



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date : March 8, 2019

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**Country: Ethiopia;**

**Description of the assignment: Recruitment of Individual National Consultant (Resident Technical Advisor) to support strengthening Institutional Capacity of the National Planning Commission of Ethiopia.**

**Project name: *Strengthening Institutional Capacity of the National Planning Commission;***

**Procurement Reference No.: ETH0081;**

**Period of assignment/services: Twelve (12) months;**

The United Nations Development Programme (UNDP) 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 ETH0081) 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.procurement@undp.org](mailto:info.procurement@undp.org). 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 and technical proposals.

## **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.

## GENERAL INFORMATION

**Title:** *Resident Technical Advisor (Senior National consultant);*  
**Project Name:** *Strengthening Institutional Capacity of the National Planning Commission ;*  
**Reports to:** National Planning Commission & UNDP;  
**Duty Station:** Addis Ababa, Ethiopia,

**Duration of Assignment:** *12 months,*

### REQUIRED DOCUMENTATION FROM CONTRACTOR:

- Letter of presentation highlighting main qualifications and experience relevant to this TOR CV ;
- CV or P11 form;
- Copy of education certificate;
- Completed financial and technical proposals;

## I. BACKGROUND

The Planning and Development Commission (hereafter PDC) is entrusted with coordination of the formulation of Five-Year Development Plans within the framework of 10 Years Perspective Development Plan, monitoring and evaluation of the development plan and conducting research and studies that inform both the planning and monitoring and evaluation phases. Currently, Planning and Development Commission of Ethiopia is formulating 10-year perspective development plan for the period 2020/21 to 2029/30 which is fully aligned to the SDGs.

The current Planning and Development Commission's in-house technical capacity to deliver 10-year perspective development plan is limited; Hence the exercise should be supported by high caliber technical advisor. As a result, the PDC needs highly experienced, competent and research-oriented technical advisor in areas of development planning and research. In addition, PDC would like to have its own Social Account Matrix (SAM) as well as Economy wide and macro econometric forecasting model. Thus, as an interim measure to meet these competencies, the PDC wants to hire a **Resident Technical Advisor (RTA)** within the framework of the capacity development program for PDC developed by the UNDP.

### II. II: Specific Objectives:

The overall objective of the technical advisor hiring is to prepare 10-year perspective development plan for the period 2020/21 to 2029/30, enhance the knowledge and technical

skill of PDC experts in the areas of Perspective development plan preparation, research, economic modeling and monitoring and evaluation as well.

### III. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Under the overall oversight of Planning and Development Commission Commissioner, the Resident technical advisor will have the following duties and responsibilities:

#### **1.1. Preparation of Perspective Development Plan**

1. Review background studies ensure the quality of the studies and deduce key findings of the studies (Macro-economy, Agricultural transformation, Industrial development, Energy sector, Transport infrastructure & service and Human Resource Development, urban development and housing, hydro economic analysis, population development) and use them for drafting the Perspective development plan.
2. Identify basis, objectives, strategic directions and priority areas of the perspective development plan based on national vision, lessons drawn from previous development plans implementation, background researches findings, SDGs and Agenda 2063 and existing sectorial policies and strategies and prepare the draft document
3. Provide technical support in the preparation of macroeconomic framework for the perspective development plan in light of the macroeconomic back ground study and the government policy orientation.
4. Provide technical expertise and support to ensure quality and the timely preparation and verification of long-term development plan preparation;
5. Undertake assessment on issues of private sector development for imputation of drafting the perspective development plan.
6. Critically analyse international and regional economic developments and develop comprehensive long-term economic integration plan that would systematically be mainstreamed to relevant thematic areas of the Perspective Development Plan.
7. Provide technical support and directly engage on preparation of long term development plan preparation, organize the planning process and intensely participate on drafting the long term development plan.
8. Provide technical support to conduct the consultation process on the draft perspective development plan in federal and regional states with representatives of various groups such as community, institutions, political parties, development assistance groups, women and youth associations, farmer and academia, and incorporate feedbacks and finalize the Draft Perspective development Plan.
9. Translate the perspective development plan from Amharic to English version.

10. Prepare and present proposal on the establishment and strengthening of the systems of preparation of the national development plan. In doing this, the technical advisor identifies various international best practices on the area and indicates the basic processes and steps to build the national development plan.

**1.2. Capacity Building**

**1.2.1. Developing Infrastructures**

- 1. Construct Social accounting matrix (SAM) of Planning and Development Commission.
- 2. Develop and follow the implementation of planning and development commission economy wide model.
- 3. Develop and implement planning and development commission macro econometric forecasting model.
- 4. Prepare a comprehensive long-term training manual for planning and Development Commission taking into account the vision and mission of the Commission.
- 5. Asses the current national skill gaps that may hinder the preparation and implementation of the national development plan. In addition, the technical advisor is also expected to indicate the solutions to fill the skill gaps and other organizational structures that may help the effective implementation of the plan through designing capacity building programs.

**1.2.2. Knowledge and Skill development**

- 1. Provide in-depth technical training to PDC experts on planning and development commission SAM
- 2. Provide in-depth technical training to PDC experts on wider economic model such as GAMS and Computable General Equilibrium (CGE) modelling,
- 3. Provide in-depth technical training to PDC experts on planning and development commission macro econometric forecasting model.
- 4. Provide technical support to introduce the perspective development plan to the different stake holders.

<b>IV. WORKING ARRANGEMENTS</b>
<b>Institutional Arrangement</b> The Resident Technical Advisor will report to the Planning and Development Commission, Commissioner.

## V. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### a. Education:

A minimum of master's degree Econometrics, Development Economics, and Development Studies, International Development or relevant discipline.

### b. Experience:

- At least 10 years of professional work experience in development planning preparation, designing and building Economic wider models and using spreadsheet models, reviewing research works and studies; monitoring and evaluation, recognized track record on policy work related to national planning governance, economic reform/ poverty alleviation...etc; good knowledge of the operation of International Development Partners; knowledge and understanding of government policies, strategies and programs would be an added advantage; excellent public speaking, presentation and facilitation skills, excellent leadership and motivational skills; team oriented; Strong computing skills: MS Office, power point, SPSS, STATA, EViews and software related to economic modeling.;

### III. Competencies and special skills requirement:

#### a. Language and other skills:

- Excellent knowledge of **English and Amharic**, both in speaking and writing are essential;

#### b. Compliance of the UN Core Values:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment;

## VI. EVALUATION METHOD AND CRITERIA

### Cumulative analysis

*When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:*

- a) responsive/compliant/acceptable, and*
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

*\* Technical Criteria weight: 70%;*

*\* Financial Criteria weight: 30%;*

*Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation*

<i>Criteria</i>	<i>Weight</i>	<i>Maximum Point</i>
<b>Technical Evaluation (based on CV)</b>	70 %	
<ul style="list-style-type: none"> <li>• <b>Criteria a</b> : Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization &amp; completeness of the proposal;</li> </ul>	30	30
<ul style="list-style-type: none"> <li>• <b>Criteria b</b>: Educational background as specified above - Postgraduate qualification (PhD/ Masters) in Econometrics, Development Economics, and Development Studies, International Development or relevant discipline;</li> </ul>	10	10
<ul style="list-style-type: none"> <li>• <b>Criteria c</b>: At least 10 years of professional work experience in development planning preparation, designing and building Economic wider models and using spreadsheet models, reviewing research works and studies; monitoring and evaluation, recognized track record on policy work related to national planning governance, economic reform/ poverty alleviation.</li> </ul>	30	30
<i>Grand Total</i>	70%	70
<i>Financial</i>	30%	30

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

## Annex II

Date \_\_\_\_\_

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 Expert on Information Technology under the Establishing Long-Term Agreements for Data Centers project;
- 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;
- e) I hereby propose to complete the services based on the following payment rate:

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) 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;
- g) This offer shall remain valid for a total period of \_\_\_\_\_ days *[minimum of 90 days]* after the submission deadline;
- h) 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];*
- i) 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:

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j) 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 proposal:

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

k) 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.

l) ***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.

m) 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:

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**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 summary of experience, qualifications, and skill relevant to this assignment

## BREAKDOWN OF COSTS

### SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

#### A. Breakdown of Cost by Deliverables\*

No	Deliverables/ Outputs	Quantity	UOM	Price in ETH	Total
1	All-inclusive daily fee				