
SUMMARY REQUEST FOR PROPOSALS
ENVIRONMENT ADVISOR
RFP NO. A-033914-001 (Environment)

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: Environment Advisor
Closing Date: Tuesday, May 31st, 2011 at 17:00 hours
Estimated Contract Value: Not to exceed C\$ 46,800.00
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

Tuesday, May 31st, 2011 at 17:00 hrs.

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: Environment Advisor Selection, P.O. Box 1009, Addis Ababa, or via e-mail:- 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	Master degree from a recognized university in Environment or a related field Minimum of 10 years of experience in environment or related field in or on Africa

Note: For all mandatory and rated criteria related fields include: natural resource management, sustainable land management, soil and water conservation, food security, and agriculture.

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:

Criteria	Maximum Marks
Criteria #1- Professional working experience in some or all of the following: <ul style="list-style-type: none"> • Carrying out, participating, or reviewing environmental assessments undertaken under a formal process (e.g. Ethiopian laws) • Providing project/program technical advice and expertise in environment or related field • Undertaking environmental monitoring of projects or programs • Program/project development and management in environment or related field • Providing policy advice to donor, government and/or civil society bodies in environment or related field 	/15



- Participating in environment or related field policy dialogue committees, working groups, etc.
- Carrying out environment-related research and analysis
- Providing capacity building and training on environment or related field

Criteria #2- Experience working with donor projects and program development /5

Sub Total /20

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.

Criteria	Maximum Marks
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Criteria #1- Professional working experience in some or all of the following:	/15
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- Carrying out, participating, or reviewing environmental assessments undertaken under a formal process (e.g. Ethiopian laws)
- Providing project/program technical advice and expertise in environment or related field
- Undertaking environmental monitoring of projects or programs
- Program/project development and management in environment or related field
- Providing policy advice to donor, government and/or civil society bodies in environment or related field
- Participating in environment or related field policy dialogue committees, working groups, etc.
- Carrying out environment-related research and analysis
- Providing capacity building and training on environment or related field

Criteria #2 - Experience working with donor projects and program development	/5
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Criteria #3 - Knowledge & skills	/40
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- Knowledge of the Environment Impact Assessment process



- Knowledge of Ethiopian environmental policies, laws and institutional frameworks
- Knowledge of environment, natural resource management, food security, agriculture and rural development issues and programming approaches in Ethiopia
- Knowledge of national organizations and institutions, and development partners' policies, priorities and programs in environment and related fields in Ethiopia
- Networking skills to engage a diverse group of donors, UN agencies, international NGOs, country partner organizations, and local community-based organizations
- Fluency in spoken and written English

Criteria #4 - Personal Suitability /20

- Strong leadership, team-work, and intercultural skills
- Professionalism

Sub Total /80

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\$ 195.00, 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
ENVIRONMENT ADVISOR
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), 2010/11 – 2014/15, 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. The bilateral program will contribute to two CIDA thematic priorities with a particular focus on food security and agricultural growth. Gender equality and the environment are crosscutting themes in all projects. CIDA will also contribute to a number of enabling governance initiatives focused on building accountable and effective public institutions at all levels in order to enhance service delivery in food security, agricultural and basic social service program and increase civil society capacity for engaging in poverty reduction policies and programming

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 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.

II. GENERAL DESCRIPTION

Increasing food security, accelerating agricultural production and productivity, diversifying livelihoods, and reducing vulnerability to drought are national priorities for Ethiopia. Food insecurity is a major aspect of poverty in Ethiopia. Agriculture accounts for almost half of GDP, 60% of exports, and 80% of employment, thus investment in this sector is required to create the conditions for long-term poverty reduction. Ethiopia has implemented some of the reforms required for market-based agricultural growth but is slow to move forward with other elements such as liberalization of land markets. CIDA will continue to address the root causes of chronic food insecurity and protect the vulnerable by supporting rural safety net programs for food-insecure households and communities. This includes increasing agricultural productivity and farmers' incomes through improved production techniques and market-oriented approaches. CIDA will continue to respond to emergency appeals while at the same time making a sustained investment in efforts to overcome food insecurity and participating in policy dialogue to promote market-based agricultural reform.

The Food Security and Agricultural Growth (FS/AG) team is led by a Team Leader based in the Embassy who is responsible for managing the overall delivery of CIDA's development assistance in the sub-sectors, ensuring adherence to quality standards, guiding work allocation, informing performance assessments, and undertaking official CIDA representations. The FS/AG Team includes two Embassy officers and a number of ECCO Advisors.

Expected Results (in Food Security and Agricultural Growth):

ETHIOPIA PRIORITIES	CIDA THEMES	CIDA SUB-THEMES	EXPECTED Intermediate Outcomes	Some EXAMPLES of EXPECTED Immediate Outcomes/Outputs
Food Security, Agriculture & Rural Development	Food Security	<i>Food & Nutrition Assistance</i> <i>Sustainable Livelihoods/ Subsistence</i> <i>Agriculture Productivity/ Markets</i>	<ul style="list-style-type: none"> Increased food security for women, men, children and youth Increased agricultural productivity and farmers' incomes 	<ul style="list-style-type: none"> Increased capacity to respond to underlying causes of food insecurity through productive safety nets and complementary initiatives such as land rehabilitation Increased access to improved agricultural practices (e.g. water management, livestock fattening), inputs (e.g. improved seed varieties) and financial services (e.g. credit) Strengthened service delivery and accountability

CIDA, through the Team Leader and other members of the FS/AG team as required, maintains active membership in joint government-donor coordination platforms under the Development Assistance Group (DAG), namely:

- the Rural Economic Development and Food Security (RED & FS) Sectoral Working Group, and its three technical committees, e.g., i) agricultural growth, ii) sustainable land management, and iii) disaster risk management and food security). CIDA is donor co-chair until April 2011.
- the Humanitarian Assistance Coordination Group
- the Somali Region Thematic Working Group

In addition, CIDA, through the Team Leader and the ECCO Advisor on Rural Livelihoods, also maintains observer status in the Private Sector Development (PSD) sector working group, and related sub-groups in value chains and rural financial services, for example.

CIDA, through both the Embassy and ECCO-based members of the FS/AG team, also serves on a number of government-led committees and/or bodies, such as:

- the Emergency Food Security Reserve Administration (EFSRA) Technical Committee.
- under the GOE's 2009-2014 Food Security Program, Canada is represented on the following bodies:
 - Joint Strategic Oversight Committee (JSOC);
 - Productive Safety Net Programme (PSNP) Donor Working Group and its technical committees on
 - capacity building
 - public works
 - early warning and transfers
 - gender and social development
 - household asset building

CIDA's food security, agriculture growth, and governance programmes include a strong focus on the integration of gender equality and environment as cross-cutting issues. Additionally, the entire Embassy and ECCO team promotes a whole of CIDA-approach to field operations. While the bilateral program represents approximately 90% of Advisors' workload, ECCO Advisors are expected to provide technical and expert advice to all CIDA programmes in Ethiopia (e.g., Geographic Programs Branch, Multilateral and Global Partnership Branch, Strategic Policy and Performance Branch, and Canadian Partnership Branch).

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. To conduct herself/himself in a professional manner at all times, including in terms of punctuality and dress.
4. To work collegially with the ECCO and CIDA teams, **government, donors and other partners** in a supportive and constructive manner
5. To 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

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16. Understand and promote cross-cutting themes (gender and environmental sustainability)

III. MAIN RESPONSIBILITIES for the ENVIRONMENT ADVISOR

a. General responsibilities

As applicable, provides quality advice to the CIDA bi-lateral program and other CIDA programming activities (CPB, Multi-lateral and Regional) with regard to:

- Program/project monitoring
- Programming opportunities
- Status of government programs
- Donor relations
- Program planning
- Mission planning and support
- Undertake travel within Ethiopia and internationally, as requested.

b. Specific responsibilities

Without limiting the generality of the foregoing, the Environment Advisor will cover the following areas of work:

Program advice and expertise

- Provide strategic inputs to the design, planning, implementation, monitoring of and reporting on CIDA FS/AG programming in the area of sustainable environmental and natural resource and sustainable land management, and related topics of relevance to improving environmental integration;
- Review, analyze and appraise appropriateness and technical quality of proposed investments in the FS/AG thematic areas by CIDA (bilateral, partnership or other channels), with a focus on sustainable environmental, natural resource management and sustainable land management;
- Actively participate in and provide technical advice in policy dialogue with government on sustainable environmental, natural resource management and sustainable land management within the FS/AG sector in Ethiopia and input results into CIDA programming;
- Develop mechanisms for strategic engagement with government institutions and foster partnership and working relations;
- Provide technical assistance to other CIDA/ECCO in areas of relevance to improving environmental management into other CIDA supported interventions;
- Produce written analytical input into CIDA's strategic programme documents for Ethiopia, such as the Country Programme Development Frameworks, Country Strategies, Country Programme Performance Reports, Risk Management Frameworks, and others, regarding Ethiopia's FS/AG situation and challenges, and other associated issues;
- Ensuring that CIDA compliance with legal and policy obligations under the Canadian Environmental Assessment Act (CEAA, the Cabinet Directive on the Strategic Environmental Assessment of Policies and Programs and the CIDA Country Strategic Environmental Assessment;
- Provide technical support and advice related to the implementation of Environmental and Social Management Frameworks on program-based approach initiatives supported by CIDA such as the Productive Safety Net Program and the Agricultural Growth Program;
- Assess and monitor the compatibility of Ethiopian environmental assessment laws, regulations and policies against Canadian requirements.

Research and documentation

- Keep abreast of the latest development thinking in the field of sustainable environmental and natural resource management, including climate change, carbon financing, community-based watershed management planning, sustainable land management, environmental conservation, soil protection and rehabilitation, and other related topics of relevance to FS/AG 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;
- Monitor and document trends in sustainable environmental and natural resource management, and the general governance setting for environmental management in Ethiopia.

Program/Planning and Management

- Advise CIDA on environmental management issues during the development of its FS/AG 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.
- Ensure that the project/program designs are adequately framed within the context of national sectoral development strategies and the GTP.
- In collaboration with the other relevant ECCO Advisors, promote integration of gender equality.
- Participate in the development of proposals, making sure that the strategies, logical framework 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.
- Assist the ECCO Director, CIDA Team Leader and other FS/AG team members in the recruitment of professional resources in the area of sustainable environmental and natural resources management;
- Supervision of short-term technical assistants engaged by ECCO in the area of sustainable environmental and natural resources management and related fields;
- Liaise with CIDA's partners and donors to provide technical and professional advice in such areas as project design, delivery and evaluation;
- Engage in the capacity building and technical support to institutions and communities in the area of project design, with support from the Advisor on Institutional Capacity Building.
- Provide support in program planning; exploring concepts and ideas, writing recommendations, developing ideas, writing parts of approval documents, including drafting of Concept Notes, Project/Program Approval Documents, Treasury Board submission, Discussion Papers and Briefing Notes as needed;
- As required, review and assess international FS/AG and environmental management projects of interest to CIDA in order to inform investments in Ethiopia;
- 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;

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- Participate, as appropriate, in staff and consultant recruitment processes;
 - As necessary, the Advisor may be asked to undertake additional activities consistent with the aforementioned services in sustainable environmental management.

Policy Dialogue and Program Knowledge Management (Policy, Analysis and Advisory Services):

- Provide technical advice to CIDA, the GoE including key line ministries, and CIDA partner organizations, on issues in sustainable environmental and natural resources management primarily, and climate change more generally;
- Monitor the implications of environment, natural resource management, and other relevant policies emanating from national, regional and local governments, local and international NGOs;
- Upon request, conduct studies and prepare reports on issues related to sustainable environmental management in the region;
- Develop and maintain an inventory of knowledge, information and data on regional and Ethiopian FS/AG programming, including both CIDA program and those of other donors, with a focus on sustainable environmental and natural resources management;
- Assess local capacity for program and project implementation as required through regular monitoring and participation in supervision missions;
- Advise CIDA on donor coordination issues at the national and regional level;
- Through contributions to policy dialogue and other appropriate mechanisms, provide input to national/regional sustainable environmental and natural resources management programs and strategies;
- Assist and advise incoming missions from Canada. Conduct briefings and accompany visiting CIDA staff, Canadian government officials, and consultants on field trips as required.

Representation on Committees and at other events

- Participate and /or lead and contribute to committees and other events relevant to CIDA's priority sectors 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 on and/or contribute to missions relevant to sectoral issues as required.

a. *Tasks related to Gender Equality*

He/she is expected to:

- Promote Gender Equality within their sectoral context
- Ensure compliance with CIDA's policy on Gender Equality
- Flagging key gender equality issues to the ECCO Gender Equality Advisor

b. *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 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
- Flagging key monitoring and evaluation issues to the relevant project team

c. *Tasks related to Management & Coordination*

He/she is expected to:

- Contribute to budgetary reviews of projects/programs within their portfolios
- Review terms of reference and contracts within their portfolios with regard to end dates, budgetary ceilings, deliverables, etc.
- Remain up to date on CIDA's policies on local contracting, and ensure compliance with the support of administrative staff and the Chief of Operations.
- Prepare or assist in the preparation of terms of references for consultants; and
- Assist with coordination and information sharing activities.

Deliverables

c. *Expected deliverables / output*

General deliverables include:

- Monthly task planning documents
- Monthly task completion documents
- Contributing to annual workplans
- Field visit reports
- Meeting summaries

Specific deliverables for this position include:

- Terms of reference for consultancies and other related tasks (e.g., evaluation grids), in accordance with templates.
- Sector status reports, as required
- Program status reports, as required
- Review of proposals, briefing notes, and other relevant documentation

IV. FUNCTIONAL AND COMMUNICATIONS RELATIONSHIPS

The following represents the functional and communications 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 workplans, leave, etc.
- *CIDA 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 no approval authority for ECCO staff, but provides input/review into workplanning documents, performance reviews, etc., and sets overall priorities for workload allocation.
- *Project Team*: The advisor will keep all team members (field and HQ) informed of key issues and activities related to the project.
- *External Actors*: As determined by the CIDA STL, the advisor may also have specific communication/reporting requirements with external actors (e.g. DAG working groups, etc.).

And as applicable:

- *ECCO FS/AG Advisors*: The advisors communicate frequently (usually daily) with other ECCO FS/AG Advisors to ensure shared knowledge of the program, to rationalize and input into workload allocation, to ensure follow-up to assignments, promote continuous improvement in the quality and relevance of technical advice provided by team members, and to ensure that advisory inputs contribute to meeting CIDA's sub-sector objectives.
- *CIDA PTL*: The advisor communicates regularly (usually at least bi-weekly) with the *CIDA Project Team Leader (PTL)* with regard to specific project related issues. The CIDA PTL is 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.
- The advisor communicates frequently with the governance advisor to ensure shared knowledge of the evaluation or progress of the project and provide timely responses to specific project requirements.

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	Master degree from a recognized university in Environment or a related field Minimum of 10 years of experience in environment or related field in or on Africa

Name (Print): _____

Signature: _____

Date: _____