

## **TERMS OF REFERENCE**

---

<b>Position Title:</b>	Program Development Consultant
<b>Ministry/Entity:</b>	Ministry of Industry & Commerce
<b>Location:</b>	Kabul (Also able to work remotely)
<b>Section:</b>	Enhanced Integrated Framework (EIF) Project
<b>No. of Vacancies:</b>	3 (One International)
<b>Base:</b>	Contract based (12 months)
<b>Reporting To:</b>	Project Manager and Task Force Office
<b>Salary:</b>	Based on the project budget

---

**Objective:** *Developing Bankable Proposals including budget and proposal narrative in view of ANPDF economic strategies and development priorities of the Ministry of Industry and Commerce. Expats highly encouraged to apply.*

---

### **Key Responsibilities:**

- Developing Bankable Proposals including budget and proposal narrative in view of ANPDF 2 economic strategies and development priorities of the Ministry of Industry and Commerce
- Development of concept papers in line with the Ministry priorities; as advised by the project manager and task force office;
- Lead the process of proposal designing with staff from the Ministry of Industry and Commerce;
- Review national planning and development policies, guidelines and other documented policy positions, as well as fiscal and economic mechanisms;
- Ensuring the proposals align with Afghan government development plans and donor interests;
- Responds to the economic priorities of ANPDF 2 and the Ministry of Industry and Commerce of Afghanistan;
- Incorporate best fit practices which are socially and culturally equitable, gender sensitive, ecologically effective, economically efficient and reflective of stakeholder needs and economic interests within the proposal;
- Engage donor community to seek consultation on bankable programs;
- Engage and collaborate with all relevant stakeholders and liaise with the MoIC staff to ensure that necessary outputs feed into, and are informed by one another;
- Conduct inter-ministerial support of bankable program development;
- Develop draft timeline for proposal development;
- Final draft of the proposal narrative and budget;
- Engaging with range of stakeholders to obtain feedback and improve proposals before presenting to NES Board for validation
- Presenting the final draft of the proposals to the National Export Strategy (NES) Board for validation;

### **Education, Experience & Skills**

#### **Education**

- Minimum University Degree, Master's degree highly preferred in economics, business administration, finance, public policy, public administration or related field.

### **Experience**

- A minimum of 5 years of experience in proposal designing, fund raising, donor coordination, relationship management, public relations, and similar fields

### **Skills**

- Proven ability to work effectively in complex and cross-cultural teams/environment;
- Extensive knowledge and experience in proposal designing including narrative, workplan, logical framework (if applicable) and budget;
- Professional knowledge in policy dialogue, analysis and formulation in a consultant role;
- Familiarity with public sector procedures;
- Excellent communication skills in English, Dari and Pashto.
- Willingness to undertake extensive field travel and interact with different stakeholders, especially primary stakeholders (engaging virtually as needed);
- Ability to manage relationships with multiple stakeholders, including with Aft team, MoIC departments, external government bodies, the private sector, and international stakeholders
- Ability to use common computer software, including email, MS Office, and develop databases in excel
- Ability to take initiative to reach objectives

**Qualified female candidates are strongly encouraged to apply.**

### **Submission Guideline**

Qualified candidates may submit their application including a letter of interest, complete Curriculum Vitae via email to [eif.moic@gmail.com](mailto:eif.moic@gmail.com) and cc [Coordination.ad@moci.gov.af](mailto:Coordination.ad@moci.gov.af) before 27/02/2021.

Kindly indicate position title (Program Development Consultant) in the subject line when applying.

#### **Submission Emails:**

[eif.moic@gmail.com](mailto:eif.moic@gmail.com)

[Coordination.ad@moci.gov.af](mailto:Coordination.ad@moci.gov.af)

**Deadline:** 27/02/2021