

Ministry of Economy (MoEc)
Eshteghal Zaiee – Karmondena Project (EZ-Kar)
Project Implementation Unit (PIU): Staff: Terms of Reference (ToRs)

I. Overview of the Position:

Position Title:	Program Manager
# of Positions:	1
NTA Grade/ Step:	Grade B (Exact step within this grade will be decided based on qualifications and immediately previous salary history)
Employer:	EZ-Kar PIU, MoEC
Position Duration:	Three years, but with annual contracts based on the Afghan calendar year*, with an initial probational contract of 6 months
Position Period:	(Estimated) February 2019 to December 2021
Primary Duty Station:	Kabul but with field visits to all EZ-Kar coverage cities periodically
Reporting To:	EZ-Kar PIU Executive Director
Start date:	9-01-2019
Closing date:	22-01-2019

II. Introduction to the Program:

The recent wave of returnees and the growing IDP population have put an enormous pressure on Afghanistan’s inundated service delivery systems, as well as on the social, economic and physical infrastructure of the communities that host these groups. The Eshiteghal Zaiee – Karmondena (EZ-Kar) is a Project that proposes to mitigate the enormous pressure caused by the displacement crises, while also enhancing the opportunities it presents for economic development. Thus EZ-Kar fits within the international context of integrating humanitarian approaches with development. There is a strong emphasis in the project on regulatory reforms at municipal and national levels to support business owners and enhance the ease of doing business, developing market-based infrastructure, and creating short and medium term economic opportunities as well as removing impediments to their re-integration. The Project Development Objective (PDO) is to provide an enabling environment for economic opportunities in cities where there’s a high influx of displaced people. The EZ-Kar project will reach Afghan refugees living in Pakistan and citizens within Afghanistan in 13 cities in Afghanistan namely: Jalalabad (Nangarhar), Kabul City (Kabul Province), Kandahar City (Kandahar Province), Herat City (Herat Province), Puli Khumri (Baghlan), Maimana (Faryab), Ferozkoh/ Chaghcheran (Ghor), Khost Matun (Khost province), Asadabad (Kunar), Kunduz City (Kunduz Province), Mehtarlam (Laghman), Parun (Nuristan) and Taloqan (Takhar). The EZ-Kar is again an inter-ministerial approach to the displacement crises, with multiple implementing agencies (IAs) including the Ministry of Foreign Affairs (MoFA), the Ministry of Economy (MoEc), the Kabul Municipality (KM), and the Independent Directorate of Local Governance (ILDG).

The MoEC handles Component #5 of the EZ-Kar which includes: (a) national level regulatory reforms and (b) serving as the lead agency for the Program and thus coordinating between the four different implementing agencies for all five components. The MoEC will execute this through a Project Implementation Unit (PIU) embedded within the Ministry’s Directorate of Local Services, under the Deputy Ministry for Technical Affairs.

III. Roles and Responsibilities

General: The incumbent will support the Executive Director in managing the MoEC EZ-Kar core component implementation, outside of M&E. As such, the execution of the regulatory reforms, gender

mainstreaming, media/external and public relations/ communications, as well as field coordination will fall under this position.

Specific:

- Guide the legal and governance staff in studying and compiling lists of all procedural, policy and legal frameworks related to the business establishment, registration, taxation, market infrastructure, employment/ labor laws, import/ export, trade unions, etc at the national level and make brief case studies on their implementation success, timelines, challenges, gaps, delays etc.
- Use this analysis to propose a set of reforms divided into quick impact procedural changes, short to medium term policy reforms or new policy guidelines, and longer term revisions to related laws. Oversee the team in drafting these proposed regulatory reforms, and where they meet with the MoEC leadership's approval, help steer it through the negotiation and presentation stages with the approving entities.
- Oversee the procurement of a firm (or firms) to study the potential for business service centres in the select EZ-Kar coverage areas.
- Review the proposed regulatory reforms proposed by the other EZ-Kar implementing agencies and provide feedback on behalf of the MoEC.
- Guide the team in preparing and implementing a sound communication strategy, targeting a wide range of stakeholders. The strategy would cover the whole of the EZ-Kar as well as MoEC's specific component. The stakeholders to be covered should include, at the least, the wider Government, the media and the public, the target beneficiaries (especially IDPs and returnee populations and their host communities), and the donor community.
- Review the inclusion and participation of women in all aspects of the EZ-Kar, both in staffing and as beneficiaries. Support the gender specialist in promoting gender mainstreaming through the program's structure and implementation.
- Review the Project implementation for adherence to the agreed Environmental and Social Safeguards Management Framework (ESMF). Ensure deviations are highlighted and addressed in a timely manner.
- Support the leadership in responding to external/ internal audit queries/ observations on any program related aspects of the MoEC EZ-Kar implementation.
- Periodically compile lessons learned, gaps, challenges, ambiguities in the interpretation and use of the EZ-Kar Operations Manual (OM) on the ground through workshops. Address the urgent clarifications needed through responses in a set of "Frequently Asked Questions (FAQs)". Process the rest through annual revisions to the OM (to be disseminated only with prior approval of the World Bank).
- Conduct trainings for the provincial EZ-Kar coordinators and support their work in the field.
- Directly manage the legal/governance, communication and gender/ESS staff of the PIU. This includes support in their recruitment, work planning and supervision, mentoring and capacity building, performance evaluations, and quality assurance.
- Prepare short, medium and long term work plans for the program functions of the PIU, and with the approval of the leadership, ensure that these are executed in a timely manner.
- Together with the other two Managers of the PIU, undertake secretariat functions for the Project Technical Committee
- With the Executive Director of the project, undertake secretariat functions for the Government/Donor Coordination Platform
- Any other responsibilities that may be reasonably required by the Executive Director and/or Deputy Minister.

IV. Key Qualification Requirements:

Academic:

A Master's Degree in Law, Public Administration and/or Economics is preferable. A Bachelor's Degree in one of the stated disciplines or similar is required. (Note: Exceptionally a Bachelor's Degree in other disciplines will also be considered provided the work experience of the candidate(s) is considered ideal).

Work Experience:

A minimum of 6 years of overall work experience, of which a minimum of 3 full years post-completion of the Bachelor's Degree is required. Also required is a minimum of 4 full years working in positions with similar/ directly related program functions, and a minimum of 2 full years with managerial responsibilities included.

Other Requirements:

- Managerial and leadership capacity
- Working fluency in English
- Fluency in Dari or Pashto
- Working fluency in MS Office (especially Word, Excel and PowerPoint)
- Ability to work under pressure and with frequency changing priorities
- Ability to work with minimal supervision and be self-motivated
- Ability to work with teams both as lead and as member
- Willingness to travel to all of the Program cities

Submission Guideline

All qualified applicants are hereby requested, to send their updated CV's, copies of educational credentials attested and evaluated by ministry of higher education, and work experience contracts to the following emails.

Please refrain from sending extra and unnecessary documents, certificates and recommendation letters.

In case if you have any questions and or queries, please contact Mr. Matiullah Jahed 0774248590

Submission Email

To: moec.consultants@gmail.com & CC: hr.moec.ezkar@gmail.com