

**SUMMARY REQUEST FOR PROPOSALS**  
**CAPACITY BUILDING ADVISOR**  
**RFP NO. A-033914-002 (CAPACITY BUILDING)**

**1. GENERAL INFORMATION AND INSTRUCTIONS FOR APPLICANTS**

**Purpose of Request for Proposal (RFP):** To select a Consultant for the Ethiopia-Canada Cooperation Office (ECCO) for a service contract to provide the services described in the Terms of Reference - Appendix A.

**Type of Services:** Capacity Building Advisor  
**Closing Date:** Monday, June 20<sup>th</sup>, 2011 at 17:00 hours  
**Estimated Contract Value:** Not to exceed C\$ 43,920.00  
**Duration of the Contract:** 12 months, with possibility of extension

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

**1.1 Application Deadline**

Monday, June 20<sup>th</sup>, 2011 at 17:00 hours

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

Proposals (Documentation as per Technical Requirements, Section 2 below) should be sent to Ethiopia-Canada Cooperation Office, Attention: Capacity Building 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 Required for Submission**

The proposal consists of a Technical Component comprising a written submission (Cover Letter and Curriculum Vitae).

**1.3 Rights of the ECCO**

The ECCO 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 RFP 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 ECCO.

**1.4 Mandatory Requirements**

To be considered, Consultants **must** meet the mandatory requirements. In addition, 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 ECCO reserves the right to verify that the Consultant meets the mandatory requirements and any information provided in the Consultant's proposal. Untrue statements may result in the proposal being declared non-compliant, or in any action which the ECCO may consider appropriate.

## 1.6 Contract Negotiation

A time limit may be imposed by the ECCO 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 ECCO, the ECCO 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 minimum mandatory requirements, as identified below. Failure to clearly and explicitly demonstrate (in the Cover Letter) how the Consultant meets the minimum mandatory requirements will result in a non-compliant proposal and will be rejected.

Mandatory Criteria	All of the following:
Education and Work Experience	<ul style="list-style-type: none"> <li>• Master degree from a recognized university in a social or science field.</li> <li>• Minimum of 10 years of relevant experience working in the area of capacity building.</li> </ul>

### 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: <ul style="list-style-type: none"> <li>• Providing project/program technical advice and expertise on capacity building to donor, government and/or civil society bodies</li> <li>• Undertaking program/project assessment, planning, design and/or building to donor, government and/or civil society bodies</li> <li>• Managing or delivering programs/projects in relation to capacity building</li> <li>• Conducting capacity assessments, training needs assessments, and developing capacity building action plans</li> <li>• Developing and delivering training programs in relation to capacity building</li> <li>• Participating in policy dialogues committees, task forces, working groups etc related to capacity building</li> </ul>	/15
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, the Consultant will be asked at the interview 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 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 project/program technical advice and expertise on capacity building to donor, government and/or civil society bodies</li> <li>• Undertaking program/project assessment, planning, design and/or building to donor, government and/or civil society bodies</li> <li>• Managing or delivering programs/projects in relation to capacity building</li> <li>• Conducting capacity assessments, training needs assessments, and developing capacity building action plans</li> <li>• Developing and delivering training programs in relation to capacity building</li> <li>• Participating in policy dialogues committees, task forces, working groups etc related to capacity building</li> </ul>	/15
Criteria#2- Experience working with a donor agency	/5
Criteria#3 - Knowledge of adult education principles and concepts <ul style="list-style-type: none"> <li>• Knowledge of human, organizational and institutional development best practices and concepts</li> <li>• Knowledge of policies, priorities, organizations and programs in private sector development in Ethiopia</li> <li>• Knowledge of policies, priorities, organizations and programs in food security, agriculture and rural development in Ethiopia</li> <li>• Networking skills to engage a diverse group of donors, UN agencies, international NGOs, country partner organizations, and local community-based organizations</li> <li>• Strong written and spoken English language skills</li> </ul>	/40
Criteria#4 - Personal Suitability <ul style="list-style-type: none"> <li>• Strong leadership, team-work and intercultural skills</li> <li>• Professionalism</li> </ul>	/15 /5
<b>Sub Total</b>	<b>/80</b>

*Note*, attainment of a minimum of 48 points out of 80 (60%) from the interview process will be required to be further considered for selection. Maximum points for the Technical Component are hundred (100) points.

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

The ECCO has allotted up to two hundred forty (240) person-days over twelve (12) months, based on a work day of 7.5 hours a day, to carry out this assignment.

An option to extend this contract will be exercised based on requirements of the assignment and mutual agreement.

### **3 FINANCIAL COMPONENT**

#### **3.1 Fees / Remuneration:**

An **all-inclusive daily fee rate** for this assignment has been pre-established by the ECCO according to the local market rates and is as follows: C\$ 183.00 payable in the equivalent Ethiopian Birr as per the published rate by the Commercial Bank of Ethiopia on the last day of the month being invoiced. This all-inclusive daily fee rate will cover the following cost elements: direct salary, fringe benefits, overhead and profit.

The ECCO 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.

#### **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 ECCO prior to the signature of the contract.

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

Technical proposals 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 ECCO** and the Consultant will be invited to sign 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 servant, 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

#### Capacity Building Advisor for CIDA’s Program

#### Ethiopia-Canada Cooperation Office (ECCO)

### 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 program, 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 25 development partners, and was reconfirmed as one of 20 countries of focus in 2008.

CIDA’s Ethiopia country Strategy and its related Country Development Programming Framework (CDPF) provides a framework for CIDA to undertake effective and meaningful poverty focused programs that are consistent with the plans and priorities of Ethiopia. Together, these documents define the implementation strategy for CIDA’s contribution to Ethiopia’s Growth and Transformation Plan (GTP), the country’s third Poverty Reduction Strategy Paper. CIDA’s 2010-2015 CDPF proposes to focus on Ethiopia’s major development problem as 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 country 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 standing committees.

The Ethiopia-Canada Cooperation Office (ECCO) is a CIDA bilateral project established to strengthen CIDA’s field presence by providing high quality logistical and professional support to assist in the development and management of the Canadian development cooperation programme in Ethiopia (bilateral, multilateral and partnership). Within the scope of the ECCO project, CIDA hires appropriate Ethiopian and Canadian expertise to undertake a range of activities related to programme planning and delivery, and administrative and logistical support.

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 programs.

#### **General Performance Principles:**

All 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 Team Leader, and provide timely feedback to their 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 CAPACITY BUILDING ADVISOR**

### ***a) General objectives of the work***

To provide top quality advice to the CIDA bilateral program and other CIDA programmes (partnership, multilateral and regional) in the field of capacity building, with regard to:

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

### ***b) Specific objectives of the work***

Without limiting the generality of the foregoing, the Capacity Building Advisor position will have the following objectives:

#### **Program advice and expertise**

- Provide specialist services in the capacity building field to CIDA's regional and multi-lateral programming, and to CIDA's Partnership with Canadians programming.
- Provide specialist services in the capacity building field to the three programming teams of the CIDA Ethiopia Programme: the Food Security/Agricultural Growth team, the Sustainable Economic Growth/Private Sector Development team, and the Analyst team.
- Ensure a coherent, consistent and coordinated approach to capacity building throughout the CIDA program.
- Upon request, conduct studies and prepare reports on issues related to capacity building in the region.
- Take the lead in CIDA's dialogue-based efforts to enhance attention to capacity building issues by the GoE and donor community in multi-donor supported development programs; to represent CIDA's position and interests to the GoE and other donors in joint forums established to coordinate support for capacity building in Ethiopia; and to strengthen CIDA's policy dialogue voice on capacity building issues with the GoE and donor community.
- Provide general analysis and advice on capacity building issues, policies and trends in Ethiopia, particularly as they relate to the CIDA program, and support the preparation

of CIDA country program strategies, and other strategic program documents from a capacity building perspective.

- Review new and ongoing CIDA initiatives from a capacity building perspective.

#### **Advocacy and representation**

- Provide technical advice to CIDA, the GoE including key line ministries, and CIDA partner organizations, on capacity building issues.
- Develop and maintain an inventory of knowledge, information and data on regional and Ethiopian programming related to capacity building, including both the CIDA program and those of other donors.
- Assess local capacity for program and project implementation as required through regular monitoring and participation in supervision missions.
- Through contributions to policy dialogue and other appropriate mechanisms, provide input to national/regional programs and strategies from a capacity building perspective.
- Assist and advise incoming missions from Canada. Conduct briefings and accompany visiting CIDA staff, Canadian government officials, and consultants on field trips as required.

### **III STATEMENT OF SERVICES**

Without limiting the generality of the foregoing, the **Capacity Building Advisor** shall provide all advisory services and assistance as required and will carry out the following tasks in support of CIDA bilateral, multilateral and partnership programs:

#### ***a) Tasks Related to Capacity Building***

##### **Program/Planning and Management**

- Advise CIDA on the capacity building aspects of its projects and programs, in close collaboration with the Canadian Embassy and CIDA Headquarters.
- Engage in the appraisal, analysis and synthesis of information to guide a comprehensive program/project design process.
- In collaboration with the other relevant ECCO Advisors, promote integration of gender, environment and governance into programming.
- Participate in the development of proposals, making sure that the strategies, logic model and other elements are complete and coherent with the overall objective of the project/program.
- Where possible, ensure that stakeholders (communities, local government, and other partners) have adequately participated and contributed in the design process;
- Promote linkages between the various aspects of CIDA's portfolio.
- Provide technical supervision of short-term technical assistants engaged by ECCO in the area of capacity building.
- Liaise with CIDA's partners and donors to provide technical and professional capacity building advice in such areas as project design, delivery and evaluation.
- Provide support in program planning: exploring concepts and ideas, writing recommendations, developing ideas, providing input for approval documents, including drafting of Concept Notes, Project/Program Approval Documents, Discussion Papers and Briefing Notes as needed.
- Attend meetings and working groups on behalf of CIDA (though not officially representing CIDA).
- Facilitate, provide support, participate and follow up on studies, review/evaluation missions, including drafting or reviewing of Reports, Aide Memoires and Terms of Reference.

- Conduct periodic monitoring field visits to CIDA supported programs/projects and ensure that reporting arrangements agreed with implementing partners are met.

### **Research and documentation**

- Keep abreast with the latest development thinking in the field of capacity building in Ethiopia and beyond.
- Proactively engage in information gathering, analyzing, sharing, and communication for updating CIDA on current and emerging issues.
- Proactively engage in research and documentation of various program/project experiences and lessons learnt/best practices and advocate for their future application.

### **Representation on Committees and at other events**

- As required, participate and /or lead and contribute to committees and other events relevant to capacity building e.g. different Technical Committees, Working Groups and Task Forces established for particular projects and programs and purposes.
- Participate in workshops related to sectors of focus.
- Participate in and/or contribute to missions relevant to sectoral issues as required.

#### ***b) Tasks related to Environment***

He/she is expected to:

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

#### ***c) 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 a capacity building context.
- Track and report on results.
- Monitor and report on results firsthand in a timely manner.
- Remain up to date on M&E and RBM policies and procedures.
- Flag key monitoring and evaluation issues to CIDA.

#### ***d) Tasks related to Gender***

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.

#### ***e) Tasks related to Management & Coordination***

He/she is expected to:

- Contribute to budgetary reviews of projects/programs with his/her portfolio.
- Review terms of reference and contracts within his/her portfolio with regard to end dates, budgetary ceilings, deliverables, etc.

- Remain up to date on CIDA's policies on local contracting, and help ensure compliance with the support of administrative staff and the Chief of Operations.
- If required, assist with identification and recruitment of short-term consultants and oversee and coordinate their work.

As necessary, the Advisor may be asked to undertake additional activities consistent with the aforementioned services related to capacity building.

**Participation in Missions and Preparation for Incoming Delegations:**

- Upon request, help to arrange itineraries, meetings and schedule for incoming CIDA and other relevant delegations to Ethiopia.
- Participate in and/or contribute to missions relevant to capacity building issues as required.

**Travel**

- Undertake travel within Ethiopia and Horn of Africa region, as necessary.

**IV DELIVERABLES**

*General Deliverables include:*

- Monthly task plans
- Monthly Activity Reports
- Annual workplans
- Field visit reports
- Meeting summaries
- Oral reports on specific projects and issues

*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 capacity building issues and emerging challenges in the Ethiopian context.
- A monthly Task Planning Document (TPD) that will provide information on objectives, outcome, results and activities planned for the month, to be approved by ECCO Director at the beginning of the month.
- A monthly Task Completion Document (TCD) that will outline the outputs produced during the month. The TCD 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.

**V REPORTING**

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

- *ECCO Director:* The advisor reports directly to the Director for all administrative matters. The ECCO Director has full administrative control and is responsible for approving work plans, leave, etc.
- *CIDA Sector Team Leader (STL):* The advisor communicates regularly (usually at least weekly) with the CIDA STLs with regard to priority setting and for achieving shared

awareness of activities within the sectors. The CIDA STLs have no approval authority for ECCO advisors, but provide input/review into work planning documents, performance reviews, etc., and set 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 PTLs are responsible for project related decisions, including monitoring activities, participation on project committees/reviews, etc, and work with the CIDA STLs 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 sector.
- *Other ECCO Advisors*: The Capacity Building Advisor is expected to regularly liaise and work very closely with all other ECCO advisors, specifically other Capacity Building Advisors, the Environment Advisor and Gender Equality Advisors, on technical matters related to capacity building.
- *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 Criteria Requirements for Position (from Technical Proposal-CV)**

Mandatory Criteria	All of the following:
Education and Work Experience	<ul style="list-style-type: none"> <li>• Master degree from a recognized university in a social or science field.</li> <li>• Minimum of 10 years of relevant experience working in the area of capacity building.</li> </ul>

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

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

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