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ETHIOPIA

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## **TERM OF REFERENCE (ToR)**

### **FOR THE RECRUITMENT OF National TECHNICAL ADVISOR**

#### **I. PREAMBLE**

The Hydrology and Water Quality Directorate of the ministry of water, irrigation and Electricity (MoWIE), would like to contract technical workers to provide Technical support of data collection For Existing data set by Automation and telemetry system.

The exiting situation indicates that there is a plan to modernize the hydrological information system that needs automation and telemetry system for data transmission. For this plan the ministry starts the process with the different initiatives to implement the automation and telemetry system. However, due to new technologies and network systems the initiatives could not met the targets that needs more work on capacity building and technical support.

#### **II. GENERAL INFORMATION**

**Services/Work Description:** Technical support of data collection For Existing data set by Automation and telemetry system at the Ministry of Water, Irrigation and Electricity of Ethiopia

**Project/Program Title:** Strengthening Climate information and early Warning Project

**Post Title:** Technical Advisor (National)

**Consultant Level:** TBD

**Duty Station:** Addis Ababa

**Expected Places of Travel:** Hydrological gauging stations in the selected river basins

**Duration:** 90 working days

**Expected Start Date:** ASAP.

#### **III. BACKGROUND / PROJECT DESCRIPTION**

The Technical support of data collection For Existing data set by Automation and telemetry system shall be taken as part of the project Strengthening Climate Information and Early Warning Systems in Africa for Climate Resilience Development and Adaptation to Climate Change in Ethiopia. The project is supported by the UNDP as part of the Strengthening Climate Information and Early Warning Systems in Africa.

The directorate would strongly like to improve the current information system Systems which is very important for the water resource development strategies and early warning approaches.

#### IV.SCOPE OF THE WORK

The scope of the work includes:

- Preparing specification of hydrometric instruments
- understanding of operation and use of telemetric instruments
- configuring the Gateway or main server
- configuring the remote telemetric unit (RTU) with data collection device
- Installation, testing and data collection of the instrument
- Direct reading and down loading of data from RTU
- Using Advantage pro and DEMASdb for data visualization
- configuring the data base DB and migrating data from our historical data base HYDATA to the AQUARIS and vise-versa
- managing the database for further activities like (processing, analysis and decision making)
- Instrument operation and safety
- Data base management
- On job training for the experts

#### V EXPECTED OUTPUTS AND DELIVERABLES

The tasks should be completed within 3 months of the signature of the contract

- a. Inception Report
- b. Progress reports
- c. Draft Report
- d. Final report
- e. Well configured Gateway or main server and database
- f. Rehabilitated and installed stations
- g. Instrument Specification, capacity building on installation, operation and safety of instruments

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Inception Report	5 Working days	UNDP and MoWIE
2	Draft Report	20 Working days	UNDP and MoWIE
3	Final report	15 Working days	UNDP and MoWIE

4	Well configured Gateway or main server and database	25 Working days	UNDP and MoWIE
5	Rehabilitated and installed stations	20 Working days	UNDP and MoWIE
6	Instrument Specification, capacity building on installation, operation and safety of instruments	5 Working days	UNDP and MoWIE

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

The Advisor will be seated in the Hydrogy and Water Quality Directorate in the Ministry of Water Irrigation and Electricity and he/ she works under the direct supervision of the Director for Hydrology and Water Quality Directorate. Basic office facilitates including space and computer will be provided by the office.

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

Basic office facilitates including space and computer will be provided by the office

## **IX DURATION OF THE WORK<sup>1</sup>**

The duration of the Technical support will be for 90 working days

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

### **a. Academic Qualifications:**

- PhD OR Master's degree in hydrology or water resource engineering

### **b. Years of experience:**

Define number of years of experience; whether it is an international, regional or local consultancy; and areas.

PHD with experience of 6 years and above in the area of water resource engineering including hydrological information system

MSC with the experience 8 years and above in area of water resource engineering including hydrological information system

### **c. Functional Competencies:**

- Special skills / experience and other qualifications such as analytical skills, communications abilities, teamwork ... which will prove to be advantageous and vital to the success of the work implementation, especially if the assignment's setting/situation is unique or has peculiarities (e.g., experience in working with indigenous people, familiarity with the key issues confronting a certain region, understanding of and ability to relate with a specific culture/religion, knowledge of a local dialect, etc.)

### **d. Language and other skills:**

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Excellent knowledge of English both in written and writing

**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.

**XI. CRITERIA FOR SELECTING THE BEST OFFER**

Upon the advertisement of the Procurement Notice, qualified Individual Technical Advisor 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
<b>Technical Competence (based on CV, Proposal and interview (if required))</b>	<b>70%</b>	100
▪ Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal		60
Educational Back ground		10
▪ Experience in similar assignment		30
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

**XII. PAYMENT MILESTONES AND AUTHORITY**

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	upon sub mission of inception report;	MoWIE and UNDP	10%
2 <sup>nd</sup> Installment	Upon submission of progress	“	20%

<b>Installment of Payment/ Period</b>	<b>Deliverables or Documents to be Delivered</b>	<b>Approval should be obtained</b>	<b>Percentage of Payment</b>
	report and approval of the completion 30% of the overall works;		
3 <sup>rd</sup> Installment	up on sub mission of progress report and approval of 40% the overall work accomplished;	“	20%
4 <sup>th</sup> Installment	up on sub mission of progress reports and approval on the complexion of 30% report of work;	“	20%
5 <sup>th</sup> Installment	Upon sub mission and approval of final report ;	“	30%

**Signature:** \_\_\_\_\_

**Name and Designation:** \_\_\_\_\_

**Date of Signing:** \_\_\_\_\_