

SUMMARY REQUEST FOR PROPOSALS
FINANCIAL MANAGEMENT SPECIALIST – RURAL CAPACITY BUILDING
PROJECT (RCBP)

RFP NO. A032712-002-4

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: Financial Management Specialist – RCBP
Closing Date: 18 October 2010 at 17h00
Estimated Contract Value: ETB230,000(<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 at info@cida-ecco.org at or before 17h00 hrs (local time) on 18 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 18, 2010 17h00 (5:00 p.m.)

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

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

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

Title of Position being applied for must be indicated on the envelope or in the e-mail subject line

1.2 Proposal Presentation

The proposal will consist of two parts: a Technical Component fully described in section 2 and a Financial Component described in section 3.

1.3 Rights of the Canadian Embassy

The Canadian Embassy reserves the right to: reject any or all proposals received in response to this RFP; enter into negotiations with one or more bidders on any or all aspects of 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 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. 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 for an interview, a signed copy of Appendix B of this Request for Proposal must be provided by the applicant prior to the interview.**

Mandatory Criteria	
Education and Work	M.Sc. and 5 years of experience or a B.Sc. and 10 years of experience in accounting/finance or other related fields
World Bank Processes	Previous work on a World Bank project
Financial management of donor-financed projects	At least three (3) years of experience in financial management of donor-financed projects

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. 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- Working with different stakeholders (federal, regional, local government, research entities, training institutes, other) regarding financial management matters	/15
Criteria #2- Work experience with financial elements of procurement and contracting and reporting	/15
Criteria #3- Work experience with donor-financed initiatives especially World Bank and CIDA	/10
Criteria #4-Experience with financial reporting	/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) 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 invited to an interview, 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- Experience following up with implementing agencies in receipt of World Bank project funds to ensure compliance	/15
Criteria #2- Experience with World Bank processes regarding Withdrawal Applications and Statement of Expenditures	/10
Criteria #3- Experience working with personnel on contracting and payments matters	/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 220 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 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:

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 and is as follows: ETB625. This all-inclusive daily fee rate will cover the following cost elements: direct salary, fringe benefits, overhead and profit.

The Canadian High Commission 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.

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: Financial Management Specialist

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 communication 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 Financial Management Specialist is one of the eight professional positions presently proposed by be supported by CIDA. Detailed Terms of Reference (TORs) are below.

Functions and Responsibilities

The Financial Management (FM) Specialist is responsible for the overall management of the project's financial transactions and works closely with Finance Departments of MoARD, the Ethiopian Institute of Agricultural Research (EIAR) and RCBP Implementing Agencies (IAs). He/she is tasked with maintaining proper accounting records for the project's financial transactions, including preparing and submitting the following: monthly Statement of Expenditures (SOE) to the World Bank; annual budgets for government and World Bank approval; monthly and annual cash flow projections; monthly reconciliations of the Special and Local currency accounts; and revised cost estimates per category, component and activity as required. The FM Specialist ensures that the project stakeholders provide timely and accurate financial reporting and supporting documentation to the PMU in adherence to the World Bank audit and accounts regulations. He/she also follows up on contracts signed with suppliers and consultants, ensures proper control over project assets and the maintenance of proper systems and procedures. Capacity building in finance and accounting is also provided by the FM Specialist to regional and woreda accountants and/or financial personnel, and to other implementing stakeholders as required. 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

- Set-up and maintain proper accounting records for the project financial transactions.
- Prepare and submit Withdrawal Applications (WAs) to the World Bank for release of project funding.
- Prepare and submit monthly Statement Of Expenditure (SOE) to the World Bank for reimbursement of project expenditures.
- Participate in preparing project progress reports, including Financial Monitoring reports so as to submit to the World Bank 45 days after the end of each calendar quarter. This includes responsibility for preparing the semi-annual financial report of the project and consolidating financial reports sent from the implementing entities.
- Reconcile the Special and local currency accounts on a monthly basis.
- Ensure that MoARD, BoARDS, Women's Affairs Offices (WAOs), Farmer Training Centres (FTCs), ATVETs, EIAR, ECX, and other IAs submit documentation on expenditure, bank reconciliation statements and any other supporting documents to account for amounts advanced and that submitted expenditures are eligible as per the financing agreement of the project.
- Follow-up on contracts signed with suppliers and consultants regarding validity, implementation and payments.
- Prepare revised Project cost estimates per category, component and activity, as needed.
- Prepare annual budget for government approval, including variance analysis and ensuring that the responsible officials give adequate explanation to variances noted.
- Manage and control all disbursements to ensure effective project implementation, including resolve any fund flow constraints to the IAs and ensure that disbursements are made as per the approved budget category.
- Sign cheques for authorized accounts and amounts.
- Prepare monthly and annual cash flow projections and monitor effective disbursement of funds.
- Liaise with Project auditors for effective and efficient auditing of the Project accounts including preparation of the annual financial statements of the project as per the required standard and submit the same to the external auditors.
- Ensure that all IAs participating under the project adhere to World Bank audit and accounts guidelines.
- Ensure that all findings noted by the external auditors are addressed in a timely manner including responsibility for the preparation of an action plan to resolve all the findings noted.

- Ensure proper control over all project assets and for the maintenance of proper systems and procedures.
- Arrange and provide training in finance and accounting to Regional and Woreda accountants and /or financial personnel.
- Visit regions and Woredas to provide on-the-job training to the accountants.
- Closely work with the accountants of the Finance section of the MoARD, EIAR, and other IAs.
- Perform other RCBP-related tasks assigned by the Head of the PMU.

Qualifications

- The Financial Management Specialist should have a minimum of M.Sc. and five (5) years of experience or a B.Sc. and ten (10) years of experience in accounting/finance or other related fields.
- He/she must have at least three (3) years of experience in financial management of donor-financed projects.
- Experience with and knowledge of World Bank processes and the government system is **mandatory**. Familiarity with CIDA processes is an asset.
- He/she should be computer literate, and be familiar with using financial management software.
- He/she should have excellent oral and written communications skills in English and Amharic.

Reporting

The Financial Management Specialist will report to the PMU Coordinator.

Terms and Conditions of Work

The Financial Management Specialist will be expected to 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: ETB625. The Canadian Embassy shall pay to the Consultant in local currency (Ethiopian Birr) **CANADIAN DOLLARS CND\$40.00/day** 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. and 5 years of experience or a B.Sc. and 10 years of experience in accounting/finance or other related fields
World Bank Processes	Previous work on a World Bank project
Financial management of donor-financed projects	At least three (3) years of experience in financial management of donor-financed projects

Name (Print): _____

Signature: _____

Date: _____