

SUMMARY REQUEST FOR PROPOSALS

Rural Capacity Building Project

Gender Equality Specialist

RFP No. A-032712-002

1 GENERAL INFORMATION AND INSTRUCTIONS FOR BIDDERS

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: Gender Equality Specialist
Closing Date: **April 15th, 2011 12:00pm**
Estimated Contract Value: Not to exceed C\$13,963
Duration of the Contract: 40 days over a period of three months

Proposals, in three copies must be received by delivery to the Ethiopia-Canada Cooperation Office or by Fax 011 371 5744 or by e-mail at info@cida-ecco.org at or before April 15th, 2011 12:30pm.

Proposals received after the stated bid closing date and time will be disqualified and returned to the Consultant unopened.

1.1 Application Deadline

April 15th, 2011 12:30pm

Please note that only successful candidates will be notified.

Applications (Documentation as per Technical Requirements, Section 2 below) should be sent to: **Ethiopia-Canada Cooperation Office, Attention: GE Specialist Selection, P.O.X 1009, Addis Ababa, Ethiopia OR**

Via e-mail: info@cida-ecco.org

1.2 Proposal Presentation Required for Submission

The proposal will consist of a two-part Technical Component comprising: Part 1) *a cover letter and a curriculum vitae* submitted in advance of the application deadline above; and, Part 2) *an interview and reference check*, if screened in following assessment of the documents submitted for Part 1. In addition, CIDA will also request the candidates to submit a sample of his/her latest works. A reference check will be conducted for the successful candidate.

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 its

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 Requirements

1.4.1 The Consultant **must** meet the mandatory requirements set out in Appendix B. Consultants will be required to provide the signed certification 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 of: Part 1 - 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, and Part 2 – an interview and reference check which will also be used to assess Rated Requirements. The Terms of Reference in Appendix A outlines the requirements. The Consultant will be required to demonstrate how (s)he meets the evaluation criteria through the following process:

Mandatory Requirements-Education and Work Experience

2.1 The Consultant CV will be screened to confirm that the Consultant meets the minimum education and work experience as presented in Attachment B, Section A.6 and identified below. Failure to meet the minimum education and work experience will result in a non-compliant proposal and thus the proposal will not be further reviewed. **If selected, a signed copy of Appendix B of this Request for Proposal must be provided by the applicant.**

Mandatory Criteria	
Education and Work	MA in gender studies or related social science field with a minimum of 10 years experience in gender issues or social science discipline in Ethiopia
Experience in mainstreaming gender issues in institutional frameworks	Experience in mainstreaming gender issues within Ethiopian higher learning institutions including reviewing curriculums, workplace policies, human resource manuals and other such documents
Experience in facilitating skills	Knowledge of participatory approaches and facilitation of multi stakeholder discussions

Rated Requirements

2.2 Part 1 - 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 (Attachment A). All pages over these limits will be disregarded. Note, 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:

<u>Criteria</u>	<u>Maximum Marks</u>
Criteria #1- Experience in developing gender strategies, gender audits or gender mainstreaming guidelines	20
Criteria #2 – Experience in working with Ethiopian Higher learning institutions in the capacity of gender expert or related tasks in Ethiopia	15
Criteria #3 – Knowledge of gender issues in general and in learning institutions in particular	15
Sub-total	50

Candidates achieving a passing score on the first part of the Technical Component (Section 2.2.) is achieved (minimum 60% or 30 out of 50 points) will become eligible for an assessment on the basis of the second part of the Technical Component (Section 2.3 below). CIDA reserves the right to limit the number of candidates invited for an interview to a set number achieving the highest points in Section 2.2.

2.3 Part 2 – Interview and Reference Check – Interview and Reference Check – If screened for an interview, the Consultant will be asked at the interview to demonstrate how (s)he meets the criteria and to provide names of two references that can, if required, also provide an assessment of the Consultant's ability to meet the same criteria.

Criteria	Maximum Marks
Criteria #1 – Knowledge of gender issues in Ethiopia and demonstrated experience in mainstreaming gender in higher learning institutions	15
Criteria #2 – Knowledge of participatory techniques to facilitate multi-stakholder discussions in developing strategies, mainstreaming guidelines, conducting gender audits, curriculum review for institutions	15
Criteria # 3 - Knowledge in designing a sustainable gender equality strategy	10
Criteria # 4 - Verbal and written communications skills in English and Amharic	10
Sub-total	50
 <i>Total Parts 1 and 2</i>	 <i>100</i>

2.4. Level of Effort

The Canadian Embassy has allotted forty (40) person-days over three (3) months, based on a work day of 7.5 hours a day, to carry out this assignment.

3 FINANCIAL COMPONENT

3.1 Fees / Remuneration:

A range for the **all-inclusive daily fee rate** for this assignment has been pre-established by the Canadian Embassy according to the local market rates for a senior consultant and is as follows: **CAN \$ 300** payable in equivalent Ethiopian Birr based on date of invoices. This all-inclusive daily fee rate will cover the following cost elements: direct salary, fringe benefits, overhead and profit.

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 Ethiopia laws regarding remission of any taxes on income earned from this contract.

3.2 Reimbursable expenses:

Certain reimbursable expenses will 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. Travel rates are those established by ECCO.

4 EVALUATION PROCESS AND CONTRACT AWARD

The Technical proposal will be evaluated against the evaluation criteria indicated in section 2 Technical Component, and will be awarded a maximum of 100 points. Technical proposals must receive a minimum of 60 points (60%) or they will be disqualified. **The proposal receiving the highest score represents 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, a partner or an Agent of the Government of Canada.

4.1 Security Requirement

There is no Security Requirement associated with this Contract.

Appendix A

TERMS OF REFERENCE

Rural Capacity Building Project (RCBP)

Development of Gender Strategies for Agarfa and Ardaita Agricultural Technical and Vocational Education and Training (ATVET) Colleges

Background

I. Introduction

Rural Capacity Building Project (RCBP) is a five years (2007 – 2011) project implemented by Ministry of Agriculture (MoA). It is funded by The World Bank and the Canadian International Development Agency (CIDA). The development objective of the project is to improve the agricultural services and systems to make them more responsive to clients' needs. This is envisaged to happen through, modernizing ATVET colleges; building the capacity of agricultural extension systems; strengthening agricultural research system; development of agricultural market institutions and integrating gender equality, HIV and AIDS and environmental issues. Gender equality is one of the cross cutting themes that CIDA advocates for and has had a reasonable amount of success in addressing in the Rural Capacity Building Project.

The Government of Ethiopia undertook a major expansion of its Agricultural Technical and Vocational Education and Training (ATVET) institutions in 2001. The sole purpose of this program was to graduate and place approximately 55,000 Development Agents (DAs) at Kebele level in order to provide more effective agricultural extension advice and information. The training of DAs is nearly completed and only a few of the colleges will be needed to fill gaps that will be created in the future. Having deployed three DAs per kebele, a new strategy was then developed by the then Ministry of Agriculture and Rural Development in October 2008. The strategy included a paradigm shift in the role of ATVET system from input to output based training. Accordingly, since 2009, most of the ATVET Colleges have started to implement a number of components of the new strategy. The development of this strategy entitled *Further Development of ATVET Colleges in Ethiopia* was coordinated by Rural Capacity Building Project (RCBP).

In line with the implementation of the strategy, capacity building efforts through *“Institutional Strengthening Grants”* (ISG) provided through RCBP have been undertaken in the four federal ATVETs (Agarfa, Ardaita, Alage and Bekoji) since 2008. Furthermore, the RCBP provision for a *“Development Innovation Grant”* (DIG) has been used to transform selected colleges into training institutions with new mandates and long term sustainability plans. Accordingly, Agarfa and Ardaita ATVETs were selected to benefit from the DIG based on their good budget utilization of ISG. The DIG thus supported the development of strategic plans for the two colleges. A close look at the respective plans of the Argafa and Ardaita clearly shows the interest of the two colleges to address gender equality issues and the concerns of women both as trainees and trainers. Further examination of the plans and discussions with the colleges on the strategies revealed the need to put a more concrete direction to both ATVETs on how to articulate and address the challenges of addressing gender issues. It is therefore with the understanding that there is a need to work with the colleges on developing gender strategies that the consultancy is required.

Through separate CIDA funding associated with the RCBP, Agarfa, and Ardaita ATVETs will each be supported in developing a gender strategy for their institution. The colleges have identified issues that they want to address in their overall strategy. There is also a need to strengthen the articulation and design of a comprehensive gender strategy so that they will be able to address a broader range of gender issues affecting their institutions.

Agarfa (Oromia, Bale Zone – Under MoA Governance)

Agarfa Agricultural TVET College is one of the oldest Federal agricultural education institutions in the country. It is located in Oromia Regional State in Bale Zone. Initially, it was established as a farmers' multipurpose training center and later became the Multipurpose Development Agents Training Center. In September 2001, the center was upgraded to college status to provide diploma level programs in three selected agricultural fields (Animal science, Plant science and Natural resources management). The center was once again renamed as Agarfa Agricultural TVET College. Since then, the college has trained 5,486 middle level experts, (of which 578 were females), in three year diploma program in aforementioned disciplines and Cooperative Organization Management. At present, the college has a total of 703 (217 Female and 486 Male) employees of which 53 (1 female 52 male) are instructors

Ardaita (Oromia, West Arsi Zone – Under MoA Governance)

Ardaita ATVET College is one of the federally administered colleges under the Ministry of Agriculture and Rural Development (MoARD). The college, established in March 1984, was formerly known as 'Yekatit 25 Cooperative Institute'. It is located in Gedeb Assasa woreda, West Arsi Zone of Oromia National Regional State. The institute was founded with the objective of providing short-term training on cooperative organization management and marketing, and cooperative accounting and auditing. In addition, in the 1980s the institute provided training on general agriculture and animal health at certificate level. In 2001, the Institute was transformed to Ardaita ATVET College with the mandate of offering training programs in cooperative organization management and marketing, cooperative accounting and auditing, and animal science at diploma level (10+3). The college currently has a total of 532 (334 Male and 198 female) employees of which 50 female and 49 male are instructors.

In light of the above, CIDA in collaboration with RCBP and the two colleges are seeking a consultant to work closely with the colleges and facilitate the drafting of gender strategies for each institution. The strategy is meant to identify the necessary resources and activities required to help the colleges realize the gender commitment they have outlined in their overall strategy document. The strategy is also meant to articulate the various aspects through which gender issues can be addressed within the ATVETs. The strategies will have to go through extensive consultation with ATVETs stakeholders before they are finalized.

II. General objective

To facilitate the development of Gender Strategies for the two ATVET colleges that provide comprehensive guidance of how to ensure gender equality issues are addressed systematically in these ATVET colleges.

III. Specific objective

In collaboration with the key stakeholders:

- To analyze and articulate gender issues in the two ATVETS, both at the institutional level and at programming level;
- To identify gender issues embedded in organizational values and cultural norms;
- To provide concrete recommendations that includes short, medium and long term elements to be followed by the ATVETs to address identified institutional issues;
- To provide concrete recommendations and an action plan that includes short, medium and long term elements to be followed by the ATVETs that address identified programming issues;
- To assess and analyze the institutional capacity of the ATVETs to implement the proposed recommendations;

- To have the key stakeholders validate the findings;
- To facilitate the development of concrete actions plans by the ATVETs which include the necessary investments (inputs), activities (prioritized) and deliverables (outputs) over an xx year time frame;
- To facilitate the development of a Monitoring and Evaluation framework that the ATVETs can use to monitor progress towards defined objectives.
- To obtain written agreement from the respective ATVETs management to endorse and implement the strategies.

IV. Methodology

The Consultant will work independently. In a workplan presented for CIDA approval within five (3) working days of signing the contract, the Consultant will clarify/confirm the methodology for undertaking the assignment. The methodology is expected to included but is not limited to:

- Reviewing existing documents/relevant secondary source/ including policies, plans, reports, curricula, training manuals/modules, guidelines to identify the level of gender sensitivity at the respective ATVETs;
- Undertaking field visits to both Agarfa and Ardaita ATVETs to conduct consultations with the stakeholders and collect data pertinent to the primary purpose of the assignment – the development of site-specific Gender Strategies for both Agarfa and Ardaita ATVETs
- Undertaking focus group discussions to assess gender sensitivity on the ground;
- Conducting an assessment to identify gender mainstreaming implementation gaps at both colleges;
- Examining some of the lessons learned, successes and challenges of the current process from a gender-perspective;
- Identifying areas where system-level gender mainstreaming can be obtained;
- Reviewing mechanisms already in place for their sustainability and make recommendations for improvement e.g. gender and HIV/AIDS club, tutorial classes, gender courses, etc.;
- Reviewing resources required vs resources in place to implement gender strategy;
- Assessing possible collaborations with like-minded institutions, donors, government of Ethiopia (eg. Ministry of Agriculture Womens Affairs Directorate MoA–WAD);
- Facilitating (a) multi-stakeholder workshop(s) at each institution to assess the way forward and develop gender strategies;
- Conducting de-briefing session(s) and submitting draft study report and draft Gender Strategy documents, including Action Plans, to ATVETs, CIDA and the RCBP PMU staff for feedback and input;
- Incorporating relevant inputs to enrich the findings on finalization of the report and Strategies;
- Submit final Strategies with agreed Action Plans to CIDA, the RCBP PMU, and the ATVETs.

V. Accountabilities and Responsibilities

CIDA in Ethiopia and the Ethiopia Canada Cooperation Office (ECCO)

A CIDA officer based at the Canadian Embassy and an advisor based at ECCO will oversee the assignment and will be responsible for:

- entering into a contract with the Consultant for the assignment and processing Consultant invoices for fees and expenses;

- providing a package of documents related to the assignment upon signature of the contract in order to facilitate development of the workplan;
- accountability and guidance throughout the assignment;
- approval of all deliverables;
- being available to the Consultant to provide information related to completing the assignment;
- endorsement of any modifications from the approved workplan;
- sharing Consultant deliverables with the RCPB PMU, World Bank Task Team Leader, and CIDA HQ.

RCBP PMU

The Project Coordinator, Gender Equality Advisor and the Information and Communications Advisor of the RCBP PMU staff based at the Ministry of Agriculture (MoA) will be responsible for:

- providing comments to CIDA on the deliverables of the Consultant;
- being available to the Consultant to provide information related to completing the assignment.

ATVETs

The two ATVETs subject to this assignment – Agarfa and Ardaita – will facilitate the work of the Consultant and will be responsible for:

- designating an official to work with the Consultant to support the objectives of the assignment;
- facilitating arrangements, if necessary, for transportation and accommodation of the Consultant during site visits
- providing background documentation meeting space for consultations
- ensuring ATVET management, staff and students are made available for consultations
- providing a venue for the Gender Strategy Development Workshop and ensuring that relevant stakeholders are invited to and able to attend.

Consultant

The Consultant will report to the CIDA officer designated with responsibility for overseeing this assignment. In general, the Consultant will have overall responsibility for:

- Preparing and presenting the assignment workplan;
- Conducting the assignment according to the approved workplan;
- The day-to-day management of operations;
- Travel to the ATVETs as required, in order to consolidate information
- Collecting credible, valid information, following the work plan;
- Conducting the Gender Strategy Development Workshop(s);
- Regular progress reporting to the designated CIDA officer;
- The development of findings¹, conclusions, and recommendations;
- The production of deliverables in accordance with contractual requirements

¹ disaggregated by gender as much as possible

VI. Deliverables and Milestones

The Consultant will be responsible for the following deliverables. These deliverables are to be prepared in English; written documentation is to be submitted in electronic format (Office Word 2007 or earlier):

- A draft workplan;
- A final workplan incorporating comments from CIDA, the RCBP PMU, and ATVETs;
- A Gender Strategy Development Workshop (for each ATVET);
- A draft report summarizing findings of initial consultations and workshop(s) and identifying key issues and recommendations;
- A draft Gender Strategy for each ATVET, including draft Action Plan, milestones, indicators and timeline (see below);
- A final report summarizing findings of initial consultations and workshop(s) and identifying key issues and recommendations which incorporates comments from CIDA, the RCBP PMU and ATVETs;
- A final Gender Strategy for each ATVET, including confirmation of endorsement and agreed Action Plan by each ATVET.

It is envisaged that the Gender Strategy document for each ATVET will be approximately 25-30 pages and comprise a summary of the current attempt at addressing gender issues as well as present priorities and recommendations on what approaches the institutions should use to fulfill their commitments. Each Strategy document is also to include an Action Plan for a period of approximately 24 months that has been discussed with and endorsed by the ATVETs receiving the technical support provided through this consultancy.

Period of the assignment

The Consultant will deliver a work plan within five working days of the signing of the contract. The Consultant will deliver a first draft of the report and Strategy within 60 calendar days and final report and Strategies within 80 calendar days of the signing the contract.

Terms and Conditions of Work

The Consultant will be expected to travel to the ATVETs and to work on weekends and evenings, as required. An estimate of twenty four (24) days of travel is anticipated. Under CIDA local contracting policy a maximum of six (6) days per week may be invoiced. When in travel status, CIDA will reimburse actual hotel and travel expenses and provide a flat per diem rate for meals and incidentals based on CIDA established guidelines for local contracts.

Reporting and Communication

The Consultant will report to the CIDA with guidance and advice being provided by the RCBP PMU and the two colleges.

Qualification and Work Experience of the Consultants

The consultancy is expected to be undertaken by a professional who will produce two Gender Strategies for the two ATVETs colleges as outlined in these TORs. The qualification of the consultant is expressed hereunder;

1. Gender Mainstreaming Expert

- MA in gender studies or related field with 10-15 years experience in social science discipline in Ethiopia;

- Work experience in developing gender strategies, facilitating multi stakeholder consultations;
- Knowledge and work experience in development of gender strategies and or undertaking gender audits or assessments in Ethiopia;
- Experience in mainstreaming gender issues at organizational levels as well as in day to day operations of institutions
- Knowledge of gender issues with specific work experience in learning institutions;
- Experience in organizational development and change especially on educational institutions
- Knowledge of education institutions in Ethiopia
- Knowledge of agriculture and rural development
- Experience in engendering or developing gender sensitive curriculum reviews is an asset;
- Knowledge of women's policy and legal frameworks that affect the learning institutions is an advantage;
- Prior work experience with Technical Vocational and Education Training (TVET) colleges or with ATVETs is an advantage
- Excellent English writing skills and use of computer.

Terms of Payment

Payment is based on monthly invoices for fees and eligible expenses as supported by timesheets for days worked and receipts in formats approved by CIDA. The anticipated daily rate for this position is **CANADIAN DOLLARS \$300/day**. The Canadian Embassy shall pay the Consultant in local currency (Birr) as per the published rate by the Commercial Bank of Ethiopia on the last day of the month being invoiced.

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 Criteria Requirements for Position (from Technical Proposal-CV)

Mandatory Criteria	
Education and Work	MA in gender studies or related social science field with 10-15 years experience in gender issues or social science discipline in Ethiopia
Experience in mainstreaming gender issues in institutional frameworks	Experience in mainstreaming gender issues within Ethiopian higher learning institutions including reviewing curriculums, workplace policies, human resource manuals and other such documents
Experience in facilitating skills	Knowledge of participatory approaches and facilitation of multi stakeholder discussions

Name (Print): _____

Signature: _____

Date: _____