

Terms of Reference (TOR)

Call for Individual Consultant to Conduct Institutional Assessment for The National Water Research Center (NWRC) and Its Institutes and Units

1. Background on the National Water Research Center (NWRC)

The National Water Research Center (NWRC) was established in 1975 as the research arm of the Ministry of Water Resources and Irrigation (MWRI) with the following vision and mission.

Vision:

To be recognized as a leading research entity in water sciences, with a major focus on developing sustainable and feasible solutions to solve water resources management issues.

Mission:

A center of excellence that possesses the knowledge and expertise in water resources, dedicated to conducting applied research at the highest water policy-making level.

2. Objectives of the Consultancy

The primary objective of this consultancy is to conduct a comprehensive institutional assessment of NWRC, its institutes, and its units to enhance its organizational structure, efficiency, and alignment with its strategic vision.

3. Scope of Work

The consultant shall undertake a full institutional assessment of NWRC and its affiliated entities, which includes but is not limited to the following tasks:

- Review the legal and institutional implementation documents of NWRC.
- Review the workflow on the current org. structure
- Develop a workload analysis to measure the manpower gaps
- Assess the job descriptions and structure of managerial and technical positions.
- Develop the policies and procedures manual
- Develop the Performance Management System
- Develop a methodology to discover and enhance the High Potential candidates
- Analyze the results of the existing SWOT analysis and strategic plan, identifying areas for improvement.
- Review the position of NWRC with stakeholders to assess its role and influence.
- Conduct a comparative analysis between NWRC and similar research entities to identify best practices and areas for improvement.
- Perform a gap analysis to evaluate NWRC's resilience and potential to achieve financial self-sustainability, considering different scenarios for varying degrees of financial independence.
- Present the financial requirements necessary to implement the proposed self-sustainability scenarios.

- Draft an initial set of recommendations for institutional enhancement and present them at a high-level workshop involving the NWRC president, directors of institutes and units, deputy directors, and representatives of researchers.
- Facilitate discussions during the workshop to refine and finalize the recommendations.
- Develop a final proposal with an actionable roadmap, methodology, and a time plan to achieve NWRC's vision.

4. Deliverables

The consultant is expected to provide the following deliverables:

- **Draft Institutional Assessment Report:** A document outlining initial findings and recommendations for institutional improvements.
- **Workshop Facilitation and Report:** Organize and lead discussions in a high-level workshop with NWRC leadership and key stakeholders to refine and validate the recommendations.
- **Final Institutional Enhancement Proposal:** A comprehensive report incorporating the agreed-upon recommendations, including a detailed action plan, methodology, and implementation timeline. This report should include:
 - A methodology for monitoring and evaluation (M&E) of the implementation progress.
 - An in-depth financial analysis detailing the necessary funding and resources required to achieve financial self-sustainability under different scenarios.

5. Duration

It is anticipated that the consultancy will be conducted over a period of six months within 40-45 working days.

6. Qualifications and Experience

The consultant should possess the following qualifications and experience:

- Advanced degree (Master's or Ph.D.) in Institutional Development, Public Administration, Organizational Management, Water Resources Management, or a related field.
- Minimum of 10 years of relevant experience in institutional assessments, strategic planning, and organizational restructuring.
- Proven knowledge of developing strategic institutional plans and reform recommendations.
- Experience in conducting training workshops and capacity-building activities for governmental and research institutions.
- Strong facilitation skills with experience in leading high-level stakeholder workshops.
- Excellent analytical and report-writing skills.
- Fluent in Arabic and English.

7. Application Requirements

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. **Cover Letter** explaining interest and suitability for the assignment.
2. **Curriculum Vitae (CV)** highlighting relevant experience.
3. **Technical Proposal** detailing the methodology and approach for conducting the institutional assessment. For this consultancy, it is permissible to include other experts as needed to guarantee the successful accomplishment of the scope of work and deliverables. If this is the case, CVs of additional experts and their roles need to be included in the technical proposal.
4. **Financial Proposal** specifying consultancy fees and breakdown of costs in EGP, inclusive of all applicable expenses.

8. Evaluation and Selection Criteria

Applications will be evaluated based on the following criteria:

8.1 Technical Evaluation (70 points - minimum passing score 50 points):

- **Technical Proposal (20 points)**
- **Educational Qualifications (10 points)**
- **Relevant Experience in Institutional Assessments (15 points)**
- **Experience in Capacity Building for Governmental Institutions (10 points)**
- **Knowledge of Research and Water Sector Governance (15 points)**

8.2 Financial Evaluation (30 points):

- The financial score will be calculated using the formula: **[Lowest Offer / Candidate's Offer] × 30**.

Candidates meeting the minimum technical evaluation score will be invited for an interview to further discuss their proposals.

9. Reporting and Supervision

The consultant will report directly to the NWRC President and work closely with Capacity Building Unit and the designated CBU focal points from NWRC's institutes.

10. Payment Terms

Payments will be made in accordance with the following schedule:

- **30% upon approval of the Draft Institutional Assessment Report.**
- **40% upon successful facilitation of the high-level workshop.**

- **30% upon approval of the Final Institutional Enhancement Proposal.**

11. Logistics of the Assignment

- The consultant will be responsible for their own travel and accommodation arrangements.
- NWRC will provide the venue and necessary logistical support for the workshop.

12. Confidentiality

The consultant shall maintain the confidentiality of all information obtained during the assignment and shall not share any findings without prior approval from NWRC.

13. Submission of Applications

Interested applicants must submit their applications via email by **31st of May 2025** to:

Dr Eman Nofal: eman.r.nofal@nwrc.gov.eg

Dr Sayed Dewidar: sayed_dewidar@nwrc.gov.eg

Dr Mohamed Ahmed: mohamed.ahmed@eccadp.com;

For further inquiries, please also contact us via the above email addresses.