

**Ministry of Economy (MoEc)**  
**Eshteghal Zaiee – Karmondena Project (EZ-Kar)**  
**Project Implementation Unit (PIU): Staff: Terms of Reference (ToRs)**  
**Announced Date: 11 Sep, 2019 Expire Date: 20 Sep, 2019**

**Formatted:** Font: 18 pt, Bold, Font color: Red, Complex Script Font: 18 pt, Bold

**Formatted:** Font: 22 pt, Font color: Red, Complex Script Font: 22 pt

**I. Overview of the Position:**

<b>Position Title:</b>	City Coordinators
<b># of Positions:</b>	12 (one for each of the 12 cities EZ-Kar covers)
<b>NTA Grade/ Step:</b>	Grade C (Exact step within this grade will be decided based on qualifications and immediately previous salary history)
<b>Employer:</b>	EZ-Kar PIU, MoEC
<b>Position Duration:</b>	Three years, but with annual contracts based on the Afghan calendar year*, and with an initial probational contract of 6 months.
<b>Position Period:</b>	(Estimated) February 2019 to December 2021
<b>Primary Duty Station:</b>	One of the 12 cities mentioned below (except Kabul)
<b>Reporting To:</b>	EZ-Kar PIU Program Manager

**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**

- Work with the MoEC Provincial Directorates and City Municipalities to ensure a sound understanding of the EZ-Kar objectives with all field staff.
- Work with the Provincial Directorate and City Municipality staff to assess various Government laws, policies, procedures and processes related to business set up, registration, taxation, import/export, labor, etc in actual practice. Especially assess whether any of these can be further improved upon, relaxed, revised to help reduce bureaucracy and red tape, and help support potential and actual entrepreneurs and business owners.
- Process the information gathered from the assessments with the Program Manager in the HQ with recommendations on what revisions would be feasible in the particular province / city.
- In those cities without a single one-stop-shop modeled business service centres run by the Government, work with the various provincial and municipal stakeholders (including but not limited to the relevant municipality, provincial and district governor's offices, relevant ministerial provincial directorates (MORR, IDLG, MoUHDA, MoF etc) to assess the feasibility of setting up such a centre (or centres if needed).
- Support the Provincial Directorates and City Municipalities in piloting and implementing the revised procedures/ policies/ and/or other regulatory frameworks, and closely monitor the variations between the previous and the new frameworks, especially in areas where they support business owners better.
- Monitor and report (using agreed templates) on the improved timelines and other outputs/ outcomes of the regulatory reforms introduced, as well as on overall EZ-Kar project outputs/outcomes.
- Prepare case studies and success stories for the quarterly progress reports and the social media pages of the EZ-Kar on the regulatory reforms, as well as on overall EZ-Kar project progress.
- Support the Public Investment Management (PIM) process for screening and selection of Business Gozar sub-projects and municipal-level Priority Projects financed under EZ-Kar, including providing training on the EZ-Kar PIM process, answering questions, and monitoring compliance.
- Coordinate EZ-Kar activities in the given city between the MoFA, IDLG, MoF, provincial DAB branches and others as required to ensure smooth and efficient implementation across all IAs.
- Any other responsibilities, activities that may be reasonably required of the incumbent by the Program Manager and/or Executive Director.

### **IV. Key Qualification Requirements:**

**Academic:** A Bachelor's Degree in Business Administration, Development, Social Sciences, Economics or similar is required.

**Work Experience:**

A minimum of 5 years of overall work experience, of which a minimum of 2 full years post-completion of the Bachelor's Degree is required. Also required is a minimum of 3 full years working in positions in monitoring and reporting functions and a minimum of 1 year working directly with Government or NGO development program monitoring is required.

**Other Requirements:**

- Good understanding of the field working conditions in Afghanistan
- Working fluency in English
- Fluency in Dari and/or Pashto
- Working fluency in MS Office (including Word, PowerPoint, Excel)
- Ability to work under pressure and with frequency changing priorities

- Ability to work with minimal supervision and be self-motivated
- **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.  
If case if you have any questions and or queries, please contact Mr. Matiullah Jahed 0774248590
- **Submission Email**
- To: hr.moec.ezkar@gmail.com & CC: moec.consultants@gmail.com

central