

Terms of Reference (ToR)

Service Title: project management services as a project management assistant

Project Title: SPEEDUP

Programme: Interreg NEXT MED Programme – Priority 1.2

Contract Type: Service provider -**project management services**

Duration: 36 months (project duration), subject to annual performance review

Reports to: Arab Academy for Science, Technology and Maritime Transport (AASTMT)-PP03

1. Background

The SPEEDUP project "EU-MED hubs to accelerate SMEs sustainable and competitive growth" is the instrument that will deliver to unemployed and disadvantaged people the mentoring, motivation and organizational services they need to set up own sustainable and competitive business. This main objective will be reached through the implementation of a network of local hubs, acting as catalysts and clusters and uniting all the relevant stakeholders in each area that are related to entrepreneurship in the form of startups.

2. Objectives of the Assignment

To subcontract a service provider "Individual" providing project management services as a project management assistant to aid in the financial management, reporting and to assist in supervising, following up, and monitoring the three hubs established by AASTMT at three distinct locations

3. Scope of Work and Key Responsibilities

The services included :

- Financial management assistance: included assistance in all cost categories management.
- Identify and flag budget variances for immediate attention.
- Process and verify invoices and expense reports for consistency
- Financial reporting
- Identify and field visit to each hub.
- Collect and consolidate progress updates from hub teams .

- Generate standardized status reports (weekly, monthly, quarterly) for AASTMT management, highlighting milestones, risks, and key metrics.

4. Deliverables

1. **Regular Financial report** (expenses, and resource allocation against project plans).
2. **Regular Follow-up report of EU-MED hubs** in the different locations

5. Qualifications and Experience / Evaluation criteria

- **Education:** A Bachelor's degree in **Business Administration, Finance, Accounting.**

Professional Experience:

Highly Advantageous: A recognized certification in project management, such as:

- **PMP (Project Management Professional)**
- **CAPM (Certified Associate in Project Management)**
- **Financial Management / Accountant registration**
- **Financial Acumen:** Strong understanding of budgeting, financial tracking (budget vs. actuals), and variance analysis. Proficiency with accounting software or advanced financial spreadsheets is a must.
- **Data Analysis & Reporting:** Expertise in **Microsoft Excel** (advanced formulas) and **data visualization tools** to create the required dashboards and reports.
 - At least **10 years of experience** in a project coordination, project management support, or financial analyst role.
 - Proven track record of supporting multiple projects or stakeholders simultaneously.
 - At least **10 years of experience** in an educational, institutional, or multi-site environment.
 - At least **7 years** of proven experience in EU funded project
 - **Skills:**
 - Excellent report writing, presentation, and communication skills in Arabic .
 - Proficiency in MS Office and project management tools.

Mandatory requirement

- The service provider should be an individual (not a third party like an NGO or company);

- The candidate must reside in the Governorates of Cairo or Giza or Alexandria since the tasks required transportation to different locations.

6. Duration and Location

The position is for the entire project duration (36 months) starting from 10th of December 2025.

7. Application Process

Interested candidates should submit:

- Updated CV (max. 5 pages)
- Financial offer (A predetermined budget has been allocated for this service and must not be exceeded.)

Applications should be sent to the following email: ygdessouky@yahoo.com

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Deadline: 09/12/2025 at 12pm