

# INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



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Date: March 14, 2017

Reference: ETH/IC/2017/002

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<b>Country:</b>	<b>Ethiopia</b>
<b>Description of the assignment:</b>	<b>National Consultant for Technical Capacity Assessment of Ministry of Finance and Economic Cooperation (MoFEC)</b>
<b>Project/Program Title:</b>	<b>Capacity Development for Coordination</b>
<b>Post Title:</b>	<b>National Consultant</b>
<b>Consultancy Level:</b>	<b>Specialist and above</b>
<b>Duty Station:</b>	<b>Addis Ababa</b>
<b>Expected Places of Travel:</b>	<b>N/A</b>
<b>Period of assignment/services:</b>	<b>60 working days</b>
<b>Expected start date:</b>	<b>Immediate after concluding contract agreement</b>

**Proposal should be submitted** by our secured e-mail: [procurement.et@undp.org](mailto:procurement.et@undp.org) before Thursday 23<sup>rd</sup> March, 2017 11:59 PM Addis Ababa Local Time.

**OR**

Contact Person :	<b>MY – Procurement Unit</b>
Name of Office:	<b>info.procurementet@undp.org</b>
	<b>United Nations Development Programme (UNDP)</b>
	<b>ECA Compound Old Bld. 6th floor, North Wing</b>
	<b>Addis Ababa, Ethiopia</b>
P.O. Box:	<b>5580</b>
Fax	<b>+251 11 5514599 / +251 11 5515147</b>

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above *the Procurement specialist or assigned personnel for this task* will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

## 1. BACKGROUND/PROJECT DESCRIPTION

Ethiopia has registered impressive socio-economic growth with an average annual real GDP growth of 11 for over a period of one decade. This rapid growth has lifted millions of Ethiopians out of abject poverty. Sustaining the progress achieved so far and realizing the vision of building middle income economy by 2025 requires strong institutions, political commitment and leadership at all levels. It also requires enhancing the coordination, leadership and delivery capacities of the government at all levels including federal, regional, woreda and local levels. The Ministry of Finance and Economic Cooperation (MOFEC) has huge responsibility of initiating policies to ensure sustainable and equitable economic development and macro-economic stability in the country. As per the Proclamation No. 691/2010, which redefines the power and duties of the Executive Organs of the Federal Democratic Republic of Ethiopia, MOFEC has the following major power and duties:

- initiate macro-economic and fiscal policies that particularly serve as a basis for taxes, and duties and follow-up the implementation of same;
- establish systems of budgeting, accounting, disbursement and internal audit for the federal government, and follow-up the implementation of same;
- Ensure the harmonization of systems of budgeting, accounting, disbursement and internal audit established at the levels of both federal and regional governments;
- prepare the federal government budget, make disbursements in accordance with the budget approved, and evaluate the performance of the budget;
- establish a system of procurement and property administration for the federal government and supervise the implementation of same;
- mobilize, negotiate and sign foreign development and loans, and follow-up the implementation of same;
- manage and coordinate the bilateral economic cooperation as well as the relationship with international and regional organizations set-up to create economic cooperation; follow up the impact of the same on the performance of the country's economy;
- be the depository of and safeguard the federal government's shares, negotiable and non-negotiable instruments and other similar financial assets;

To effectively deliver its mandates and play its leading role in socio-economic development planning and coordination, MOFEC should continuously strengthen its institutional, system and human capacities and improve them from time to time. In the past, MOFEC went through the Business Process Reengineering and provided short and long-term in-country and overseas training and educational opportunities for its staff. It also introduced new tools, systems, guidelines and procedures, which boosted its functions.

Going forward, MOFEC envisions becoming a champion public service ministry in Ethiopia in excellence and delivery. MOFEC would like to further strengthen its institutional capacity, put in place a robust human resource development strategy, which ensures availability of competent and adequate middle level managers and senior experts in each directorate. MOFEC also aims to modernize its operations and ensure provision of IT based corporate service provision and create conducive working environment for its staff. It would like to improve the efficiency, transparency and accountability standards of its procurement and

property administration as well as the internal control system and become role model to other federal budgetary institutions. It will further improve its communication and partnership with federal institutions such as Revenue Authority, National Bank of Ethiopia, Commercial Banks of Ethiopia, The Central Statistical Authority, the Public Property Administration Agency, etc.

In light of these, MOFEC would like to recruit senior international and local consultants to undertake a technical capacity assessment. This technical capacity assessment complements other assessments such as the Corporate Service Delivery (CSD) Capacity Assessment that are currently ongoing. All these studies will serve as the basis for preparing a detailed capacity development plan specific to each Directorate of MOFEC commensurate to their mandates and functions.

***For detailed information, please refer to the TOR in Annex 1***

## **2. OBJECTIVES OF THE ASSIGNMENT**

The overall objective of the assignment is to conduct rigorous assessment of the technical capacity of MOFEC, thus complementing, those areas which are covered by other ongoing assessments, and enable MOFEC deliver better services within its mandates and achieve its mission. The specific objectives of the assignment are clustered into four groups.

- (i) Conduct technical capacity assessment:*
- (ii) Identify technical capacity gaps.*
- (iii) Formulate technical capacity development (CD) plan*

***For detailed information, please refer to the TOR in Annex 1***

## **3. SCOPE OF THE WORK**

- a) ***Developing Capacity Assessment tools:*** The consultants are expected to prepare fit for purpose assessment method and tools based on globally recognized capacity assessment framework. They are expected to submit the framework as part of their inception report and has to be validated before the assessment;
- b) ***Conduct capacity assessment:*** The assessment will be conducted using combination of methods and techniques defined in the framework. Methods such as desk review of mandates and functions, key informants' interview, focus groups discussions should be employed. Review of international best practices from other countries concerning the structure and function of finance and economic cooperation institutions also form an essential part of the assessment.
- c) ***Identify capacity gaps:*** The comparison of desired capacities against existing capacities determines the level of effort required to bridge the gap between them and informs the formulation of a capacity development response;
- d) ***Formulate capacity development plan:*** Based on the capacity assets and needs identified, a capacity development program for each Directorate will be formulated. This is an integrated set of deliberate and sequenced actions (a combination of quick-impact initiatives (less than one year) and short- to medium-term (one year or longer) initiatives) embedded in a program or project to address the three guiding questions: 'capacity for why?', 'capacity for whom?' and 'capacity for what?' Among other

things, the CD program is expected to include: the expected outputs, indicators, targets and cost of the program;

*For detailed information, please refer to TOR in Annex 1*

#### 4. TASKS OF THE CONSULTANT

The consultant will work as part of a team of one international and one national consultant. The National consultant will support the international consultant in the conduct of the study. The focus of this assignment is largely on technical capacity. The consultant is expected to undertake the following tasks:

1. **Prepare the Assessment framework and detailed work plan:** based on the objectives of the assessment, desired results and existing best practices, the consultants will prepare capacity assessment framework, which recognizes the multiple dimension of capacity assessment, as related to the technical capacity, while at the same time recognizing the ongoing CSD assessment. This framework ensures that capacity building should go beyond individual capacity (relevant skills and abilities) to include the overall organizational capacity, which goes beyond the scope of CSD, as well as the enabling environment which governs the interaction between MOFEC and other organizations, and enable effective utilization of technical capacity in the Ministry.
2. **Conduct Technical Capacity Assessment and identify gaps and challenges** related to core technical capacities at institutional and individual levels.
3. **Design and plan capacity development interventions:** The consultants are expected to design and outline capacity development modules by directorate. This will include a menu of options and measures to be deployed sequentially for building capacity at individual, systems and organisation level for implementing and for enabling the directorate to deliver high quality service

*For detailed information, please refer to TOR in Annex 1*

#### 5. METHODOLOGY AND APPROACH

The capacity assessment will follow the UNDP capacity assessment frameworks and complemented by other globally recognized capacity assessment frameworks. Based on the applied framework, the consultants are expected to prepare assessment methods, processes and tools that can fit the context of MOFEC.

Capacity can generally be conceptualized as existing in three interrelated levels:

- The **enabling environment** describes the broader system within which individuals and organizations function and one that facilitates or hampers their existence and performance. This level of capacity is central to the understanding of capacity issues, as it determines the 'rules of the game' for interaction between and among organizations. Capacities at the level of the enabling environment include policies, legislation, power relations and social norms, all of which govern the mandates, priorities, modes of operation of MOFEC and organizations it interacts with. This involves analysing the extent to which required rules, regulations, policies and procedures which allow an effective functioning MOFEC.
- The **organizational level** of capacity comprises the internal policies, guidelines, arrangements,

procedures and frameworks that allow an organization to operate and deliver on its mandate, and that enables the coming together of individual capacities to work together and achieve goals. If these exist, are well-resourced and well-aligned, the capability of an organization to perform will be greater than that of the sum of its parts.

- The **individual level**, at which capacity refers to the skills, experience and knowledge that are vested in people. Some of these are acquired through formal training and education, others through learning by doing and experience.

The consultants are expected to present the data collection methodology and approach including the sources to be used and the overall sequencing of the process in the inception report. The methodology should be participatory and consultative. It is expected that the assessment will be built around self-assessment processes as well as broad consultation to help validate, expand and improve the range of information collected. They are expected to deploy the following methods.

**Document Review:** The consultants will review documents, which define the mandates of the Ministry, each directorate including responsibilities of individuals in a given position. They will also review best practices from other countries and institutions in Africa and around the world in so far as it contributes to identification of an ideal Ministry of Finance. This will for example be important to identify the required organizational structure, evaluate the extent to which the existing structure is ideal or can be improved, and to establish the required typology, category and level of expertise.

**Key Informants Interview:** While the consultants may not be expected to conduct one-to-one interview meeting with all staff, they are required to conduct interviews with Directors, and selected experts to establish what is required, what is available and to establish the gaps. They will meet with relevant stakeholders and development partners, as deemed relevant by MOFEC and UNDP.

**Focus Groups Discussion:** The consultants may conduct FGD with the staff in cases where this method is deemed appropriate to obtain information.

***For detailed information, please refer to TOR in Annex 1***

## **6. KEY DELIVERABLES**

- a) An **inception report** including a work plan, detailed methodology, report format and timeline, to be submitted within 7 days after signing of the contract;
- b) Presentation of the inception report
- c) A **draft capacity assessment report with detailed capacity development plan** to be submitted within 45 days after the presentation of the inception report;
- d) Presentation of the draft capacity assessment report with detailed capacity development plan at a **validation meeting**, 7 days after submission of draft assessment report and capacity development plan;
- e) **Final consolidated capacity assessment report with detailed capacity development plan** to be submitted within 7 days after validation meeting;

***For detailed information, please refer to TOR in Annex 1***

## 7. DURATION AND TIME FRAME

The duration and timeframe for the assignment will generally align to the key milestones in the table below:

#	Key Task	# of days
1	Desk Review and preparation of the inception report	5
2	Presentation of inception report	1
3	Desk review, data collection and analysis	20
4	Preparation of consolidated capacity assessment report and capacity development plan	25
5	Presentation of the capacity assessment report and capacity development plan	1
6	Finalizing the capacity assessment report and capacity development plan	8
	<b>Total</b>	<b>60</b>

*For detailed information, please refer to TOR in Annex 1*

## 8. REQUIRED SKILLS AND EXPERIENCES

The consultant is expected to have the following skills and expertise:

- Advanced degrees in economics, development studies, social sciences or related discipline;
- Extensive knowledge of capacity building and organizational development in public sector.
- At least 5 years of experience working in organizational development/organizational needs assessment, capacity building in the specified area;
- Experience/knowledge of Ethiopian public sector.
- Excellent writing and communication skills in English;
- Strong interpersonal skills and the ability to communicate and work well with diverse people.

### **Important Note:**

The Consultant is required to have the following professional and technical qualifications. **Only the applicants who hold these qualifications** will be shortlisted for further procurement process.

*For detailed information, please refer to TOR in Annex 1*

## 9. PAYMENT MILESTONES AND AUTHORITY

The consultant will be paid the lump sum contract amount upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment	Deliverables or Documents to be Delivered	Approval should be obtained from:	% of Payment
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1 <sup>st</sup> Installment	An acceptable draft capacity assessment report and capacity development plan	MoFEC and UNDP	40%
2 <sup>nd</sup> Installment	An acceptable final capacity assessment report and Capacity Development Plan	MoFEC and UNDP	60%

Note that final payment to consultants is dependent on the completion of deliverables as well as hand-over notes and submission of the deliverables and subsequent approval by the core team drawn from NPC and UNCT.

***For detailed information, please refer to TOR in Annex 1***

## **10. INSTITUTIONAL ARRANGEMENT**

This consultancy assignment will be jointly managed by a core technical team drawn from the MoFEC and UNDP. The contract administration, coordination, and technical follow-up will be managed by UNDP. The MoFEC will provide technical advice and support at each stage of the assessment, appraise methodology and technical approaches, review draft results, and appraise and approve the final results of the study. The consultants shall report to the State Minister of External Cooperation for all technical aspects of this work.

***For detailed information, please refer to TOR in Annex 1***

## **11. CONFIDENTIALITY AND PROPRIETARY INTERESTS**

The Consultants shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy or the Government without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of the Government of Ethiopia.

All intellectual property rights in the work to be performed under this agreement shall be vested in the (MoFEC and UNDP), including without limitations, the right to use, publish, translate, sell or distribute, privately or publicly, any item or part thereof. Neither the Recipient Organization nor its personnel shall communicate to any other person or entity any confidential information made known to it by MoFEC and UNDP in the course of the performance of its obligations under the terms of this Agreement nor shall it use this information to private or company advantage. This provision shall survive the expiration or termination of this Agreement.

Data collected for the study is the property of the Government of Ethiopia/UN Country Team and (key steering committee members). Master versions of the data, coding protocols and programming code permitting replication of results of core evaluation reports will be kept by the UN Country Team.

***For detailed information, please refer to TOR in Annex 1***

## **12. EVALUATION CRITERIA**

Evaluation of prospective consultants will be made based on the following criteria.

**12.1 Technical proposal will be rated out-of -----70%**

- Educational qualification -----10%
- Methodology and understanding the content /scope of the assignment -----30%
- Individual competence and experience in similar work -----30%

**12.2 Financial proposal will be rated out-of -----30%**

*For detailed information, please refer to TOR in Annex 1*

### **13. GENERAL CONDITIONS: PROCEDURES AND LOGISTICS**

- The consultant will not be provided with lodging and/or meals or DSA during any field visits for the research.
- The consultant will not be provided with office space by client. The consultant should be working from his/her own office facility in Addis Ababa and travel whenever needed for data collection using his/her own arrangement.
- The consultant should provide his/her own materials, i.e. computer, required software packages, get the relevant data for the analysis, office supplies, etc.

*For detailed information, please refer to TOR in Annex 1*

**Note: Submission of Technical and Financial proposal is mandatory. Failing to submit one of the proposals will be automatically disqualified.**

#### **Submission Through our secured email**

- The proposal must be prepared in English. Failing to do so will make the proposal automatically disqualified
- You shall send your proposals through our secured email: [procurement.et@undp.org](mailto:procurement.et@undp.org)
- Your proposals shall be sent in a **separate email** as Technical and Financial proposals under subject line:
  1. For Technical: Technical Proposal – **ETH-IC-2017-002 –National Consultant for Technical Capacity Assessment of MoFEC** - [\[insert your name\]](#)
  2. For Financial: Financial Proposal – **ETH-IC-2017-002 – National Consultant for Technical Capacity Assessment of MoFEC** - [\[insert your name\]](#)
- All prices/rates quoted must be in **ETB and exclusive of VAT and all taxes**, since the UNDP is exempt from taxes.

### **ANNEX**

**ANNEX 1: TERMS OF REFERENCES (TOR)**

**ANNEX 2: TECHNICAL PROPOSAL COVER PAGE AND SUBMISSION FORM**

**ANNEX 3: FINANCIAL PROPOSAL COVER PAGE AND SUBMISSION FORM**

**ANNEX 4: GENERAL CONDITIONS OF CONTRACT FOR IC**



# Annex 1

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## TERMS OF REFERENCES (TOR)

Attached as a supporting document in this procurement notice under:

**Annex 1-ToR for National Consultant for Technical Capacity Assessment of MoFEC**

# **Annex 2**

## **TECHNICAL PROPOSAL**

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### **Cover Page**

**IC Reference: ETH-IC-2017-002 – National Consultant for Technical  
Capacity Assessment of MoFEC**

**Prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **TECHNICAL PROPOSAL SUBMISSION FORM**

**Proposed by:** [\[insert your name\]](#)

**Directions:**

- a. Briefly explain why you are the most suitable for the consultancy service you applied for. It should not be more than four hundred fifty words.
- b. Provide a detailed approach and/or methodology you plan to apply or conduct the work in due course of offering prescribed consultancy service and/or works.
- c. Include your proposed work plan which shall be supported by Gantt chart to indicate the timeframe to complete the tasks and/or activities indicated in your proposed methodology above.
- d. Past experience in similar projects and/or consultancy services and their respective contract person name and address.
- e. List of three personal referees in terms of their title (position), where they work, email, and telephone address
- f. It must be prepared in English.

# Annex 3

## FINANCIAL PROPOSAL

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### Cover Page

**IC Reference: ETH-IC-2017-002 – National Consultant for Technical  
Capacity Assessment of MoFEC**

**Prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### FINANCIAL PROPOSAL SUBMISSION FORM

**Proposed by:** [\[insert your name\]](#)

**Directions:**

- a. The financial proposal shall specify a **total lump sum amount** (including travel, per diems, and number of anticipated working days)
- b. Payments are based upon output, i.e. upon specific and measurable (qualitative and quantitative) deliverables (as indicated in Section II hereunder) of the services specified in the ToR.
- c. Failing to submit one of the two Sections hereunder and/or incomplete information will make the proposal automatically disqualified.
- d. You must send this proposal separately through **our secured email** [procurement.et@undp.org](mailto:procurement.et@undp.org) in a **PDF FORMAT**



**I. BREAKDOWN OF COST BY COMPONENTS:**

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration in ETB
<b>Personnel Costs</b>			
Professional Fees			
Life Insurance [if you find it applicable]			
Medical Insurance [if you find it applicable]			
Communications [if you find it applicable]			
Land Transportation [if you find it applicable]			
Others [pls. specify]			
<b>Travel Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station [if you find it applicable]			
Living Allowance [if you find it applicable]			
Travel Insurance [if you find it applicable]			
Terminal Expenses [if you find it applicable]			
Others [pls. specify]			
<b>Duty Travel</b>			
Round Trip Airfares [if you find it applicable]			
Living Allowance [if you find it applicable]			
Travel Insurance [if you find it applicable]			
Terminal Expenses [if you find it applicable]			
Others [pls. specify]			
<b>AGGREGATE AMOUNT in ETB</b>			

**Amount in Words:** [Insert the total amount in words]

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## II. BREAKDOWN OF COST BY DELIVERABLES\*

No.	Deliverables [list them as referred to in the TOR]	Percentage of Total Price (Weight for payment)	Amount (in ETB)
1	An acceptable draft capacity assessment report and capacity development plan	40 %	
2	An acceptable final capacity assessment report and Capacity Development Plan	60%	
Total Amount in ETB		100%	

\*Basis for payment tranches

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

## **Annex 4**

### **GENERAL CONDITIONS OF CONTRACT For the Services of Individual Contractors (IC)**

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Attached as a supporting document in this procurement notice.

**Annex 4-General Conditions of Contract-Individual Contractors(IC)**