

SUMMARY REQUEST FOR PROPOSALS
PROJECT MANAGEMENT UNIT (PMU) COORDINATOR – RURAL CAPACITY
BUILDING PROJECT (RCBP)

RFP NO. A032712-002-1

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: PMU Coordinator – RCBP
Closing Date: 11 October 2010 at 17h00
Estimated Contract Value: ETB400,000(<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 or by e-mail at or before 17h00 hrs (local time) on 11 October.

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

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.+ 10 years work experience
World Bank Processes	Previous work on a World Bank project and within the last five (5) years
Government of Ethiopia Systems	Previous work with Government of Ethiopia-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. 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</u>	<u>Marks</u>
Criteria #1-Project and Team Management Experience		/15
Criteria #2-Work experience in agriculture sector		/15
Criteria #3-Work experience with donor-financed initiatives, especially World Bank and CIDA		/10
Criteria #4-Experience with financial and progress 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) 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</u>	<u>Marks</u>
Criteria #1-Understanding of Government of Ethiopia agriculture system		/15
Criteria #2-Understanding of World Bank procedures		/10
Criteria #3-Experience liaising with senior government officials		/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 1,000. 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 90 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: Project Management Unit 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 PMU 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 PMU Coordinator is responsible for planning, administering and coordinating the activities of the RCBP PMU. He/she ensures that the project is implemented in accordance with the financing agreement with the World Bank and CIDA and the Project Implementation Manual (PIM), and is in compliance with Government and World Bank policies, manuals and guidelines (e.g. gender and HIV/AIDS mainstreaming guidelines). The Coordinator liaises with the Government of Ethiopia (GoE) and funding agencies, oversees the development of planning and progress reports, and ensures their timely delivery to the GoE, World Bank and CIDA. He/she guides, supervises and coordinates the activities and functions of the PMU staff, and has the overall responsibility for monitoring, overseeing and guiding the implementation of the various components of the project by the different stakeholders of RCBP. . This position will also have some responsibilities for coordinating the Eastern Africa Agricultural Productivity Project (EAAPP) until the end of the RCBP or until another person is engaged, whichever comes first.

General Requirements

- Monitor and follow-up all short and long term training programs.
- 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 management framework (ESMF) safeguards 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 semi-annual Supervision Missions and the Final Evaluation of the project.
- Ensure follow up of the mid-term review and supervision mission recommendations.

Specific Requirements

- Ensure that relevant Government and World Bank policies, manuals and guidelines (e.g. gender and HIV/AIDS mainstreaming guidelines) are properly adhered to in project implementation.
- Guide, supervise and coordinate the activities and functions of the core staff of the PMU, including endorsing time sheets of professional PMU staff engaged by CIDA.
- Ensure that core staff have adequate knowledge and understanding and are able to deliver expected results for each of the components as it relates to commitments made to address gender, HIV/AIDS and environment issues.
- Ensure that Loan Agreement dated covenants are met.
- Ensure that Special Account(s) are operational and request the World Bank to deposit money into the Special Account(s) in accordance with authorized allocations.
- Sign withdrawal applications from Special Account(s) and authorize direct payments by the Bank as necessary.
- Ensure that the loan withdrawal applications are submitted to the World Bank in a timely manner and in accordance with the Financing Agreement.
- Ensure an annual audit of the project accounts is undertaken by external auditors and statement audited accounts, including Special Accounts, are submitted to the World Bank annually.
- Review and endorse procurement plans for goods and services, including examining bid documents and TORs for consultants, ensuring the World Bank's guidelines and procedures are followed.
- Submit requests for procurement of goods and services to the World Bank for "No Objection".
- Prepare TORs for consultants and, in consultation with relevant bodies, select, brief and enter into agreement with consultants and follow-up on their work.
- Ensure and assist in the preparation of Annual Work Plans (AWP) by different stakeholders of RCBP and coordinate and follow-up the implementation of these, ensuring gender focal persons at PMU and regional levels are included in the exercise and that environmental concerns are addressed.
- Engage with MoARD, regional BoARDS and Woreda Offices of Agriculture and Rural Development (WOARDS) directly or through regional project staff, and other project stakeholders to ensure the proper implementation of the project and the submission of timely financial, physical and impact reporting of the project to the PMU.

- Prepare and submit to the World Bank financial and physical progress reports as per the Financial Agreement.
- Prepare and submit to the Project Steering Committee (PSC) quarterly Program Implementation Progress Reports which will include a summary of activities undertaken as per the AWP.
- Coordinate and facilitate project Supervision Missions and, no later than one month prior to each mission, send a detailed report to the World Bank, CIDA and MoARD for their review and comment on the progress of the project.
- Arrange for and facilitate the Project Implementation Completion Report (ICR) exercise.
- Liaise with national and international institutions in matters requiring mutual cooperation, including training.
- Follow up on the implementation of the Development Innovation Grant (DIG) of the targeted ATVETs to ensure the timely completion of this component's activities by the end of the project.
- Facilitate the support and mentoring role to be provided by the Jimma University College of Agriculture and Veterinary Medicine (JUCAVM) to the ATVETs selected for DIG support.
- Follow up on the Sanitary and Phyto-Sanitary (SPS) and Ethiopian Commodity Exchange (ECX) components of the project, ensuring timely reports are submitted and that planned activities are completion prior to the end of the project.
- Act as Coordinator for the Eastern Africa Agricultural Productivity Project (EAAPP) initiative being implemented by MoARD and the World Bank (detailed Terms of Reference to be determined) until the completion of RCBP or the separate engagement of someone for this position, whichever comes first.

Qualifications

- The PMU coordinator will have a minimum of an M.Sc degree in an agricultural or development field, and a minimum of 10 years of proven experience in the management of agricultural development/ research/ extension/ education programs and/or projects.
- The 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 agriculture sector, 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 PMU Coordinator should be fluent in spoken and written English and Amharic.

Reporting

The PMU Coordinator will report to the State Minister, MoARD and to CIDA.

Terms and Conditions of Work

The PMU Coordinator 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 to allow sufficient time to complete final reporting to the World Bank.

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 \$CAD63.00/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
(MUST BE ATTACHED TO TECHNICAL PROPOSAL)

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.+ 10 years work experience
World Bank Processes	Previous work on a World Bank project
Government of Ethiopia Systems	Previous work with Government of Ethiopia-Agriculture

Name (Print): _____

Signature: _____

Date: _____