

TERMS OF REFERENCE

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

Coordination.ad@moci.gov.af

Deadline: 27/02/2021