

Terms of Reference (RoRs)

General Information

Job title	<i>Establishing Regional Economic Accounting System and Capacity Building (Senior International Consultant)</i>
Project/Program	Strengthening Institutional Capacity of the National Planning Commission
Duty station	Addis Ababa
Type of Contract	IC
Level:	Senior International Consultant
Duration	Sixty (60)working days
Hiring unit	PAU
Expected start date	ASAP

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.

The National Accounts Directorate (NAD) of the Planning and Development Commission (PDC) plays a pivotal role in producing macroeconomic aggregates like GDP and related measurements. The national accounts statistics (NAS) is used as a key instrument for planning, policy formulation, research & study, monitoring and evaluation, etc. of the economy.

Ethiopia follows a federal system of administration. There are nine regional governments and two city administrations which form the federation. The NAD of the PDC is now preparing ground work to establish the “**system of regional economic accounts for Ethiopia**”. The system to be established is expected to build the capacity of the NAD of the PDC to be able to produce Regional GDP for the respective state in a consistent and harmonized manner. The consultant to be hired through this TOR is expected to provide options to produce consistent and harmonized regional income account statistics.

Thus, this term of reference (TOR) for technical assistance (TA) is prepared to invite competent subject matter specialist to consult in the process of establishing regional economic accounts system, estimation methodology and staff capacity building.

II. Specific Areas of Technical Assistance

The specific areas required for technical assistance are as follows:

A) Based on the practice of some federal government countries, advice on the legal aspects of RGDP estimation and use of the estimates in national economic analyses and decision taking.

- A.1. Review existing works on regional economic accounts from each region
- A.2. Examine the existing laws and regulations of the country pertinent to RGDP compilation and its utilization.
- A.3. Advise on suitable legal framework for GRDP estimation which will lead to the establishment of mechanisms to render support from the NAD of the PDC more effective.
- A.4. Advice on data sources to be used for various industries of GRDP estimation. Official data sources to be used by all regions and administrative data sources of the respective regions.
- A.5. Advise the Planning and Development Commission on how supra-regional socioeconomic activities are apportioned across Regional States and City Administrations.
- A.6. Organize a workshop to discuss on the issues mentioned above with the stakeholders (regional, federal government bodies, etc.)
- A.7. Staff Training and Capacity Building on RGDP estimation.

B. Produce the source and method manual for GRDP estimation

The source and method manual will be the main reference book to compile the GRDP by all regions and city administrations. The manual describes:

- Detailed economic activity coverage, as per the international standard of industrial classification (ISIC)
- Data sources and
- Estimation methods at current and constant prices.

III. Expected Outputs

- Prepared inception report outlining the action plan to implement the system.
- Organized/facilitated study tours to some countries for stakeholders to gain best practices on GRDP compilation.
- Produced GRDP source and method manual.
- Technical Capacity Built for pertinent staff members of NAD of PDC and professional staffs from counterpart institutions at regional state levels.
- Awareness creation workshops conducted for stakeholders on the concepts, coverage, data sources, methods and procedures of the GRDP estimation in Ethiopia.

IV. Scope of Activities

The NAD staff will provide the required support and the necessary data (survey and administrative), provide documents and other facilitative works. The TA is expected to assist in doing the following activities:

- Identify the gaps in data sources and economic activity coverage for GRDP estimation.
- Recommend templates and data assessment forms to be filled up by main data providers.
- Define sets of proxy indicators and methods that can be used in the estimates of GRDP where there is no data source for some activities.
- Identify and implement international as well as regional best practices of countries that have a well-recognized GRDP estimation system

- Conduct gap assessment of NAD and regional staff's technical competence and facilitate/propose for capacity building

V. Required Skills and Experiences

The Technical Assistance will be provided by international consultant (Technical Assistant) with a solid professional background and practical experience in NAS compilation. The TA preferably is an economist or statistician with extensive experience on national accounts, and on regional economic accounts (REA) compilation in a federal system of administration.

Education:

Minimum master's degree in Econometrics, Development Economics, and Development Studies, International Development, statistic or relevant discipline;

Experience:

- A minimum of 15 years proven experience in compilation, validation and analysis of NAS, and GRDP estimation; 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.;
- Work experience in developing countries NAS & REA compilation,
- Good interpersonal and communication skills;
- Excellent reporting skills proven by a track record of relevant publications;

Language:

- Fluency in the English language.

VI. CRITERIA FOR SELECTING THE BEST OFFER

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 Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV, technical proposal and interview (if required))	70%	100%
Criteria a. Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal;	30	
Criteria b. Educational background: Minimum master's degree in Econometrics, Development Economics, and Development Studies, International Development, statistic or relevant discipline;	10	
Criteria c. At least 15 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.	30	
Financial (Lower Offer/Offer*100)	30%	
Total Score	Technical Score * 70% + Financial Score * 30%	

Evaluation legend:

Weight per Technical Competence	
Weak: below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence

Weight per Technical Competence	
Very Good: 86-95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.

*** It is mandatory criteria and shall have a minimum of 70 points out of 100 points**

****Regarding the rest of the criteria, you may select from the following** or include which is/are relevant evaluation criteria as per the ToR and fix allocated weightage corresponding to each criterion. Examples:

- a. Minimum educational background as per the requirement in the ToR;
- b. Minimum 10 years of experience in similar consultancy projects and/or IC contracts;
- c. Ability to discharge the consultancy service within the timeframe as per the ToR;
- d. **In case of Interview** - individual competencies in terms of language proficiency; analytical and comprehension skills; presentation skills; confidence; . . .
- e. Other criteria that help to objectively evaluate the required knowledge, skills, behaviors, . . . of prospective consultants;

VII. PAYMENT MILESTONES AND AUTHORITY

The consultant will be paid fixed rates based on the total agreed amount in deliverable milestones based on the review outcomes. From PDC and UNDP

Deliverables	Amount paid	Based on approval from UNDP and PDC
<ul style="list-style-type: none"> • Prepared inception report outlining the action plan to implement the system; • Produced GRDP source and method manual and submit draft report; 	20%	
<ul style="list-style-type: none"> • Technical Capacity Built for pertinent staff members of NAD of PDC and professional staffs from counterpart institutions at regional state levels; • Conducted validation workshop; • Incorporate comments; 	40%	
<ul style="list-style-type: none"> • Final revised report 	40%	

VIII. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, you are hereby given a template of the Table of Content. Accordingly; your Technical Proposal document must have at least the following preferred content and shall follow its respective format/sequencing as follows.

Proposed Table of Contents	Page
SECTION I. TECHNICAL PROPOSAL COVER PAGES	
Cover Page (use the template hereto)	
Cover Letter (use the template hereto)	
Statement of Declaration (use the template hereto)	
SECTION I. TECHNICAL PROPOSAL SUBMISSION FORM	
1.1 Letter of Motivation	
1.2 Proposed Methodology	
1.3 Experience in Similar Consultancy and/or Projects	
1.4 Implementation Timelines	
1.5 List of Personal Referees	
1.6 Bank Reference	
SECTION II. ANNEXES	
Annex a. Duly Signed Offer's Letter to UNDP Confirming Interest and Availability (use the template hereto)	
Annex b. Duly Signed Personal CV's	
Documentation Checklist (please refer to the checklist attached hereto)	

FINANCIAL PROPOSAL

Alternative 1. LUMP-SUM CONTRACTS

The Financial Proposal shall specify a total lump-sum amount **all-inclusive**. 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 lump-sum amount in US\$.

IX. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultants 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.