GENERAL PROCUREMENT NOTICE

Arab Republic of Egypt
Strengthening the Institute of National Planning

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1. The Arab Republic of Egypt has received a grant from the African Development Bank’s Technical Assistance Fund for Middle Income Countries (MIC TAF) to finance the Strengthening the Institute of National Planning.

2. The principal objectives of this project are to: Strengthen the capacity of the Institute of National Planning (INP) to become a leading planning institution to deliver quality services on development and planning issues both national and regionally.

3. The project includes the following components:

   The project is structured into four main components: (1) Provision of Infrastructure; (2) Strategic Positioning; (3) Capacity Building and Enhancing Educational Environment; and (4) Project Management.

Component 1: Provision of Infrastructure

This component will focus on the IT infrastructure needs of INP as well as technical equipment for the two new units (Conferences Services and E-learning). For this reason, an IT consultant will be recruited to conduct a thorough diagnostic of the current infrastructure and prepare the necessary procurement bidding documents for all the equipment needs. Two additional consultants will be recruited to help establish the two new units in terms of their products, services and equipment needs. These consultants will also develop the bidding documents and specs for the equipment needed in these new units.

Component 2: Strategic Positioning

The Board of Directors of INP has already mandated a participatory study by INP staff that aims at developing a strategic outlook for the institute. The study which is currently on-going aims to develop, among others, a vision, a mission, and strategic goals. However, it will be important to recruit an international strategic planning consultant to advice on what is already done as well as develop an action plan to implement this new strategy. This work will have to be reviewed by an independent reputable specialized institution. The consultancy firm will also advise on branding issues and prepare the bidding documents for recruitment of a branding consultant.
Organizational Structuring and Capacity Needs Assessment: The end result of this activity is to have a new full-fledged organizational structure for INP. A consulting firm will need to be recruited to assess the existing HR structure, review the organizational structure, identify gaps and propose new structures. Based on the approved new strategic document and organizational structure, the firm will map out all HR requirements including recruitment of new staff, retraining staff and training gaps. The consultant will be expected to determine the training modules (identify the courses offered nationally and design the suitable configurations to the intended staff). In addition, the study should come up with concrete proposals for work flow planning. Additional consultants will be needed for developing a branding framework as well for development of a strategic manual on publication preparation and dissemination. Four study tours will be conducted to other National Planning Institutes to obtain first hand exposure on how they function.

Component 3: Capacity building and Enhancing Educational Environment

Based on the Human Resource (HR) needs assessment that will identify the training gaps, a consultancy firm will be recruited to implement the staff training program for top and middle management as well as technical and support staff.

One of INP’s mandates is to provide specialized training on planning tools and policy analyses both within the country but also for the region. There will be a need to make a complete assessment of the current M.Sc. program and review the existing program and propose new curricula and subject courses and advice on selecting the suitable M.Sc. Learning Management System (LMS) and the application software thereof. This assignment will be carried out by the National Quality Assurance and Academic Accreditation (NQAAA)-Egypt. Based on the endorsement of this framework, several individual consultants will be recruited to develop the curricula (for a minimum of at least 3 new subject courses) and train some of the lecturers. In addition, work will be initiated through a recruitment of a consultant to determine an action program for initiating accreditation process for the INP. INP is also keen to become a regional resource center for planning and so is keen to work with other African Member Countries by signing Memorandums of Understanding (MoUs) and also providing technical services as need be and to host participants for some the courses. INP will also carry out short-term technical assistance missions to selected African countries to materialize the MoUs and develop joint programs.

Component 4: Project management

Based on the procurement and Financial Management (FM) assessment of INP, it will be necessary to recruit both a procurement officer as well as an accountant.

4. Procurement of goods and/or works will be in accordance with the Bank's Rules of Procedure for the Procurement of Goods and Works. Acquisition of the services of Consultants will follow the Bank's Rules of Procedure for the Use of Consultants. Bidding documents are expected to be available in February 2016.

5. Interested bidders may obtain further information, and should confirm their interest, by contacting:
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