



Empowered lives.  
Resilient nations.

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: April 3, 2019

Procurement Notice Reference No.: **ETH0205**

Country: **Ethiopia**

**Services/Work Description:** GIS/RS Expert

**Project/Program Title:** Accelerating the Technical Capacity of the Ministry

**Post Title:** National Consultant

**Consultant Level:** **Level A** (Junior Specialist)

**Duty Station:** Addis Ababa, Ministry of Water, Irrigation and Energy

**Expected Places of Travel:** N/A

**Duration:** 6 months contract

**Expected Start Date:** Immediately after Signing the Contract

The United Nations Development Programme (UNDP) is currently implementing a project **Accelerating Technical capacity of Ministry** 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 **ETH0205** 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](mailto: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.

## GENERAL INFORMATION

<b>Services/Work Description:</b>	GIS/RS Expert
<b>Project/Program Title:</b>	Accelerating the Technical Capacity of the Ministry
<b>Post Title:</b>	National Consultant
<b>Consultant Level:</b>	<b>Level A</b> (Junior Specialist)
<b>Duty Station:</b>	Addis Ababa, Ministry of Water, Irrigation and Energy
<b>Expected Places of Travel:</b>	N/A
<b>Duration:</b>	6 months contract
<b>Expected Start Date:</b>	Immediately after Signing the Contract

## I. BACKGROUND / PROJECT DESCRIPTION

The Ministry of Water, Irrigation and Energy of the Federal Democratic Republic of Ethiopia (MoWIE) has been striving to achieve the government's Growth and Transformation Plan (GTP-II) and Sustainable Development Goals (SDGs) in water supply, sanitation and other allied key areas complementing the sector's interventions. Despite the Ministry's strong commitments and on-going endeavours, the lack of well-qualified professionals to be engaged in: i) planning strategic issues; ii) consulting respective departments in devising new working methodologies; iii) capacitating existing staff with up-to-date project planning; and iv) managing and mobilizing resources, has hampered massive efforts towards achieving GTP-II and SDG targets.

UNDP Ethiopia, together with its development partners including UNICEF and other UN agencies, envisaged to develop a comprehensive capacity development programme for the water sector to accelerate the Ministry's performance towards the pre-set targets. As part of such commendable cooperation, MoWIE in consultation with UNDP Ethiopia, has recognized major areas where technical and professional capacity development is needed and to be financed by UNICEF Ethiopia.

Accordingly, the specific objectives related to this consultancy are to: i) enhance the capacity of MoWIE, towards the use of cutting-edge technologies in the areas of Geographic Information System (GIS), Remote Sensing (RS), and other applicable information technologies; ii) enhance knowledge-based decision-making with the Ministry and at national level; iii) assist in the area of environmental studies; and iv) assist the Minister's Office in all kinds of MoWIE-related activities with significant communication skills in both oral and written English, an area very much needed at MoWIE.

## II. SCOPE OF THE WORK

- Serving as an expert in the area of GIS and RS in order to support Climate Resilient WASH and closely work with the Minister's Office;
- Assisting in establishing pertinent and cutting-edge IT solutions and developing spatial information systems of Ethiopia;
- Developing strategies for the acquisition of some core baseline (satellite) data at the national level and identifying a mechanism for updating such data on regular basis;
- Exploring opportunities to acquire open source and/or less expensive data and information sources that are trustable and of known quality;

- Reinforcing efforts of MOWIE in rolling out a GIS technology, mobile phone-based/ web-paged National WASH inventory update;
- Providing support to programme/ project planning, management, monitoring and evaluation of all kinds of MOWIE-related activities;
- Assisting the Minister in the liaison and coordination of all kinds of MoWIE-related activities with the program owners (directorates);
- Assisting in creating linkages with universities and research centres, pertinent to the sector to enhance the utilization of emerging technologies and international experience and liaising with international opportunities for funding;
- Assisting in providing informed decision through GIS and RS technology based on research;
- Closely working in collaboration with the newly-formed Advisory Group at MoWIE and backing it up with appropriate information technology support;
- Supporting MOWIE in establishing different kinds of functional panel of expertise to manage the implementation of overall MoWIE programme;
- Collecting and assembling data and background information on Ministerial-related activities with regard to on-going programmes/ projects and providing updated information on programme/project financial and administrative status for analysis and report purposes;
- Undertaking monitoring and evaluation and analysing programme/project status and recommending appropriate adjustments;
- Preparing tables, graphs or other statistical data for technical review/monitoring purposes and update the Minister on a monthly basis;
- Communicating with development partners and counterpart on Ministerial-related activities.
- Recommending courses of action to the Minister; and
- Undertaking arrangements for visits to project sites for government and other partners, which include providing information and briefing on project activities and status.

### III. EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Number and type of datasets (satellite imagery) acquired and made available for use by relevant entities	Until the needed datasets is acquired	The Honorable Minister and UNDP
2	Number and type of software (licenses) and tools acquired and made available for use by relevant entities	Until the needed datasets is acquired	The Honorable Minister and UNDP
3	Reports produced for monitoring and evaluation in all kinds of MoWIE-related activities	Each week	The Honorable Minister and UNDP
4	Speeches, Opening Remarks, PowerPoints produced for high level forums, conferences, etc. both at the national and international stages	Depending on the frequency of forums, conferences and overall meetings	The Honorable Minister and UNDP
5	Travel reports and technical documents and meeting proceedings produced	Depending on the frequency of travels, meetings, etc.	The Honorable Minister and UNDP
6	Liaising and coordination in all kinds of MoWIE-related activities conducted	On a daily-basis	The Honorable Minister and UNDP

#### **IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS**

- The Contractor will directly report to, seek approval/acceptance of output from the Project Manager, i.e. the Honourable Minister of Water, Irrigation and Energy and will be supervised by the management of MoWIE.
- He/She will technically and operationally report to the Minister's Office. He/She will submit technical reports on a monthly-basis based upon an agreed government format.
- With the course of performing the work, the Contractor is expected to liaise and interact with other agencies, such as donors, local government units, project co-implementers, etc.

#### **V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC**

- The Contractor will be operationally engaged by MoWIE with a full-time presence on the Ministry's premises.
- The Ministry will provide the Office Space, Equipment, Secretarial services to the prospect Individual Contractor.
- MoWIE will make all the necessary travel arrangements for field missions and handle transportation for the IC and all other logistics supports.

#### **VI. DURATION OF THE WORK<sup>1</sup>**

The individual contractor will work on these assignments for 6 months starting immediately after the signing of the contract.

#### **VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)**

##### **a. Education:**

- Has university degree and postgraduate/MSc in Geographic Information Science or related field

##### **b. Experience:**

- Over 5 years of experience in planning, implementation, monitoring and evaluation, in particular in GIS/RS
- Practical experience in geospatial analysis
- Significant communication skills in both oral and written English

##### **c. Language:**

- Excellent knowledge of English, including the ability to write very good reports, opening remarks, professional PowerPoint presentations etc. and to set out a coherent argument in presentations and group interactions.
- Knowledge of additional language is an asset.
- Capacity to communicate fluently with different stakeholders (NGOs, UN agencies, civil society, government authorities, local communities, project staff) in both written and oral English

##### **d. Functional Competencies:**

- Practical experience in GIS/RS and photogrammetry;
- Knowledgeable on institutional issues of the Ministry of Water, Irrigation and Energy;
- Experience in writing speeches and reports;

---

<sup>1</sup> The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.

- Excellent public speaking and presentation skills;
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required;
- Good command of the following software is mandatory: ArcGIS, QGIS, IDRISI Tiga and ERDAS Imagine

**e. Core Competencies:**

- 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.

### VIII. CRITERIA FOR SELECTING THE BEST OFFER

Criteria	Weight	Max. Point
<b>Technical Competence (based on CV, Proposal and interview (if required))</b>	<b>70%</b>	100
<b>Criteria a.</b> Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal	<b>50%</b>	50 pts
<b>Criteria b.</b> Minimum educational background as per the requirement in the TOR	<b>10%</b>	10 pts
<b>Criteria c.</b> Minimum years of experience in similar consultancy projects and/or IC contracts	<b>10%</b>	10 pts
<b>Financial (Lower Offer/ Offer*100)</b>	<b>30%</b>	30
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

### IX. PAYMENT MILESTONES AND AUTHORITY

The consultant will be paid on a monthly installment basis. The service cost is an **all-inclusive<sup>2</sup> lump-sum contract amount**. The consultant will be paid in Birr, and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 <sup>st</sup> Installment	As listed in Roman III above	At the end of first month	Monthly
2nd Installment	As listed in Roman III above	At the end of second month	Monthly
3rd Installment	As listed in Roman III above	At the end of third month	Monthly
4th Installment	As listed in Roman III above	At the end of fourth month	Monthly
5th Installment	As listed in Roman III above	At the end of fifth month	Monthly
6th Installment	As listed in Roman III above	At the end of sixth month	Monthly

### X. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant 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 consultants under the assignment shall become and remain properties of UNDP.

<sup>2</sup> The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal