

SUMMARY REQUEST FOR PROPOSALS
PROCUREMENT SPECIALIST – RURAL CAPACITY BUILDING PROJECT (RCBP)
RFP NO. A032712-002-5

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: Procurement Specialist – RCBP
Closing Date: 18 October 2010 at 17h00
Estimated Contract Value: ETB157,000(<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 Procurement 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	Bachelor's Degree in Management, Accounting, or Public Administration or Training in Procurement Management; and a minimum of seven (7) years professional experience at least five (5) of which is in supervising and coordinating procurement activities.
World Bank Processes	Previous procurement work on a World Bank project
Government of Ethiopia Processes	Previous procurement experience within Government of Ethiopia

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- Preparing Annual Procurement Plans, tender documents and contract agreements to be signed by the State Minister of Agriculture	/15
Criteria #2- Establishing procurement tracking system and preparing periodic status reports for procurement of goods and services	/15
Criteria #3- Work experience advising Ministry of Agriculture and Rural Development, Bureaus, other Ministries and Research Institutes on procurement related issues	/10
Criteria #4- Work experience with donor procurement guidelines and procedures, especially World Bank	/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 procurement system	/15
Criteria #2-Understanding of World Bank procedures, especially procurement	/10
Criteria #3- Experience in coordinating tender processes and negotiation processes	/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: ETB500. 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: Procurement 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 Procurement 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 Procurement Specialist is responsible for planning, supervising and coordinating procurement activities of the PMU for goods and services and ensuring that procurement is carried out by all implementing stakeholders in accordance with World Bank and Government of Ethiopia (GoE) guidelines and procedures. He/she prepares annual procurement plans in consultation with the implementing stakeholders; prepares procurement documents for national and international procurement, as required; receives bid bonds, proforma invoices and performance bonds; coordinates tender/evaluation committee meetings; prepares evaluation reports and contract agreements; and follows up on suppliers or consultants to ensure timely delivery of the goods or services. The Procurement Specialist also provides capacity building for implementing stakeholders to ensure that adequate systems for procurement, documenting and reporting are installed and implemented. *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

- Initiate procurement requirements by different stakeholders of RCBP and prepare Annual Procurement Plans in consultation with the concerned stakeholders.
- Implement systems and procedures for procurement and advise all implementing organizations (MoARD, BoARD, Womens Affairs Office-WAO), ATVETs, and the Ethiopian Institute for Agricultural Research-EIAR) to ensure that procurement is carried out according to World Bank and Government guidelines and procedures.
- Consult suppliers and/or catalogs to obtain information on quality and availability of products and services available.
- Following the World Bank Standard Bidding Documents, prepare specifications of purchase requests, prepare bid documents and clear with the Bank.
- Float tender and collect bid documents and prepare relevant paper work for evaluation by Tender Committee.
- Coordinate Tender/Evaluation Committee meetings, participate in tender evaluation and negotiation processes and prepare evaluation reports and minutes.
- Prepare contract agreements to be signed by the State Minister for Agriculture or the PMU Coordinator.
- Complete and forward purchase orders or contracts to suppliers or consultants; negotiate and follow-up as required.
- Receive bid bonds, proforma invoices and performance bonds and ensure their validity and timely release.
- Follow-up on all necessary processes of the National /Commercial Bank of Ethiopia, including applying for foreign exchange, Letter of Credit, shipping documents etc., and those of the World Bank, including applying for special commitment letters, withdrawal applications etc.
- Establish a procurement tracking system and monitor project procurement activities, including dispatch of procurement documents, short-landings, damages and necessary arrangements for insurance.
- Insure timely receipt of invoices, reports and goods.
- Install and maintain reporting systems for procurement of goods and services at MoARD, BoARD, WAO, Farmer Training Center (FTC), ATVET and EIAR levels.
- Prepare periodic status reports on the procurement of goods and services under the project for submission to MoARD and the World Bank.
- Coordinate and conduct procurement training workshops for staff at all levels.

Qualification

- The Procurement Specialist will have a minimum of a Bachelor's Degree in Management, Accounting, or Public Administration or Training in Procurement Management; and a minimum of seven (7) years professional experience at least five (5) of which is in supervising and coordinating procurement activities.
- He/she will have knowledge of project/program management.
- Experience with and knowledge of World Bank procurement procedures and the government procurement system are **mandatory**. Familiarity with CIDA processes is an asset.
- He/she should be computer literate.
- The Procurement Specialist should have excellent oral and written communications skills in English and Amharic.

Reporting

The Procurement 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: ETB500. The Canadian Embassy shall pay to the Consultant in local currency (Ethiopian Birr) **CANADIAN DOLLARS CND\$32.00/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	Bachelor's Degree in Management, Accounting, or Public Administration or Training in Procurement Management; and a minimum of seven (7) years professional experience at least five (5) of which is in supervising and coordinating procurement activities.
World Bank Procurement Processes	Previous procurement work on a World Bank project
Government of Ethiopia Procurement Processes	Previous procurement experience within Government of Ethiopia

Name (Print): _____

Signature: _____

Date: _____