

# CONSULTANCY PROCUREMENT NOTICE

Re-advertisement-ETH/IC/2014/016

Date: 16<sup>th</sup> July 2014

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**Country:** Ethiopia

**Description of the assignment:** Needs Assessment for Development of Industrial Information System at Ministry of Industry

**Type of Contract** Individual Consultant: International

**Project:** Capacity Strengthening for Industrial Development

**Period of assignment/services:** 11 weeks ( 55 working days)

Proposal should be submitted at the following address or [procurement.et@undp.org](mailto:procurement.et@undp.org) no later than 27<sup>th</sup> July before 17:00 hour's Local time.

Contact Person: [mekdelawit.hailu@undp.org](mailto:mekdelawit.hailu@undp.org)  
Procurement Unit

Name of Office: United Nations Development Programme  
  
Menelik II Ave, UNECA Compound,  
Old Buld, 6th Floor  
Fax: 251 11 5514599 / 5515147  
P.O.Box 5580, Addis Ababa  
Ethiopia

Or

[Procurement.et@undp.org](mailto:Procurement.et@undp.org)

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. The procuring UNDP entity will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants

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## I. Background

The major objective of the country's current development plan—the Growth and Transformation Plan (GTP)—is sustaining rapid and broad-based economic growth through creating favorable conditions for industry to play a key role in the economy. In this regard, Ethiopia has placed strong

emphasis on creating enabling environment for establishment of new industries/enterprises and strengthening of existing ones.

In this regard, it is imperative for Ministry of Industry (MoI) to have a broad based industrial information management system/industrial database to make informed industrial analysis and to evaluate the economic effects of industrial development programmes. A well-established information system is also essential to make recommendation on policy, regulatory framework, industry competitiveness and promotion of manufacturing exports, among others. Equally important is to create information sharing platform with relevant institutions such as Ethiopian Statistical Agency, Ministry of Trade, Ethiopian Customs and Revenue Authority, etc. for coherent and up to date industrial data exchange.

### **Overall Objective**

The overall objective of the assignment is to guide and support the Ministry of Industry (MoI) and in the efforts to establish a functional and reliable industrial information system (industry database) that is based on best practices and is adapted to the particular requirements and circumstances of the Ministry. The more specific objectives of the task are: (i) identification of relevant needs and the development of modalities for systematic and automatic data-collection practices within MoI; (ii) an assessment of the current technical capacities, available data sources and data sharing practices between MoI and other relevant institutions (eg. Ethiopian Statistical Agency, Ministry of Trade, Ethiopian Customs and Revenue Authority, etc). (iii) development of an action plan providing clear guidance for the development of the Industry Database; and, (iv) Design of the Terms of Reference for the company that will implement the establishment of the industry information system (database).

### **Scope of Work**

The scope of work is expected to include the following in close cooperation with the IT Department and Policy, Programme Study and M&E Directorate of MoI:

Analyze and evaluate the current situation at MoI regarding data availability and software programmes in place;

Collect information on the range of data that are available from data-collecting institutions and how that could be integrated with MoI industrial information system opted to be in place;

Assess the existing level of cooperation and the readiness of data collecting institutions in providing data to MoI;

Identify all relevant needs to establish a functional industry information system/database, including, but not limited to, the type of software system that is required and the type of indicators/data that can be collected;

Propose appropriate methods to enhance the process of systematic and automatic data collection, data dissemination and define the role and responsibilities of all relevant actors in the process;

Propose best practices applied in other countries that can be adapted to the particular requirements and circumstances;

Draft a detailed action plan for the implementation of the industry information system (database) with short term and medium term intervention actions such as:

### **Expected Deliverables**

Articulate the high priority actions necessary for the establishment of the industry information system/ industry database;

Proposal on efficient methods for collecting available data from other institutions;

Proposal on methods/alternatives for securing other data that are currently unavailable and are required by MoI for the industry database;

Action plan on activities needed to ensure establishment of industrial information system/ industry database;

Terms of Reference for the company that will implement the establishment of the industry information system (database);

Write a comprehensive report presenting the above deliverables in sequential manner and submit to MoI for validation; and,

Make a presentation to relevant stakeholders on key recommendations/findings and proposed action plan.

### **Methodology and Approach**

The broader suggested methodology for this assignment is analysis on existing practices and suggestion of plausible recommendations in line with the above deliverables. It is broadly advised to draw experiences from other developing countries where industrial information systems are well in place. The consultant is expected to delineate a clear methodology in his/her expression of interest which will be further explained and agreed up on in the inception report.

### **Duration**

The period to complete this specific assignment is approximately 11 weeks ( 55 working days). The consultant will be based at MoI on full time basis. MoI will lead and coordinate the assignment, including provision of office facilities, access to relevant reports and reference materials. The timeline presented below will be adopted in completing the assignment from the day of signing the contract:

### **Reporting Requirement**

The consultant shall provide soft and hard copies of different reports in the following order:

Inception report	1 weeks
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First draft report	4 weeks
2 <sup>nd</sup> draft including action plan	4 weeks
Final report including endorsed action plan	2 week

It is expected that the consultants will work and interact with the team established by the Ministry of Industry throughout the assignment.

## **II. Qualification/Selection Criteria**

The study will be undertaken by a qualified consultant. The professional is expected to have extensive and hands on experience in developing industrial information platform. The consultant shall have the following qualification, profile, and experience:

### **Competencies :**

#### **Corporate Competencies:**

- Demonstrates commitment to UNDP's mission, vision and values;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Highest standards of integrity, discretion and loyalty.

#### **Client Orientation:**

- Maintains effective client relationships;
- Reports to internal and external clients in a timely and appropriate fashion;
- Organizes and prioritizes work schedule to meet client needs and deadlines;
- Responds to client needs promptly.

#### **Core Competencies:**

- Demonstrating/safeguarding ethics and integrity;
- Demonstrate corporate knowledge and sound judgment;
- Acting as a team player and facilitating team work;
- Facilitating and encouraging open communication in the team, communicating effectively;
- Creating synergies through self-control;
- Managing conflict;

## **Education**

Minimum of MA degree in industrial engineering or related field. Specialization/certification with a focus on software development and the establishment of IT infrastructure systems is highly advantageous; and,

Trainings received in Public Administration, Public Policy, Economics, Statistical Systems and/or other areas that are relevant for the assignment will also be considered as an asset.

## **Experience**

- Minimum of seven years of practical work experience in industrial information database development, industrial data management, or other related projects;
- Experience in programming, software development, software security, web technology;
- Exposure in similar assignment in developing and emerging countries;
- Sound and recordable experience in developing action plans with specific millstones, and strategic interventions;
- Knowledge around industrial development strategy and Ethiopia's manufacturing sector is advantageous;
- Sound experience in teamwork, negotiation skills, and intercultural communication; and,
- Proficiency in English language (speaking and writing) and the ability of report writing.

## **DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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

### **Technical Proposal:**

#### **(i) Proposal Submission Form**

(ii) **Explaining why** they are the most suitable for the work

(iii) Provide a brief **methodology** on how they will approach and conduct the work

(iv) Personal **CV** including past experience in **similar projects** and at least **3 references**

#### **(II). Financial proposal**

The financial proposal shall specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

### **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.

Applicants should meet at least the minimum qualification indicated above to be considered.

## Evaluation

Individual consultants will be evaluated based on the following methodologies:

### 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 technical score of 70 points would be considered for the Financial Evaluation.*

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Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and/or interview (if required))	70%	100
Criteria a. Minimum educational background as per the requirement in the ToR		10
Criteria b. Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach;		50

<i>and organization &amp; completeness of the proposal</i>		
<i>Criteria c. Minimum years of experience in similar consultancy projects and/or IC contracts</i>		30
<i>Criteria d. Ability to discharge the consultancy service within the timeframe as per the ToR</i>		10
<i>Financial</i>	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

## **ANNEXES**

### **ANNEX 1- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS –**

[www.undp.org](http://www.undp.org)

### **ANNEX 2- PROPOSAL SUBMISSION FORM**

### **ANNEX 3- FINANCIAL PROPOSAL**

**ANNEX**  
**PROPOSAL SUBMISSION FORM**

**Dear Sir / Madam,**

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, I, the undersigned, offer to provide Individual Consulting services *[profession/activity for project/programme/office]* for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

I undertake, if my Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this Proposal for a period of **120 days** from the date fixed for opening of Proposals in the Invitation for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

I understand that you are not bound to accept any Proposal you may receive.

Dated this day / month of year

**Signature**



**ANNEX**

**FINANCIAL PROPOSAL**

The Consultant is asked to prepare the Price Schedule as a separate envelope from the rest of the technical response.

All prices/rates quoted must be in **USD and exclusive of VAT and all taxes**, since the UNDP is exempt from taxes.

The format shown below should be used in preparing the price schedule.

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

In addition to the hard copy, if possible please also provide the information in soft copy (on CD).

*[Lump Sum Contracts]*

<b>Price Schedule:</b>  <b>Request for Proposals for Services</b>		
<b>Description of Activity/Item</b>		<b>Lump Sum Price (USD)</b>
<b>1.</b>	<b>Phase 1:</b>	
<b>2.</b>	<b>Phase 2:</b>	
<b>3.</b>	<b>Phase 3:</b>	
<b>4.</b>	<b>Phase 4:</b>	
<b>...</b>	<b>.....</b>	
	<b>TOTAL</b>	

*[Contracts based on daily fee]*

<b>Price Schedule:</b>				
<b>Request for Proposals for Services</b>				
Description of Activity/Item		Number of Days	Daily Fee	Total Amount
<b>1.</b>	<b>Remuneration</b>			
1.1	Services in Home office			
1.2	Services in Field			
<b>2.</b>	<b>Expenses</b>			
2.1	Travel*			
2.2	Per Diem Allowances			
2.3	Communications			
2.4	Reproduction and Reports			
2.5	Other <i>[please specify]</i>			
			<b>TOTAL</b>	

***The above format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.***

*\*Travel expenses including all travel to join duty station/repatriation travel. Travel costs exceeding those of an economy class ticket are not covered by UNDP.*

### **Application**

Interested and qualified individuals shall submit their Technical proposal, CV and Financial proposal (in separate sheet) to our e-mail: [procurement.et@undp.org](mailto:procurement.et@undp.org); on or before 27<sup>th</sup> July 2014 17:00 hour's local time.