

SUMMARY REQUEST FOR PROPOSALS
EXTENSION COORDINATOR – RURAL CAPACITY BUILDING PROJECT
(RCBP)

RFP NO. A032712-002-3

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: Extension Coordinator – RCBP
Closing Date: 11 October 2010 at 17h00
Estimated Contract Value: ETB300,000(<C\$100,000)
Duration of the Contract: Maximum 15 months inclusive of optional extension period

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 info@cida-ecco.org at or before 17h00 hrs (local time) on 11 October, 2010.

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

1.1 Application Deadline

Monday, October 11, 2010 17:00pm.

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

Applications (C.V.) should be sent to **Ethiopia-Canada Cooperation Office, Attention: RCBP Coordinator Selection, P.O.X 1009, Addis Ababa**

or via e-mail:- info@cida-ecco.org

Please make sure to indicate the position title on the envelope or the email subject.

1.2 Proposal Presentation

The proposal will consist of a Technical Component fully described in section 2.

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 Consultants selected for an interview **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 a submitted Curriculum Vitae (CV) which will be used to assess mandatory requirements for education and work experience, and the 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 Appendix 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 for an interview, a signed copy of Appendix B of this Request for Proposal must be provided by the applicant.**

Mandatory Criteria	
Education and Work	M.Sc. degree and five (5) years experience in agricultural extension or a closely-related field OR a B.Sc. degree and ten (10) years experience in agricultural extension or a closely-related field
World Bank Processes	Previous work on a World Bank project and within the last five (5) years.
Work Experience with research-extension farmer linkage approaches	Direct experience working on projects or programs featuring innovative research-extension-farmer linkage (REFL) approaches and stakeholder participation in adaptive research

Rated Requirements

2.2 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. 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- Organizing capacity building programs, workshops and meetings, as needed, including short term trainings, experience sharing and mutual learning, and knowledge management	/15
Criteria #2- Experience in on-farm adaptive research and/or technology adaptation and dissemination and reporting channels of agriculture research	/10
Criteria #3-Work experience liaising with Ministry of Agriculture and Rural Development, Bureaus at Regional level, local government at zonal and woreda levels	/15
Criteria #4-Work experience with donor-financed initiatives, especially World Bank and CIDA	/10
Sub-total	/50

Note, attainment of a minimum of 30 points will be required to be invited to an interview (as per 2.3 below). Should more than three (3) number of candidates meet the passing mark, the Canadian Embassy reserves the right to limit the number of Consultants invited to an interview to the three (3) candidates receiving the highest marks.

2.3 If the assessment of the Consultant CV meets the minimum The Consultant will make herself/himself available for an interview at the time, date and place named by the Canadian Embassy to demonstrate how she/he meets the following criteria.

<u>Criteria</u>	<u>Maximum Marks</u>
Criteria #1-Understanding of Government of Ethiopia agriculture System, in particular Extension	/15
Criteria #2-Understanding of World Bank procedures	/10
Criteria #3-Experience with coordinating capacity building of Extension service actors	/15
Criteria #4-Communication skills	/10
Sub-total	/50

Note, attainment of a minimum of 30 points will be required to be further considered for selection.

2.4. Level of Effort

The Canadian Embassy has allotted 310 person-days over fifteen (15) months, based on a work day of 7.5 hours a day, to carry out this assignment. An option to extend this contract by up to 54 person-days over three (3) months will be exercised based on requirements of the assignment and mutual agreement.

Maximum points for the Technical Component is one hundred (100) points.

3 FINANCIAL COMPONENT

3.1 Fees / Remuneration:

An **all-inclusive daily fee rate** for this assignment has been pre-established by the Canadian Embassy according to the local market rates and is as follows: ETB 750. 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. These costs, if applicable, will be negotiated with the Canadian Embassy 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 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 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

Rural Capacity Building Project (RCBP) Project Management Unit

Position: Extension Coordinator

Background

The Ministry of Agriculture and Rural Development (MoARD) is implementing a Rural Capacity Building Project (RCBP) financed by the World Bank and the Canadian International Development Agency (CIDA). The overall objective of the project is to strengthen Ethiopia's agricultural services and systems for improved agricultural productivity. More specifically, the project intends to make such systems and services more responsive to farmers' needs and to enhance the capacity of producers to become aware of and to adopt economically viable and environmentally sustainable technologies and agricultural practices.

The Project has six components, namely: agriculture technical vocational education and training (ATVET); agricultural extension; agricultural research; information and communications systems (ICS); agricultural market institutions; and project management. These components are implemented by various project stakeholders, including the MoARD, regional Bureaus of Agriculture and Rural Development (BoARDs,) ATVET colleges, federal and regional research institutes and centres, and the Ethiopian Commodity Exchange. The project is implemented in 127 woredas in all regions of the country. The project closing date is 31 October 2011.

RCBP is managed by a Project Management Unit (PMU) at MoARD, consisting of eight professional positions and support staff. The Extension Coordinator is one of the eight professional positions presently proposed to be supported by CIDA. Detailed Terms of Reference (TORs) are below.

Functions and Responsibilities

The Extension Coordinator is responsible for monitoring, overseeing and guiding the implementation of the Agricultural Extension Component of RCBP. He/She also assists in the implementation of the ATVET component and coordinates with the Agricultural Research component of the RCBP. Major tasks include:

- coordinating the planning, budgeting and reporting of the extension component and ensuring efficient arrangements for the timely flow of funds to stakeholders;
- organizing capacity building programs (workshops, experience sharing, short-term training) for Subject Matter Specialists (SMS) and Development Agents (DAs);
- facilitating the correct utilization of the RCBP competitive funds for farmers (Farmers Innovation Fund - FIF) and the operation of Farmer Research Extension Groups (FREGs); and,
- supporting the establishment and functioning of Agriculture and Rural Development Partners Linkage Advisory Councils (ARDPLACs).

The Extension Coordinator supports regional project staff in the implementation of their activities at the regional level and ensures reports are timely and results-based; follows up on investments in Farmer Training Centres (FTCs) and short and long-term training programs for extension service providers; and liaises with other PMU staff to ensure strong linkages between extension and research components, adequate monitoring and evaluation (M&E) of the extension component; timely procurement of goods and services for extension; and adequate financial reporting.

The Extension Coordinator also supports the ATVETs in the implementation of the new curriculum and Occupational Standards (OS) and ensures the timely utilization of ATVET

capacity building grants. Gender sensitivity in extension activities is expected as outlined in the gender mainstreaming guideline prepared for the project.

All work performed under this contract is to be exclusively for the RCBP.

General Requirements

- Follow-up the progress achieved in the implementation of the project with special reference to monitoring indicators including indicators for gender and HIV/AIDS.
- Ensure a results based management approach is reflected in the project administration and reporting.
- Ensure environmental and social safeguards (ESMF) are incorporated in all relevant project activities.
- Identify lessons learnt and success stories and support the communication of these to the appropriate stakeholders.
- Participate in the design, implementation of the Supervision Missions and the Final Evaluation of the project.
- Ensure follow up of the mid-term review and supervision mission recommendations.

Specific Requirements

- In collaboration with MOARD and BOARDS, undertake periodic capacity assessment of woreda, regional, and federal agricultural extension officers and SMS, including women affairs department, in order to strengthen the support to DAs.
- Organize capacity building programs, workshops and meetings, as needed, including short term trainings, experience sharing and mutual learning, and knowledge management.
- In collaboration with MOARD and BOARDS, follow up on investments in activities and facilities to improve the quality and effectiveness of selected FTCs as well as woreda, regional, and federal agricultural extension offices.
- Liaise and work closely with the gender focal person at the PMU and at the regional level and with DAs to ensure activities address the needs of women at all levels including in conducting assessments, organizing farmer groups, planning and implementing activities.
- Organize training and/or orientation programs, as needed, for Woreda and FTC staff on how best to assist farmers in organizing themselves into Farmers Groups to facilitate more effective service delivery mechanisms.
- Identify agricultural business development service providers, as needed.
- Work closely with the FTCs and their respective DAs in the establishment of FREGs and their involvement in adaptive on-farm research.
- Follow up on the Farmers Innovation Fund (FIF) and Farmer Research Extension Group (FREG) activities.
- Review, if necessary amend, and submit for approval to the PMU and MoARD the proposed Annual Work Plans and budgets submitted by the different BoARDS and research centres (RCs) (through EIAR and the Regional Agriculture Research Institutes- RARIs).
- Regularly participate in federal and regional ARDPLAC (Agriculture and Rural Development Partners Linkage Advisory Council) meetings.
- Organize and participate in field tours to review progress of FREGs, FIFs and other extension activities, as needed.

- Support regional project staff in the implementation of their activities at the regional levels, and ensure reports are delivered on time and according to the required format.
- Organize, document and present studies and reviews of the previous and ongoing experience with ARDPLACs, FREGs and FIFs in order to share lessons learned and make recommendations for improvement.
- Propose and organize workshops and study tours for ARDPLAC, FREG and FIF participants (both in-country and abroad) to facilitate cross-fertilization and exposure to alternative approaches towards client empowerment, and assign responsibility for reporting;
- Organize and contribute to capacity building efforts to put the revised processes and modes of operation into practice, particularly enhancing effective participation of women with the objective of facilitating technology adaptation and adoption, and ensuring that researchers take into account and build upon, indigenous farmers knowledge;
- Facilitate development and implementation of mechanisms for other areas of institutionalized Research-Extension-Farmer collaboration to facilitate feedback mechanisms, knowledge and experience sharing, and mutual learning;
- Together with the Gender Equality specialist, help re-enforce the gender focus at MoARD/BoARD and EAIR/RARI RCs and to ensure streamlining of gender in all stages of the agricultural research and technology dissemination process;
- Support the PMU Coordinator in hiring national or international consultants for extension-related activities under RCBP.
- In collaboration with MOARD, follow up on investments in activities and facilities to improve the quality and effectiveness of selected ATVETs.
- Support the ATVETs in the implementation of the new model curriculum and Occupational Standards (OS).
- Support the ATVETs identified for Development Innovation Grant (DIG) funds to complete their activities in a timely manner.
- Carry out any other RCBP-related duties assigned by the Project Coordinator.

Qualifications:

- The Extension Coordinator will have a minimum of an M.Sc. degree and five (5) years experience in agricultural extension or a closely-related field OR a B.Sc. degree and ten (10) years experience in agricultural extension or a closely-related field
- He/she will have at least three (3) years experience in on-farm adaptive research and/or technology adaptation and dissemination.
- Direct experience working on projects or programs featuring innovative research-extension-farmer linkage (REFL) approaches and stakeholder participation in adaptive research is essential.
- Familiarity with REFL approaches in other countries would be an advantage.
- The Extension Coordinator should have proven experience and skills in planning, problem solving, negotiation, communication, leadership and teamwork.
- Experience with and knowledge of World Bank processes and the government system, particularly the government extension system, are **mandatory**. Familiarity with CIDA processes is an asset.
- Knowledge of results based management approaches and understanding of gender, HIV/AIDS, capacity building and environmental issues would be an asset.

- He/She should have excellent computer skills.
- The Extension Coordinator should be fluent in spoken and written English and Amharic.

Reporting

The Extension Coordinator will report to the PMU Coordinator.

Terms and Conditions of Work

The Extension Specialist will be expected to frequently travel to the regions and to work on weekends and evenings, as required. Under CIDA local contracting policy a maximum of 220 days per 12-month period may be invoiced. When in travel status, CIDA will reimburse actual hotel expenses and provide a flat per diem rate for meals and incidentals based on CIDA established guidelines for local contracts. While the RCBP project end date is 31 October 2011, the expected duration of this contract is until 31 January 2012.

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 \$CAD47.00/day**. The Canadian Embassy shall pay to the Contractor 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	All of the following:
Education and Work	M.Sc. degree and five (5) years experience in agricultural extension or a closely-related field OR a B.Sc. degree and ten (10) years experience in agricultural extension or a closely-related field
World Bank Processes	Previous work on a World Bank project
Work Experience with research-extension farmer linkage approaches	Direct experience working on projects or programs featuring innovative research-extension-farmer linkage (REFL) approaches and stakeholder participation in adaptive research

Name (Print): _____

Signature: _____

Date: _____