

**SUMMARY REQUEST FOR PROPOSALS**  
**PRIVATE SECTOR DEVELOPMENT (PSD) ADVISOR**  
**Project No. A-33914**

**1 GENERAL INFORMATION AND INSTRUCTIONS FOR APPLICANTS**

**Purpose of Request for Proposal (RFP):** To select a consultant to enter into negotiations with the Canadian Embassy in Addis Ababa, acting for the Canadian International Development Agency (CIDA), for a service contract to provide the services described in the Terms of Reference – Appendix A.

**Type of Services:** Private Sector Development Advisor  
**Closing Date:** 30 June, 2011 at 17:00 hours  
**Duration of the Contract:** Maximum twelve (12) months with possibility of extension

Proposals, in three copies, must be received by delivery to the Ethiopia-Canada Cooperation Office or by e-mail at or before 17:00 hours on June 30, 2011. For proposals sent by e-mail, **only** the Technical Proposal must be sent. The Financial Proposal will be requested later if needed. If the proposals are sent in hard-copy format, then the Financial Proposal must be sent in a separate sealed envelope. It will be opened only if necessary.

Proposals received after the stated bid closing date and time will be disqualified.

**1.1 Application Deadline**

30 June, 2011 at 17:00 hours

**Please note that only candidates screened into the interview stage will be notified.**

Proposals (Documentation as per Technical and Financial Requirements, Section 2 and 3 below) should be sent to Ethiopia-Canada Cooperation Office, Attention: Private Sector Development (PSD) Advisor Selection, P.O. Box 1009, Addis Ababa or via e-mail:- [info@cida-ecco.org](mailto:info@cida-ecco.org).

**1.2 Proposal Presentation**

The proposal will consist of two (2) separate components to be submitted in advance of the application deadline above. These include:

1. Technical Component comprising a Cover Letter and Curriculum Vitae (described in Section 2).
2. Financial Component listing daily rate (described in Section 3).

**1.3 Rights of the Canadian Embassy**

The Canadian Embassy reserves the right to: reject any or all proposals received in response to this RFP; enter into negotiations with one or more bidders on any or all aspects of his/her proposal; accept any proposal in whole or in part; cancel this RFP; re-issue this requirement at any time; and, award one or more contracts. The costs, including travel, incurred by the Consultant in the preparation of the proposal and for the negotiation of the resulting contract will not be reimbursed by the Canadian Embassy.

**1.4 Mandatory Requirement Certification**

To be considered, Consultants **must** meet the Mandatory Requirements. If invited to an interview, Consultants will be required to sign a Certification Document (see Appendix B) prior to their interview. Failure to comply with all the Mandatory Requirements will result in rejection of the proposal.

**1.5 Verification of Information**

The Consultant is aware that the Canadian Embassy reserves the right to verify that the Consultant meets the Mandatory Requirements and any information provided in this proposal. Untrue statements may result in the proposal being declared non-compliant, or in any action which the Canadian Embassy may consider appropriate.

**1.6 Contract Negotiation**

A time limit may be imposed by the Canadian Embassy to ensure that negotiations are concluded effectively and in a timely manner. In instances where negotiations cannot be satisfactorily concluded between the selected Consultant and the Canadian Embassy, the Canadian Embassy reserves the right to initiate negotiations with the second highest ranking Consultant.

**2. TECHNICAL COMPONENT**

The Technical Component will comprise a submitted Cover Letter and Curriculum Vitae (CV) which will be used to assess Mandatory Requirements for education and work experience, and the Rated Requirements. This section outlines the requirements. The Consultant will be required to demonstrate how (s)he meets the evaluation criteria through the following process:

**2.1 Mandatory Requirements**

The Consultant’s Cover Letter (maximum 2 pages) will be screened to confirm that the Consultant meets the Mandatory Requirements, as identified below. Failure to clearly and explicitly demonstrate (in the Cover Letter) how the Consultant meets the Mandatory Requirements will result in a non-compliant proposal and will be rejected.

<b>Mandatory Requirements</b>	<b>All of the following:</b>
Education and Work Experience	<ul style="list-style-type: none"> <li>• Masters degree from a recognized university in Business Administration, Economics, or other field related to Private Sector Development.</li> <li>• Minimum of 10 years of relevant experience working in the area of Private Sector Development in an Ethiopian or International context.</li> </ul>

*Note 1:* “Other fields related to Private Sector Development” could include: Finance, Industrial Economics, Trade Policy, and Commerce.

*Note 2:* “Relevant work experience related to Private Sector Development” could include: work with a chamber of commerce, a finance or microfinance institution, a business development services organization, a bilateral or multilateral development agency delivering private sector development programming, a sector or industry association, an international civil society organization delivering private sector development programming, a private consulting firm advising businesses, donors or other clients on private sector development issues.

**2.2 Rated Requirements**

**The Consultant will submit a Cover Letter of no more than two (2) pages and a CV of no more than five (5) pages**, both of which demonstrate that the Consultant can fulfill the Terms of Reference (Appendix A). All pages over these limits will be disregarded. The CV should be explicit on start and end dates of current and past employment. The Consultant’s Cover Letter and CV will be assessed against the following criteria:

<b>Criteria</b>	<b>Maximum Marks</b>
Criteria #1- Professional working experience in some or all of the following:	/15
<ul style="list-style-type: none"> <li>● Providing policy advice to donor, government and/or civil society bodies in private sector development or related field.</li> <li>● Providing technical advice and expertise to donor, government and/or civil society bodies in private sector development or related field.</li> <li>● Undertaking program/project assessment, planning, design, and/or monitoring in private sector development or related field.</li> <li>● Managing or delivering programs/projects in private sector development or related field.</li> <li>● Participating in policy dialogue committees, joint working groups, consultative for a or related bodies in private sector development.</li> <li>● Carrying out private sector development related research and analysis.</li> <li>● Providing capacity building, teaching and/or training on private sector development or related field.</li> </ul>	
Criteria #2- Experience working with a donor agency	/5
<b>Sub Total</b>	<b>/20</b>

Top candidates achieving a passing score on the first part of the Technical Component, Section 2.2 (minimum of 60% or 12 out of 20) will become eligible for an interview. CIDA reserves the right to limit the number of candidates invited for an interview to the candidates receiving the highest marks.

If the assessment of the Consultant Cover Letter and CV meets the minimum rating and (s)he is invited for interview, the Consultant will make herself/himself available for an interview at the time, date and place named by the ECCO.

If selected for an interview (which will include a written and oral exam), a signed copy of Appendix B of this Request for Proposal must be provided by the Consultant prior to the event.

### **2.3 Interview and Reference Check**

If screened for an interview, which includes a written exam, the Consultant will be asked:

- To provide a signed copy of Appendix B of this Request for Proposal.
- To demonstrate how (s)he meets the following criteria and to provide names of two references that can, if required, confirm the Consultant’s ability to meet the same criteria.

**Note:** The Canadian Embassy/ECCO reserves the right to consult references other than those nominated by the Consultant.

<b>Criteria</b>	<b>Maximum Marks</b>
Criteria #1- Professional working experience in some or all of the following: <ul style="list-style-type: none"> <li>● Providing policy advice to donor, government and/or civil society bodies in private sector development or related field.</li> <li>● Providing technical advice and expertise to donor, government and/or civil society bodies in private sector development or related field.</li> <li>● Undertaking program/project assessment, planning, design, and/or monitoring in private sector development or related field.</li> <li>● Managing or delivering programs/projects in private sector development or related field.</li> <li>● Participating in policy dialogue committees, joint working groups, consultative for a or related bodies in private sector development.</li> <li>● Carrying out private sector development related research and analysis.</li> <li>● Providing capacity building, teaching and/or training on private sector development or related field.</li> </ul>	/15
Criteria #2- Knowledge & skills <ul style="list-style-type: none"> <li>● Knowledge of Ethiopian policies, laws, regulatory frameworks and government programs relevant to private sector development.</li> <li>● Knowledge of enabling environment issues relevant to facilitating private sector development in Ethiopia.</li> <li>● Knowledge of the growth dynamics of private sector companies in a developing country context.</li> <li>● Knowledge of institutional and organizational structure of the Ethiopian private sector.</li> <li>● Knowledge of development partners' policies, priorities and programming approaches in private sector development in Ethiopia.</li> <li>● Strong English language oral and writing skills.</li> <li>● Networking skills to engage a diverse group of donors, UN agencies, international NGOs, country partner organizations, and local community-based organizations.</li> </ul>	/35
Criteria #3- Personal Suitability <ul style="list-style-type: none"> <li>● Strong leadership, team-work, and intercultural skills.</li> <li>● Professionalism.</li> </ul>	/10
<b><i>Sub-total</i></b>	<b><i>/60</i></b>

**Note,** attainment of a minimum of 36 points out of 60 (60%) from the interview process will be required to be further considered for selection.

Maximum points for the Technical Component are hundred (80) points.

#### **2.4. Level of Effort**

The Canadian Embassy has allotted up to 240 days in twelve (12) months, based on a work day of 7.5 hours a day, to carry out this assignment with possibility of extension.

### **3 FINANCIAL COMPONENT**

#### **3.1 Fees**

The Financial Component will comprise the daily rate proposed by the Consultant. The daily rate will be submitted as a **separate and sealed** document in addition to the Technical Component.

The Consultant will quote an **all-inclusive daily fee** to carry out the assignment based on the level of effort identified in Section 2.4. The all-inclusive daily fee is payable monthly in the equivalent Ethiopian Birr based on the published rate (Commercial Bank of Ethiopia) the last day of the invoiced month. This all-inclusive daily fee will cover the direct salary and any fringe benefits.

The Canadian Embassy will only pay for actual days worked including approved travel time and will not pay when the individual does not work due to statutory holidays, sickness, vacations, or other leave benefits.

The Consultant is responsible for determining his/her requirements to comply with Ethiopian laws regarding remission of any taxes on income earned from this contract.

The Financial Component will be awarded a maximum of twenty (20) points.

#### **3.2 Reimbursable expenses:**

Certain reimbursable expenses may be included in the awarded contract. These expenses are normally incurred during, and directly related to, the performance of the services by the Consultant. Reimbursable expenses **shall not** be part of the Financial Component, as these costs, if applicable, will be negotiated with the Canadian Embassy prior to the signature of the contract. Failure to comply with this requirement could result in a score of zero for the Financial Component.

### **4. EVALUATION PROCESS AND CONTRACT AWARD**

**Step 1:** The first step in the evaluation process consists of screening in all those candidates' proposals based on the specified Mandatory Requirements. Non compliant proposals are eliminated at this stage. No points are awarded to the compliant proposals at this stage.

**Step 2:** This step is for those that passed Step 1 and the successful proposals will be evaluated based on the first set of Rated Requirements (Section 2.2) and a maximum of twenty (20) points will be awarded. A score of 60% or 12 points is needed for further considerations.

**Step 3:** Only a selection of the best proposals will be included in this final step. During an interview and a written test, Section 2.3 of the Technical Component will be evaluated against three evaluation criteria and will be awarded a maximum of sixty (60) points. Points awarded in Step 2 and 3 are aggregated and the candidate must obtain a minimum of forty eight (48) points (60%) or (s)he will be disqualified and his/her sealed financial proposals will not be opened or requested.

The Financial Component will be awarded a maximum of 20 points and added to the Technical Component score for a total score of one hundred (100) points maximum. Lowest proposed fees will receive the maximum score of 20; other candidates will receive pro-rated scores down to 0 for the candidate with the highest proposed fees. **The proposal receiving the highest total score represents the best value to the Canadian Embassy** and the Consultant will be invited to negotiate a service contract for the duration of the assignment. The Consultant will perform the services under the contract as an independent contractor. **The Consultant will not be an employee, partner or agent of the Government of Canada.**

#### **4.1 Security Requirement**

There is no Security Requirement associated with this contract.

**Appendix A**  
**TERMS OF REFERENCE**  
**Private Sector Development Advisor**

**I BACKGROUND AND CONTEXT**

The Canadian International Development Agency (CIDA) has been active in Ethiopia for over 30 years. In 2002, Ethiopia was selected as one of CIDA's nine countries of focus. This resulted in significant scaling up of the bilateral programme, which experienced a tenfold increase in budget in the subsequent years. Development ties between the countries continued to strengthen and in 2005 Ethiopia was selected as one of Canada's 20 priority development partners internationally, a decision that was reconfirmed in 2008.

CIDA's Ethiopia Country Strategy and its related Country Development Programming Framework (CDPF) provide a framework for CIDA to undertake effective and meaningful poverty-focused programmes that are consistent with the plans and priorities of Ethiopia. Together, these documents define the implementation strategy for CIDA's contribution to Ethiopia's new Growth and Transformation Plan (2010-2015). CIDA's 2009-2014 CDPF focuses on the major development problem identified in Ethiopia's national poverty reduction strategy: the inability to feed 10% to 20% of its population. In this context, CIDA's bilateral programme is organized into three thematic priorities: (i) food security and agricultural growth; (ii) children and youth; and (iii) sustainable economic growth/private sector development. Gender equality and the environment are crosscutting themes in all projects. CIDA also contributes to a number of enabling governance initiatives focused on building accountable and effective public institutions in order to enhance service delivery in its priority programming areas.

CIDA is currently the third largest bilateral donor to Ethiopia and has a strong presence in the field, maintaining a high level of policy dialogue through chairing and participating in a number of multi-donor, donor-government, and donor-government-civil society technical working groups and committees.

The Ethiopia-Canada Cooperation Office (ECCO) is a CIDA bilateral project established to strengthen CIDA's field presence by providing high quality professional and logistical support to assist in the development and management of the Canadian development cooperation programme in Ethiopia. In support of the CIDA programme in Ethiopia, ECCO provides logistical services to the technical advisors.

The ECCO also supports Ethiopia by providing expertise in response to GoE requests reflecting priorities as set out in the country's poverty reduction strategies and programme.

**General Performance Principles:**

All CIDA/ECCO advisors are expected to:

1. Provide high quality timely and impartial advice to the highest level of their ability.
2. Fully discharge all duties as assigned by the CIDA Sector Team Leader, and provide timely feedback to the Team Leader and other team members on these activities.
3. Conduct herself/himself in a professional manner at all times, including in terms of punctuality and dress.
4. Work collegially with the ECCO and CIDA teams, government, donors and other partners in a supportive and constructive manner.
5. Seek synergies within and amongst programs in order to use funds more effectively and efficiently.
6. Adhere to all guidelines and procedures respecting the safeguarding and proper use of CIDA and ECCO assets.
7. Maintain knowledge of policies, strategies and procedures and standards relevant to CIDA and ECCO.

8. Exercise strong written and oral communications skills in English.
9. Be capable to work with flexibility on a variety of tasks.
10. Work under pressure.
11. Utilize good judgment.
12. Maintain good relations with project team members.
13. Meet deadlines as determined in conjunction with team members, leaders and HQ, with orientation towards high productivity and excellence.
14. Exercise discretion and judgment in maintaining the confidentiality of information (e.g., financial, internal assessments of programs).
15. Share information and knowledge effectively and consistently amongst the Embassy, ECCO and HQ teams.
16. Understand and promote cross-cutting themes (gender and environmental sustainability).

## **II MAIN RESPONSIBILITIES OF THE PSD ADVISOR**

### ***a. General objectives of the Work***

To provide top quality advice to the CIDA programme (field and headquarters) in the field of private sector development with regard to:

- Programme/project monitoring
- Programming opportunities
- Status of government programs
- Donor relations
- Program planning
- Mission planning and support

### ***b. Specific objectives of the Work***

Without limiting the generality of the foregoing, the Private Sector Development Advisor position will have the following objectives:

#### **Program Advice and expertise**

- Provide analysis and advice to CIDA on the enabling environment for private sector development in Ethiopia and growing role of the private sector in general, and more particularly as they relate to the CIDA Ethiopia Programme.
- Provide analysis on the situation of private sector development in Ethiopia, including: the appropriateness of the policy environment for private sector development; the private sector's contribution to growth in the Ethiopian context; constraints and challenges related to greater private sector development in Ethiopia; the quality of public-private dialogue on private sector issues; the quality and capacity of government initiatives to regulate and/or stimulate private sector development; the quality and status of other donor programmes in the area of private sector development.
- Undertake detailed analysis on the issues such as: the privatization process; the prevailing investment and trade climates; the employment situation and the contribution of the private sector to job creation; access by businesses to land, finance and other key inputs; regulatory bottlenecks affecting private sector development; the contribution of the private sector to growth and poverty reduction; the challenges of informality; women's economic empowerment; the quality of business development services; tax and tax administration issues affecting the private sector; measures to improve private sector productivity and competitiveness; specific private sector

challenges related to CIDA's other areas of focus (food security, agricultural growth); progress against the private sector related targets in the Growth and Transformation Plan; and, other related private sector development issues as required.

- Provide analysis and advice to CIDA on opportunities for CIDA to contribute to the private sector development agenda in Ethiopia, including project identification and formulation, assessment of co-financing opportunities and joint donor programmes, the assessment of government programmes, feasibility studies, project/programme design, implementation strategies, and potentials for results achievement and success.
- Undertake periodic assessments of the progress of CIDA's operational private sector development investments in Ethiopia, track their results performance and achievements, identify implementation challenges and solutions, catalogue lessons learned, and advise CIDA accordingly.
- Support the preparation of CIDA country programme strategies and other strategic programme documents from a private sector development perspective, and provide input (as required and necessary) into assessments of ongoing development performance in Ethiopia from a private sector development perspective.

#### **Advocacy and representation**

- Present CIDA's position and interests in dialogue-based for a, consultative exercises and joint working groups on private sector development in Ethiopia, specifically the Private Sector Development and Trade Technical Working Group under the DAG.
- Liaise closely with the government ministries responsible for setting and implementing policies and strategies related to private sector development in Ethiopia at the federal and sub-national level (such as the Privatization Agency, Ethiopian Revenue and Customs Authority, Ministries of Industry, Trade, Urban Works, Labour/Social Affairs, and Women/Children/Youth, and others).
- Support CIDA's efforts by establishing strong working relationships and close collaboration with other development partners engaged in private sector development in Ethiopia.
- Liaise closely with private sector representative associations (chambers, sector and industry associations) and civil society organizations engaged in private sector development activities.

### **III STATEMENT OF SERVICES**

#### **Tasks**

Without limiting the generality of the foregoing, the **Private Sector Development Advisor** shall provide all advisory services and assistance as required and will carry out the following tasks in support of CIDA bilateral, multilateral and CPB mandates:

#### ***a. Tasks related to Private Sector Development***

He/She is expected to:

- Remain well informed about ongoing private sector development issues in general, including government policies related to private sector development, other donor activity, and initiatives by private sector representative associations and civil society organizations.
- Review, analyze and provide advice to CIDA the Embassy (and upon request by CIDA, partner governments and other development agencies) about key private sector development related issues, policies, trends, challenges and processes in Ethiopia.

- Produce analytical inputs into CIDA's strategic programme documents for Ethiopia, such as the Country Programme Development Frameworks, Country Strategy, Annual Country Programme Performance Report, Gender Equality Strategy, Strategic Environmental Assessment, Risk Management and Performance Management Frameworks, Action Plans, and others, regarding Ethiopia's private sector situation and challenges and other associated issues.
- Identify and assess opportunities for new CIDA investments in the area of private sector development.
- Produce analytical inputs into CIDA project and programme feasibility, design, approval, implementation and assessment documents, particularly those related to private sector development, and review other CIDA project documents, as required, from a private sector perspective.
- Provide assessments and advice to CIDA about the performance of ongoing CIDA private sector development investments, including results achievements, implementation challenges and solutions, and lessons learned.
- Assess and advise CIDA on suitable strategies for risk management in the context of CIDA-specific private sector initiatives; monitor risks associated with CIDA participation in such initiatives and advise CIDA on the variation of risk levels over time and appropriate mitigation measures.
- Participate in joint donor exercises to assess or analyze key challenges, trends and issues concerning private sector development in Ethiopia.
- Participate in steering committees, joint working groups, technical task forces and similar exercises designed to support the planning, oversight, implementation or assessment of CIDA-supported private sector development investments.
- Provide technical, analytical and other services in support of the annual work plans and initiatives of the Private Sector Development and Trade Technical Working Group.
- Contribute to the joint and/or multi-donor efforts to assess the implementation of the private sector dimensions of Ethiopia's Growth and Transformation Plan.
- Brief CIDA staff, including the CIDA Director for Ethiopia, for high-level policy dialogue meetings or sessions with other donors and/or the GoE, on issues related to Ethiopia's privatization process and private sector development.
- Provide support and assistance to and undertake any other closely-related duties as requested by the Development Cooperation Section of the Canadian Embassy.

**Participation in missions:**

- Upon request, help to arrange itineraries, meetings and schedule for incoming CIDA missions.
- Conduct briefings and orientations and accompany visiting CIDA staff and consultants to meetings and possibly, on field trips.

**Travel:**

- Undertake local and international travel, as necessary.

***b. Tasks related to Gender Equality***

He/she is expected to:

- Promote Gender Equality within their sectoral or advisory contexts.
- Help ensure compliance with CIDA's policy on Gender Equality.
- Flag key gender equality issues to CIDA.

**c. *Tasks related to Environment***

He/she is expected to:

- Promote environmental sustainability within their sectoral or advisory contexts.
- Help ensure compliance with CIDA's policy on environmental sustainability and the Canadian Environmental Assessment Act (CEAA).
- Flag key environmental issues to CIDA.

**d. *Tasks related to Monitoring and Evaluation***

He/she is expected to:

- Encourage and promote effective Results Based Management (RBM) and monitoring and evaluation (M&E) systems within their sectoral or advisory context.
- Assist with the monitoring and reporting of results.
- Provide timely information about results performance for CIDA's annual performance review and management cycle.
- Remain up to date on CIDA M&E and RBM policies and procedures.
- Flag key monitoring and evaluation issues to CIDA.

**e. *Tasks related to Management & Coordination***

He/she is expected to:

- Contribute to private sector related reviews of projects/programs within his/her portfolio.
- If required, assist with the identification and recruitment of short-term consultants and oversee and coordinate their work.
- Remain up to date on CIDA's policies on local contracting and contract administration, and help ensure compliance with them.

**f. *Deliverables***

***General Deliverables include:***

- Monthly task plans
- Monthly Activity Reports
- Annual work plans
- Field visit reports
- Meeting summaries
- Terms of Reference for field travel

***Specific deliverables for this position include:***

- Oral and written reports on completed activities (as necessary).
- Oral and written reports on specific issues (as necessary).
- Regular and timely updates to CIDA on the privatization process and emerging challenges in the Ethiopian context.
- A monthly Task Assignment Document (TAD) that will provide information on objectives, outcome, results and activities planned for the month, to be approved by CIDA Sector Team Leader at the beginning of the month.
- A monthly Task Completion Document (TCD) that will outline the outputs produced during the month. The approved TCD by CIDA will be submitted to ECCO Director at the end of the month; it will be used to authorize payment of the services provided by the Advisor.

- Reports and analyses relevant to the programme activities under the Advisor's responsibility.

#### IV REPORTING

The following represent the set of reporting relationships for the Advisor:

- *CIDA Sector Team Leader (STL)*: The advisor communicates regularly (usually at least weekly) with the CIDA STL with regard to priority setting and for achieving shared awareness of activities within the sector. The CIDA STL has approval authority and provides input/review into work planning documents, performance reviews, etc., and sets overall priorities for workload allocation.
- *CIDA Project Team Leader (PTL)*: The advisor communicates regularly (usually at least bi-weekly) with CIDA PTLs with regard to specific project related issues. CIDA PTL are responsible for project related decisions, including monitoring activities, participation on project committees/reviews, etc, and works with the CIDA STL on priority setting and workload allocation.
- *Project Team*: The advisor will keep all team members (field and HQ) informed of key issues and activities related to the project.
- *Other ECCO Advisors*: The PSD advisor is expected to regularly liaise and work very closely with other ECCO advisors, specifically the Economic and Finance Advisor, the Agricultural Growth Advisor, Governance Advisors, the Environment Advisor and Gender Equality Advisors on technical matters related to private sector development.
- *External Actors*: As determined by the CIDA STL, with input from the ECCO Sectoral coordinators (if applicable), the advisor may also have specific communication/reporting requirements with external actors (e.g. DAG working groups, etc.).

**Appendix B**  
**MANDATORY REQUIREMENTS CERTIFICATION**  
(Only to be provided prior to interview)

**A.1 Conditions of Eligibility**

The Consultant certifies that they are a legal entity established and operating in Ethiopia or in the region for the purpose of providing consulting services.

**A.2 Anti-corruption Declaration**

The Consultant certifies that it has not been convicted, in the last three years, by a court of law in Canada or in any other jurisdiction, for an offence involving bribery or corruption. The Consultant further certifies that it is not currently under sanction for an offence involving bribery or corruption imposed by a government, a governmental organization or a development organization providing development assistance.

If the Consultant was convicted or sanctioned for an offence involving bribery or corruption, the details of such convictions or sanctions must be attached to the proposal.

**A.3 International Sanctions**

The Consultant hereby certifies that it is not directly or indirectly subject to economic sanctions in accordance with Canadian government legislation.

**A.4 Anti-Terrorism**

The Consultant hereby certifies that it is not directly or indirectly linked to entities listed pursuant to the Government of Canada *Anti-Terrorism Act*.

**A.5 Validity of Facts**

The Consultant hereby certifies that each statement made with regard to the proposal is accurate and factual.

**A.6 Mandatory Requirements for Position (from Technical Proposal-CV)**

Mandatory Requirements	All of the following:
Education and Work Experience	Masters degree from a recognized university in business administration, economics, or other field related to private sector development. Minimum of 10 years of relevant experience working in the area of private sector development in an Ethiopian or international context.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_