical sectors and increase resilience to air pollution in Greater Cairo. The Project aims more specifically at reducing air emissions which is a key step toward the reduction of pollution concentrations and improvement of air quality. The Project will focus on the two main sources of air pollution: open burning of solid waste and vehicle emissions and will geographically cover Greater Cairo (i.e., Cairo, Giza and Qalyoubia Governorates --GC); and will include four main components aiming at: (i) enhancing the air quality decision support system in Egypt; (ii) improving Solid Waste Management services; (iii) reducing air and climate pollutants from vehicle emissions; and (iv) furthering stakeholder engagement, awareness and communication.

Project components

- Component 1: Enhancing the Air Quality Management (AQM) & Response System

This component will support the enhancement of the Air Quality Management (AQM) decision support system in GC through a strengthened AQM infrastructure (monitoring and analytical), capacity building activities, developing emergency response plans and raising public awareness through information dissemination.

- Component 2: Support the operationalization of SWM Master Plans in GC

This component aims to support operationalization of the Governorate SWM master plans, which lay down the full range of necessary actions and investments needed for each governorate to improve solid waste management services in accordance with the specificity of each Governorate. In view of the complexity and magnitude of SWM system in GC, a phased and gradual approach is being proposed to achieve tangible results on the ground. This approach involves providing technical support at the central level such as the Qalyoubia Governorate, the Waste Management Regulatory Authority and the Ministry of Local Development on the technical, financial and project development aspects of solid waste management.

- Component 3 Vehicle Emission Reduction

Under this component, the Project will support activities aimed at reducing vehicle emissions from public transport sector. Approximately 100 electric buses and the equipment required to operate and maintain these buses will be procured. The activities will support the Cairo Transport Authority (CTA), which will operate the electric buses. The Project will upgrade facilities at CTA, including the retrofitting of existing bus depots with electric charging stations, power supply and related safety equipment; training CTA staff such as bus drivers and mechanics on operating and maintaining the new e-equipment.

- Component 4 Communication & Stakeholders engagement

This component aims at ensuring that all stakeholders, in an inclusive manner, are actively involved in the design, implementation and monitoring of all Project activities and that the Project is



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implemented following a full consultative participatory approach that is meant to build a constructive relationship between the stakeholders and the Government of Egypt (GoE). The component is complementary to the comprehensive plan for engaging with stakeholders as part of the environmental and social risk management and the Stakeholders Engagement Plan (SEP).

- Component 5: Project Management and Monitoring & Evaluation:

This component will support the establishment of Project Coordination Unit (PCU) at the MoE and four Technical Implementation Units (TIU) for each of first four components.

1. A Project Coordination Unit (PCU) is in the process of being established at the Ministry of Environment (MoE). The PCU ensures that the Project is implemented in accordance with the Legal Agreement signed between the GoE and the World Bank, the Project Appraisal Document (PAD), the Project Implementation Manuals (Project Operational Manual, M&E Manual, etc.)
2. Four Technical Implementation Units (TIUs) are in the process of being established to oversee the implementation of Components 1, 2, 3 and 4 in co-ordination with other relevant agencies. The PCU is also responsible for implementing

“Component 5: Project Management and Monitoring & Evaluation”.

3. To carry out its Project-wide duties, the PCU has the responsibility to prepare the Project's overall Annual Work

Plans and Budgets on the basis of plans prepared by each TIU, to manage procurement for the different Project beneficiaries, to coordinate monitoring and evaluation activities with the other executing agencies, to ensure compliance with the Environmental and Social Standards and to provide support to counterpart institutions in the implementation of activities.

The institutional arrangements are guided by the principle that the PCU works in collaboration, and in the most integrated way possible, with the services of the Ministry/Agency in charge of its area of intervention.

The Project is seeking to hire a Project Coordinator to assist the Project's National Director and coordinate with all stakeholders in ensuring the Project is implemented in accordance with the Legal Agreement signed between the GoE and the World Bank. This is a full-time position to perform on a day-to-day basis the responsibilities and tasks assigned to his/her role.

Roles and Responsibilities:

The role and responsibility of the Project Coordinator are to:

- Assist the Project's National Director in all his/her responsibilities and the day-to-day functions;



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- Manage staff and oversee the day-to-day activities of the PCU related to the management and implementation of the Project, including procurement, Project monitoring and evaluation, financial management, progress and financial reporting, leading staff of the PCU.
- Perform the role of the authorizing officer for all the Project expenditure;
- Ensure all parties, TIUs are coordinated and work according to plans;



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- Communicate efficiently and nurture a collaborative environment with all stakeholders;
- Ensure the PCU efficiently fulfills its secretariat role to the Steering Committee;
- Oversee the implementation of the overall Project's workplan;
- Ensure the Project is compliant with all the requirements stipulated in the Project Legal Agreement;

Tasks:

The Project Coordinator performs several tasks including:

Planning, coordination and activities

- Lead or support as appropriate the development of work plans, workshops and periodical work sessions and meetings for the PCU, TIUs and other stakeholder groups;
- Consolidate the annual work plan and budget based on input from the TIUs and PCU staff;
- Validate sub-projects, in accordance with Project documents and approved workplans;
- Maintain collaboration and conduct periodic meetings with the technical implementation units;
- Coordinate with other implementing agencies and relevant stakeholders; and
- Provides overall supervision of Project activities and ensure public consultations are arranged as required.

Steering Committee

- Prepare all reports and information needed for the Project's Steering Committee; and
- Perform tasks as Secretariat of the Steering Committee.

Fiduciary

- Provide overall quality assurance on the bidding documents of works, services and consultancies;
- Authorize Project expenditures; and
- Identify implementation arrangements and needed resources to implement the Project and ensure proper management of funds, including accounting, financial control and audit procedures



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acceptable to the World Bank as well as the procurement of goods, works and services in accordance with World Bank guidelines including submission of annual financial audit to the World Bank.

Management

- Coordinate, supervise and evaluate the PCU team (hired staff);
- Maintain the relationship with the World Bank's Task Team Leaders and the Task Team for Project implementation;
- Communicate about the Project and activities;
- Prepare, or as appropriate supervise the preparation of, progress reports, annual reports, and other reports that may be required by the stakeholders; and
- Any other tasks as requested by the Project National Director.

Qualifications

- At least a master's degree in Management, Engineering, Economics or a closely related field.
- At least 15 years working experience in managing and coordinating development projects.
- Experience in waste management sector will be an asset;
- Proven experience in managing teams and stakeholders from different government agencies;
- Experience with international financial institutions financed projects required (including World Bank, African Development Bank, and others).
- Knowledge of project management software or collaborative tools to manage implementation will be an asset;
- Fluency in written and spoken Arabic and English; and
- Computer Literacy.

REPORTING

1. The Project Coordinator directly reports to the Project Director; and



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2. The Project Coordinator works full time under the PCU for the implementation of Project.

Legal Notes

All employees are hired through individual contracts which is a single document signed between both parties in two copies. One of the copies shall be given to the employee. All employees must have personal files comprised of contracts and all the required documentation that shall be kept at the PCU. All the data are kept confidentially secured.

Employment contract can be terminated, and employees are dismissed only in cases and in accordance with the procedure established by the existing legislation. Termination of an employee can be prematurely with an agreement of both parties, due to expiration and with the initiative of an employer or employee. All permanent and temporary employees shall be notified on termination of employment contract within the period specified by the Labor Code of the Arab Republic of Egypt or World Bank procedures.