

**SUMMARY REQUEST FOR PROPOSALS
MONITORING AND EVALUATION (M&E) SPECIALIST
RURAL CAPACITY BUILDING PROJECT (RCBP)
RFP NO. A032712-002-6**

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: Monitoring and Evaluation (M&E) Specialist – RCBP
Closing Date: 25 October 2010 at 17h00
Estimated Contract Value: ETB195,000(<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 25 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 25, 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 Monitoring & Evaluation 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 consists of a two-part Technical Component comprising a written submission (cover letter and curriculum vitae) and, if screened in, an interview.

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.**

Mandatory Criteria	
Education and Work	The M&E Specialist will have an academic background in agricultural economics, development economics, project management or closely related fields, with specialized training in monitoring and evaluation. He/she will have at least an M.Sc. with 5 years experience, or a B.Sc. with 10 years experience, of which at least three years should be spent on monitoring and evaluation of projects or programs.
World Bank Processes	Previous work on a World Bank project
Government of Ethiopia M&E System for Agriculture	Previous experience with the government M&E system for agriculture.

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- Experience in overseeing data collection, analyses, & reporting on projects with multiple components	/15
Criteria #2- Experience in providing feedback and advice to management on the effectiveness of project and steps needed to achieve project outputs and outcomes	/15
Criteria #3- Work experience with donor-financed initiatives especially World Bank and CIDA	/10
Criteria #4- Experience in providing technical backstopping on M&E project requirements, including capacity development at the various levels	/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- Understanding of Government of Ethiopia M&E in the agriculture sector	/15
Criteria #2- Knowledge of World Bank M&E procedures and requirements	/10

Criteria #3- Experience liaising and supporting project stakeholders on issues related to gender sensitive M&E	/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: ETB 550. This all-inclusive daily fee rate will cover the following cost elements: direct salary, fringe benefits, overhead and profit.

The Canadian Embassy will only pay for actual days worked including approved travel time and will not pay when the individual does not work due to statutory holidays, sickness, vacations, or other leave benefits.

The Consultant is responsible for determining his/her requirements to comply with Ethiopia laws regarding remission of any taxes on income earned from this contract.

3.2 Reimbursable expenses:

Certain reimbursable expenses will be included in the awarded contract. These expenses are normally incurred during, and directly related to, the performance of the services by the Consultant. Reimbursable expenses **shall not** be part of the Financial Component as these costs, if applicable, will be negotiated with the Canadian Embassy prior to the signature of the contract.

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: Monitoring and Evaluation (M&E) 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 technology (ICT); agricultural market institutions; and project management. These components are implemented by various project stakeholders, including 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.

RCBP is managed by a Project Management Unit (PMU) at MoARD, consisting of eight professional positions and support staff. The Monitoring and Evaluation (M&E) Specialist 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 Monitoring and Evaluation (M&E) Specialist is responsible for coordinating all M&E activities of the RCBP project. He/She implements a gender sensitive M&E plan capable of continuous observation, data collection and analysis, communication and reporting, and data and information storage. Tasks include ensuring the RCBP log-frame is a key reference point for project decision-making; the performance measurement framework, which includes indicators, baseline, targets and data sources of verification, is utilized; and the RCBP M&E plan is implemented using appropriate monitoring formats and processes. The M&E specialist is also responsible for overseeing data collection, analysis, and reporting on the implementation and progress of each component, subcomponent and region of the Project. He/she provides feedback and advice to the Project Coordinator on the effectiveness of project implementation and steps needed to achieve anticipated project outputs and outcomes. He/she also provides technical backstopping to project staff within the PMU and the regions on M&E requirements, including capacity development at the various levels. *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 (MTR) and Supervision Mission recommendations.

Specific Requirements

- Undertake necessary activities for the execution of a gender sensitive results based monitoring and evaluation system for the project.
- Based on the findings of the MTR and subsequent Supervision Missions, revisit, as needed, the detailed project results framework and assess the adequacy of the proposed project inputs, activities, and outputs in delivering desired project objectives/outcomes.
- Contribute to the design and implementation of a clear mechanism for evaluating the impact of the project, including taking a lead role in finalizing the project baseline, following-up on the recommendations of the mid-term evaluation and necessary background work for project end-term evaluations. Given that the project contributes to the national extension and research systems, impact evaluation modalities adopted for the project should be embedded within the M&E framework of the national system.
- Liaise and agree with stakeholders in each component/sub-component, within regions and in MoARD, on the respective reporting, monitoring and data collection needs and obligations.
- Organize, as needed, gender sensitive capacity building measures to build awareness and consensus among stakeholders on the M&E plan, including training to experts at different levels on the M&E plan in general and monitoring formats in particular.
- Liaise with the gender focal person at the PMU and the regions to ensure gender forms a critical part of the M&E plan as well as data collection and analysis, communication and reporting.
- Define and undertake additional studies to complement or complete the baseline including those needed in support of ongoing evaluation and terminal review processes.
- Apply clear and user-friendly data collection and reporting formats in collaboration with project counterparts at the different levels, and provide training to BoARD/ MoARD staff on their use.
- Compile data, information and reports from different levels, analyze data to compute the status of selected indicators and provide feedback to project management and project counterparts at the different levels on the progress of implementation and of any need to modify schedules, strategies and objectives.
- Organize and chair stakeholder workshops on the project results framework and logical framework, and for impact evaluation of agricultural advisory services.

- Organize a forum to develop a framework for analyzing the impact of agricultural advisory services in selected woredas, including workshops on results-based M&E.
- Provide technical back stopping on human resource development for results-based M&E under the different components of the project.
- Review the status and design of the Management Information System (MIS) developed for the ARTP and assess whether this could be modified or require re-design for the research component of RCBP.
- Take responsibility for other M&E related tasks assigned by the Project Coordinator.
- Participate in the design and implementation of Supervision Missions and the Final Evaluation of the project.
- Ensure follow up of the Mid-Term Review and Supervision Mission recommendations.

Qualifications

- The M&E Specialist will have an academic background in agricultural economics, development economics, project management or closely related fields, with specialized training in monitoring and evaluation. He/she will have at least an MSc with 5 years experience, or a B.Sc. with 10 years experience, of which at least three years should be spent on monitoring and evaluation of projects or programs.
- The M&E Specialist should be an expert on results-based M&E.
- The M&E Specialist should have proven experience and skills in planning, problem solving, negotiation, communication, leadership and team work.
- Experience and knowledge of the government system, particularly the government M&E system for agriculture, is essential.
- An understanding of gender, HIV/AIDS, capacity building and environmental issues would be an asset.
- He/She should have excellent computer skills.
- The M&E Specialist should be fluent in spoken and written English and Amharic.

Reporting

The M&E Specialist will report to the PMU Coordinator.

Terms and Conditions of Work

The Procurement 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. The RCBP project end date is 31 October 2011 and the expected duration of this contract is until 31 October 2011. 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.

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: ETB550. The Canadian Embassy shall pay to the Consultant in local currency (Ethiopian Birr) **CANADIAN DOLLARS CND\$35.00/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	The M&E Specialist will have an academic background in agricultural economics, development economics, project management or closely related fields, with specialized training in monitoring and evaluation. He/she will have at least an M.Sc. with 5 years experience, or a B.Sc. with 10 years experience, of which at least three years should be spent on monitoring and evaluation of projects or programs.
World Bank Processes	Previous work on a World Bank project
Government of Ethiopia M&E System for Agriculture	Preview experience with the government M&E system for agriculture.

Name (Print): _____

Signature: _____

Date: _____