

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: May 7, 2019

Procurement Notice Reference No.: **ETH0306**

Country: **Ethiopia**

Services/Work Description: Review of the Development Assistance Group in Ethiopia

Project/Program Title: Phase V-Development Partners Support to Implementation of the GTPII in Ethiopia

Post Title: International Consultant

Duty Station: Home-based with travels to Addis Ababa

Expected Places of Travel: Addis Ababa

Duration: 21 working days

Expected Start Date: ASAP considering local context

The United Nations Development Programme (UNDP) is currently implementing a project **Phase V-Development Partners Support to Implementation of the GTPII in Ethiopia** 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 **ETH0306** 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 **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:

- **Brief/Description of Approach to Work**
- **Letter of presentation highlighting main qualifications and experience relevant to this TOR;**
- **CV;**
- **Copy of education certificate;**
- **Completed financial proposal – using the Format (Breakdown of Costs Template)**
- **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



GENERAL INFORMATION

Services/Work Description:	Review of the Development Assistance Group in Ethiopia
Project/Program Title:	Phase V-Development Partners Support to Implementation of the GTPII in Ethiopia.
Post Title:	International Consultant
Duty Station:	Home-based with travels to Addis Ababa
Expected Places of Travel:	Addis Ababa
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I. BACKGROUND / PROJECT DESCRIPTION

The Development Assistance Group (DAG) was established in 2001 and currently has 30 bilateral and multilateral members supporting the Government of Ethiopia (GoE) in executing the national development plan - the Second Growth and Transformation Plan (GTPII) and the Global Sustainable Development Goals (SDGs). The DAG was initially established to foster and catalyze policy dialogue and to coordinate and harmonize development partners' support in the government's preparation, implementation, and monitoring and evaluation of the national development plan and the Millennium Development Goals (MDGs). Currently in its fifth phase the project *Development Partners' Support to the implementation of the second Growth and Transformation Plan - GTPII* has seen partners align their support to national development plans. According to official statistics, with growth recorded at 10.9% during fiscal year 2017, Ethiopia is one of the world's fastest growing economies, with an average annual gross domestic product (GDP) growth rate of 10.3% during the 10 fiscal years ending June 2016. Despite this Ethiopia is still among the top 10 recipients of gross official development assistance (ODA) globally, coming 5th after Afghanistan, India, Vietnam and Syria (*according to the OECD*)

The DAG Project supports the Government and development partners to enhance compliance with the global objectives of development effectiveness and assists the meeting of commitments and targets in the following key areas; national ownership of development priorities; focus on results; facilitation of inclusive partnerships, mutual accountability & transparency. The project also contributes to harmonizing support through various policy dialogue platforms such as the High-Level Forums (HLF), Sector and Technical working groups.

The current project comes to an end in June 2020, and this mid-term review will inform the next phase of the project. From the beginning of the project's Phase V (June 2016), various thematic sector working groups were revitalized (Gender, M&E) and others established (climate resilient green economic forum – CRGE). The objective of the realignment of SWGs was to strengthen their overall structure and facilitate effective dialogue between development partners and the GoE on alignment of development cooperation to national plans, priorities and systems to deliver on results.

The DAG Pooled Fund includes three outputs: (1) Effective Support to the implementation of the GTPII and SDGs; (2) Effective dialogue between GoE and the DAG; and (3) Aid effectiveness

and harmonized targets achieved. The DAG Pooled Fund is one mechanism to promote partnership dialogue and harmonise donor support. Furthermore, the project also supports the GoE and DAG meet aid effectiveness and harmonization objectives in line with the Mexico High-Level Communique; Busan Partnership for Effective Development Cooperation Document; Accra Agenda for Action; and Paris Declaration.

The ‘DAG Structure’ includes the DAG (Heads of Agency), Ex-Com; technical working groups; and a Secretariat and also refers to their associations to one another and interface with the Government of Ethiopia. The DAG Secretariat is hosted by the United Nations Development Programme (UNDP) country office and provides support to MoF and the Planning & Development Commission in the context of the DAG Pooled Fund’s support to the national development plan, the GTPII. It also provides technical assistance, policy advisory services and facilitates support to the various working groups; the DAG Executive Committee (Ex-Com); and the DAG Heads of Agency. The Secretariat follows up on ongoing agendas as well as new initiatives that are launched by the DAG and facilitates policy discussions between the government and partners, such as the Annual Progress Review Meetings of the Growth and Transformation Plan and the High-Level Forum (HLF).

The technical working groups that operate directly under the umbrella of the DAG include: (i) the Macro-economic discussion forum and Public Financial Management sub-groups; (ii) Governance technical working Group GTWG which consists of Civil Society and the Justice, Safety and Conflict sub-groups; (iii) Donor Group on Gender Equality (DGGE); and (iv) Health, Population & Nutrition, consisting of sub groups on Nutrition and HIV/AIDS and v) Basic Service Delivery. In addition, the architecture includes eleven sector working groups with 14 sub sector working groups that fall under the auspices of the MoF-chaired Effective Development Cooperation Task Force. More information on the DAG structure can be found on the DAG website: www.dagethiopia.org.

The mid-term review will assess the extent to which the objectives of the DAG Pooled Fund project are well-implemented so far during the fifth phase of the project which begun in April 2016 and ends in June 2020. The review will also ascertain to what extent the project in its current form, in terms of structure and content, was successful in delivering on aid effectiveness commitments and meeting the expectations of both Government and DAG members.

The objectives of the review are two-fold: (1) **to review the DAG’s objectives, structure and functions in order to assess its efficiency and effectiveness in strengthening donor dialogue with government, improve harmonisation and increase the effectiveness of development assistance;** (2) **to set out realistic, practical and concrete options and recommendations, that take into account the context in Ethiopia, for the design of the next phase of the project.**

II. SCOPE OF THE WORK

The scope of the study should include a review of the DAG Pooled Fund project, outputs and results to determine its contribution to the overall performance and provide key lessons and recommendations in order to improve the design of the next phase of the project action. The review should include an assessment of the current dialogue structure both the donor technical working groups, in particular the GTWG and the SWGs to determine their efficiency in facilitating dialogue on government priorities.

In reviewing the DAG Pooled Fund project, the consultant is expected to address the following points:

1. **Relevance:** Is the project achieving its intended objectives? To what degree do the project’s objectives remain valid considering the country context and the evolving landscape of development assistance? Are the project’s activities and outputs consistent with its key goals and attainment of objectives? Are the project’s activities and outputs consistent with its intended impacts and effects?
The findings of the assessment will inform any required refinements in the dialogue architecture to adequately respond to Ethiopia’s reform agenda, including funding modalities and instruments, as well as what’s required from Government to catalyze the required adjustments from development partners.
2. **Effectiveness:** What is the degree of achievement as per the project indicators? What are the factors that contributed towards the achievement/failure of the intended objectives? Are these consistent with the aid effectiveness principles and stakeholders’ expectations?
3. **Efficiency:** How Cost-Efficient were the activities? Were Objectives achieved on time? How efficient was the implementation – compared to potential alternatives? How did the project monitoring and management arrangements facilitate efficient and effective implementation of the project? To what extent did the partnerships with relevant stakeholders contribute to the achievement of results of the project?
4. **Synergies:** The review should assess progress made in establishing synergies between the current dialogue structure and pertinent non-state actors including CSOs, private sector, etc. Findings from this assessment will inform measures for maximizing these synergies.
5. **Impact:** Have the project’s outcomes reached the intended targets as per the project indicators? Did the project directly or indirectly strengthen the principles of effective development cooperation in Ethiopia? What was its added value both in design and implementation?
6. **Sustainability:** The extent to which results from the project will, or are likely to, continue. What factors were responsible for the achievement or failure of the project’s overall sustainability? How did the project contribute towards building of systems and capacities at Government level?

III. EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1.	An inception report based on the desk review to be presented to the steering committee to sharpen the scope, prioritization and focus of the work;	5 working days	DAG ExCom
2.	Consultations and first draft of the report	10 working days	DAG ExCom
3.	Debrief session on the first draft with selected stakeholders;	1 working day	DAG ExCom
4.	Final (comprehensive) report to be submitted, twenty-one (21) working days from the date of signing the contract, incorporating comments from stakeholders and providing practical implementation steps for the recommendations. The practical output should include a comprehensive overview of development partners and elaboration of a partnership mapping tool.	5 working days	DAG ExCom

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- a. The UNDP/DAG Secretariat, on behalf of the development partners, will manage the overall financial and contractual arrangements with the consultant.
- b. The DAG Executive Committee will provide guidance and assess the progress of the review.

V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

The DAG Secretariat will provide office space and local transport service to the consultant.

VI. DURATION OF THE WORK

No.	Deliverables / Outputs	Indicative timeline (to be modified depending on agreed start date)
1	An inception report based on the desk review to be presented to the steering committee to sharpen the scope, the methodology, prioritization and focus of the work;	5 working days
2	Consultations and the first draft of the report	10 working days
3	Debrief session on the first draft with selected stakeholders;	1 working day
4	Final (comprehensive) report to be submitted, twenty-one (21) working days from the date of signing the contract, incorporating comments from stakeholders and providing practical implementation steps for the recommendations.	5 working days

VII. Methodology

- **Desk review** of the DAG Pooled Fund activities based on selected documents;
- **Interviews** with major stakeholders including: DAG ExCom members and Heads of Agency; implementing partners (Ministry of Finance and Planning & Development Commission); Governance Technical Working Group (GTWG) members; other working group co-chairs and members; DAG Secretariat; UNDP and UNCT colleagues; civil society; and any other organizations so as to capture various experiences, perspectives and expectations;
- **Review of the policy dialogue and partnership** between Ethiopia and its development partners, where relevant, drawing on experiences in other countries.
- Provide **recommendations** for how the overall project might be better aligned and adapted to support the implementation and review of the Government's next national development plan. Recommendations should also concretely relate to how the next phase of the DAG Pooled Fund project might best reflect the priorities, outputs, and targets of the various stakeholders.

VIII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Academic Qualifications:

- Master's or PhD in Economics, Development Studies, Political Economy, or related subjects;

b. Years of Experience:

- At least 15 years' experience working in development context;
- Experience and strong knowledge or familiarity with global and regional aid effectiveness and development cooperation issues, as well as aid management, coordination, harmonization and development cooperation, which includes but is not limited to OECD-

DAC work, Mexico / Busan / Accra / Paris/ agendas, Nairobi outcome document and Addis Ababa Action Agenda and the Financing for Development framework.

- Prior experience on review/evaluation of projects of similar nature

c. Functional Competencies:

- Strong conceptual and analytical skills, with ability to think strategically and rapidly analyze and integrate diverse information from varied sources into conclusions and recommendations.

d. Language and other skills:

- Excellent knowledge Of English language including the ability to set out a coherent argument in presentations and group interactions;
- Capacity to communicate fluently with different stakeholders (Government authorities, Development Partners and programme/project staff)
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.

e. 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.

IX. PAYMENT MILESTONES AND AUTHORITY

The qualified consultant shall receive his/her payments upon certification of the completed tasks satisfactorily, as per the following schedule:

Payment tranche	Deliverables	Approval should be obtained	Portion
1 st tranche	Inception report and methodology	DAG Steering Committee	20%
2 nd tranche	First draft of report with recommendations and presentation to debrief on findings	DAG Steering Committee	30%
3 rd tranche	Final report with recommendations	DAG Steering Committee	50%

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the 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 Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal)	70%	100
<ul style="list-style-type: none"> ▪ Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal 	<i>of which:</i> 50%	50
<ul style="list-style-type: none"> ▪ Educational background as per the ToR requirement 	15%	15
<ul style="list-style-type: none"> ▪ Work Experience in similar undertakings 	35%	35
Financial (Lower Offer/Offer*100)	30%	100
Total Score	Technical Score + Financial Score	

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.

XII. ANNEXES TO THE TOR

- More information can be found on the Development Assistance Group website: www.dagethiopia.org.

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

Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

Brief Description of Approach to Work (if required by the TOR)