

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: March 8, 2019

Procurement Notice Reference No.: **ETH0114**

Country: **Ethiopia**

Description of the assignment: **National Consultant Belt and Road Initiative (BRI) - Sustainable Investment Promotion (SIP) facility programme - Programme Coordinator**

Project name: **BRI/SIP Seed Fund**

Duty Station: **Addis Ababa, Ethiopia**

Period of assignment/services (if applicable): **1 year (with possibility for extension)**

The United Nations Development Programme (UNDP) is currently implementing a project **BRI/SIP Seed Fund** that requires the services of an individual to perform the work described in the corresponding TORs.

Proposal should be submitted through the online eTendering system <https://etendering.partneragencies.org> search for Event ID **ETH0114** as per the deadline indicated in the system itself. Detailed user guide on how to register in the system and submit the proposal are attached to this notice.

Any request for clarification must be sent in writing, or by standard electronic communication to info.procurementet@undp.org Attn: MY. UNDP will provide responses by uploading them in the system.

In consideration of your qualifications, we are hereby inviting you to submit an offer for this particular assignment. To assist you in understanding the requirements of this assignment, we have attached hereto the following:

- a) The Terms of Reference for the assignment described above;
- b) The standard Letter of Confirmation of Interest and Availability, which you must accomplish and submit to UNDP; and
- c) The Individual Contract and its General Terms and Conditions, which you would be expected to sign in the event you are the selected Offeror in this procurement process.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Letter of presentation highlighting main qualifications and experience relevant to this TOR;
- CV or P11 form;

- Copy of education certificate;
- Completed financial proposal.
- Any other as relevant

FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

Terms of reference



Empowered lives.
Resilient nations.

I. Position Information	
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Services/Work Description:	Belt and Road Initiative(BRI) - Sustainable Investment Promotion (SIP) facility programme - Programme Coordinator
Project/Programme Title:	BRI/SIP Seed Fund
Duty Station:	Addis Ababa, Ethiopia
Type of the Contract:	Individual Contractor (IC): National
Duration:	1 Year (with possibility for extension)
Expected Start Date:	Immediately after signing the contract

II. Organizational Context
<p>Ethiopia's economy experienced strong, broad-based growth averaging 10.5% a year from 2005/06 to 2015/16, compared to a regional average of 5.4%. The expansion of services and agriculture accounted for the major sources of the growth, with manufacturing growth only modest. The economic growth rate in 2016/17 declined to about 8% with the nation's population approaching 100m people. The pace of structural transformation has been slow and not translated into tangible jobs at the desired level. Ethiopia's Growth and Transformation Plan II (GTP II) (2015/16-2019/20) intends to accelerate industrialisation and the role of the private sector across all economic sectors.</p> <p>Investment to Ethiopia has been steadily on the rise and plays an important role in the nation's economic growth. Public sector investment in infrastructure has been a major driver of capital formation with private investment of growing importance. The Government of Ethiopia has embarked on an industrial transformation agenda with the private sector envisioned as an engine of growth. With the current new economic reform in the nation, the role of the private sector across all economic sectors is expected to expand. This bold ambition necessitates continued and strong efforts to attract foreign and local investments to the prioritized industrial, manufacturing, and service sectors in Ethiopia.</p> <p>UNDP advocates for sustainable Investments along the Belt and Road (BRI) Initiative by strengthening partner countries capacities and establishing a network of sustainable investment promotion (SIP) facilities, to help enhance social and environmental sustainability. Ethiopia is selected as the early pilot country, for its emerging role as a key BRI partner country in Africa and is pursuing the initiation on establishing BRI-SIP facility for strengthening dialogue and knowledge exchange perspectives on challenges, opportunities, and solutions to leverage the country's investment financing by exploring sustainable, inclusive, and innovative collaboration mechanisms among multiple stakeholders.</p>

Aligned with the Climate Resilience and Green Economy (CRGE) strategy to develop a green economy the initiative aims to improve the overall investment climate to attract and sustain foreign investments that respond to the country's national development priorities and local needs. Note-worthily, the investments coming from the China-led "Belt and Road initiative" (BRI) could provide a powerful platform for sustainable economic growth and regional cooperation and serve as an accelerator for the localization process the 17 Sustainable Development Goals (SDGs) and the UN 2030 Agenda for sustainable development in Ethiopia

In a similar vein, as one of the primary conveners around the Sustainable Development Goals (SDGs), UNDP Ethiopia is best positioned to initiate and facilitate dialogue between diverse partners, including national government institutions and private companies. Already, UNDP is working to support governments to integrate the Sustainable Development Goals (SDGs) into their national development plans and policies, and create stronger enabling environments for inclusive business, in order for business to do what they do best: create economic growth and opportunity.

III. Objective

The BRI/SIP facility aims at making policy recommendations and institutional frameworks to improve the overall investment climate and attract, sustain and foreign investment along the Belt and Road Initiative that responds to the needs and priorities of Ethiopia. In light of the above, UNDP Ethiopia intends to place a **Programme Coordinator** that facilitates the task of BRI-SIP facility programme, coordinate and manage interventions, supportive organization of events on sustainable investment, promote strategic partnerships with multiple stakeholders from both public and private sector, and to maximize UNDP's role in leveraging BRI and other investment opportunities towards sustainable development.

IV. Task/Scope of Service

I) Project management under the Belt and Road Initiative (BRI) – Sustainable Investment Promotion (SIP) Facility Programme and contribute to achieving the project targets.

- Help formulate concepts, concretize project documents, and manage activities of UNDP BRI-SIP Facility Programme in linkage with UNDP's existing platforms, programmes, projects and initiatives in Ethiopia (e.g. National Private Sector SDG Platform) including project cycle, budget management, monitoring and evaluation, and providing risk mitigation solutions;
- Support to and follow up the private sector investment mapping exercise in Ethiopia and identify opportunities and threat to consider under the BRI-SIP facility;
- Help facilitate the launch of other related projects with potential partners on the South-South Cooperation, global development cooperation and global partnership (such as China-Ethiopia-UNDP SSC Solar and Biomass project; UNDP-Transssion project);
- Help map and research the relevant information, knowledge and background as part of the BRI-SIP facility programme, such as regulations, guidelines, standards and manuals related to

sustainable investment in Ethiopia, as well as the BRI investments and other related projects in Ethiopia;

- Coordinate with internal and external experts inclusive of exploring partnership with relevant Chinese stakeholders) to formulate the knowledge product, advice and analyses on thematic policies, priority sectors and piloting projects under the BRI-SIP Facility Programme;
- Manage technical and administrative work for specific initiatives and activities, and coordinate evaluation of results/outcomes with advisory support provided.
- Identify more opportunities in the South-South cooperation and translate into actions;

II) Coordinating and developing strategic partnerships with national stakeholders as to ensure the effective and successful implementation of the SIP Facility Programme

- Understanding the Ethiopian investment eco-system, mapping of the opportunities, challenges and barriers for private sector development and under the BRI-SIP framework
- Maintain and strengthen communication and partnerships with relevant stakeholders both within and out of the UNDP.
- Help map and liaise with relevant stakeholders to be engaged to the SIP Facility Programme and other related programmes, with special attention to the Ethiopian Investment Commission (EIC), Industrial Parks Development Corporation (IPDC), National Planning Commission (NPC), Ministry of Trade and Industry, Ethiopian Chamber of Commerce and Sectoral Associations (ECCSA) and other relevant ministries, associations and partners, Chinese Embassy, existing and potential Chinese investments, information and media partners, as well as the BRI related enterprises and financial institutions;
- Conduct research, briefing and analysis on the SIP related conferences, events and knowledge;
- Explore the new Public Private Partnership law in Ethiopia and identify opportunities how to leverage on and the alignment of BRI-SIP Facility Programme.

iii) Contribute to the planning, organization and coordination of SIP related events.

- Lead/support operationalization and management of the BRI_SIP facility policy dialogue forums, organization of related events under the BRI-SIP Facility Programme, business multi-stakeholder roundtables, training workshops, field visits to demonstration projects, including agenda setting, speakers and participants identification and on-site coordination, to ensure the events are implemented promptly and effectively to engage targeted participants;
- Coordinate and liaise with key partners on the UNDP's participation in high-level events and launching of key knowledge products related to sustainable investment
- Preparation and dissemination of relevant communication materials and knowledge products, contribute to the production of event materials such as logistics notes, talking points, evaluation forms, certificates etc.;
- Provide support to operational and administrative tasks (e.g. invitation letters, visa facilitation, TORs, DSA distribution).
- Put in place proper knowledge management framework to properly document, share and scale up best practices and lessons learnt.
- Periodically develop policy briefs and share using various forums such as by organizing policy dialogued forums

V. Deliverables/ Expected outputs

No.	Deliverables	Duration (approx.)
1	Monthly reports on the findings and progress on each of the tasks mentioned in “ IV. Tasks (Scope of Service) ”.	At the end of every month.
2	Final exit and assessment report on findings at the BRI-SDG Private Sector Forum policy dialogue forums for consensus on next steps	At the end of deployment period

VII. Location and Reporting

The consultant will work under the overall guidance of Team Leader, Inclusive Growth and Sustainable Development Unit, direct supervision Programme Specialist for Industrial Development Programme and in close collaboration with the UNDP China Country Office. He/She will also closely work with the China CO Focal Point for SIP facility and UNDP Ethiopia’s CO Economic Advisor.

VIII. Consultant Qualification Criteria

The Consultant must possess the following key qualifications:

Technical Competency

- Degree or above in Economics/ development economics/studies, Business administration or related disciplines with specialization in private sector development and South-South cooperation
- Minimum 5 years of relevant work experience preferable in similar context and assignments
- Experiences in sustainable investment analysis and investment promotion are required
- Knowledge of the Ethiopian private sector investment environment
- Knowledge of Industrial & trade policies and regulations of Ethiopia
- Knowledge of gender issues particularly in the manufacturing and SME sectors
- Experience in organizing and stirring high level policy dialogues, investment forums and business platforms is mandatory

Functional Competencies

- Outstanding communication skills in English
- Positive and constructive approaches to work with energy and synergy
- Demonstrate openness to change and ability to receive and integrate feedback
- Excellent written and verbal communication skills
- Strong time management and meet established time lines

Language and Other Skills

- Excellent knowledge of English, including the ability to write reports clearly and concisely and to set out a coherent argument in presentation and group interactions
- Capacity to facilitate and communicate with different stakeholders
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications

IX. Criteria for Selecting Best Offer

Upon the advertisement of the procurement notice, qualified individual consultant is expected to submit both technical and financial proposals. Accordingly, individual consultants will be evaluated based on cumulative analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical evaluation criteria weight is **70%**
 - b. Financial evaluation criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	100
▪ Criteria a. Educational relevance: close fit to post		10 pts
▪ Criteria b. Understanding the scope of work and organization of the proposal		40 pts
▪ Criteria c. Experience of similar assignment		30 pts
▪ Criteria d. Previous work experience in Africa/ Ethiopia and UNDP		20 pts
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

X. Payment Milestone and Authority

The prospective candidate shall indicate the cost in US dollars **all-inclusive¹ lump-sum contract amount** when applying for this assignment. The qualified candidate shall receive his/her service fees upon certification of the completed tasks satisfactorily on monthly basis.

XI. Confidentiality and Proprietary Interests

The consulting individual shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consulting firm under the assignments shall become and remain projects/property of UNDP.

OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 *[delete this item if the TOR does not require submission of this document]*;
- e) I hereby propose to complete the services based on the following payment rate: *[pls. check the box corresponding to the preferred option]*:
 - ☐ An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
 - ☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists]*;
- j) If I am selected for this assignment, I shall *[pls. check the appropriate box]*:
 - ☐ Sign an Individual Contract with UNDP;

- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

k) I hereby confirm that *[check all that applies]*:

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposa:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) ***If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed:

Annexes *[pls. check all that applies]:*

- ☐ CV or Duly signed P11 Form
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A. **Breakdown of Cost by Components:**

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

B. Breakdown of Cost by Deliverables*

Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (Weight for payment)	Amount in ETB
Deliverable 1	Monthly	
Deliverable 2	Monthly	
Deliverable 3	Monthly	
Deliverable 4	Monthly	
Deliverable 5	Monthly	
Deliverable 6	Monthly	
Deliverable 7	Monthly	
Deliverable 8	Monthly	
Deliverable 9	Monthly	
Deliverable 10	Monthly	
Deliverable 11	Monthly	
Deliverable 12	Monthly	
Total 12 Months	100%	ETB

**Basis for payment tranches*