Terms of References

I. Position Information

Service/work description	: National Consultant for data science expert for the Business Emergency Unit
Project/program Title	: Supporting an Inclusive and Multi-Sectoral Response to COVID-19 and Addressing its Socio-Economic Impact in Ethiopia
Post Title	: National Consultant (IC), **Data Scientist: Business Emergency Unit (BEU)**
Consultant Level	: Level B-Specialist
Duty Station	: Addis Ababa at JCC Office
Expected duration	: 6 months
Starting Date	: Immediately after signing of the contract

II. Background and Context

COVID-19 is now a global pandemic sowing death and causing enormous disruption to live as well as social and economic systems. Ethiopia like other countries around the globe has also been battling to contain the spread of COVID-19. Following the first case, the government of Ethiopia have adopted a number of measures to reduce the spread including the setting up an inter-ministerial task force chaired by the Prime Minister; the activation Emergency Operations Centre (EOC). It has also prepared a National Emergency Response Plan (NHRP) costed at USD 1.6 billion for 3 months (released on 1 April); imposed a State of Emergency (effective 8 April); expanded testing sites across the country; encouraged local production of essential supplies; and taken a host of policy and budgetary measures to respond to the pandemic.

UNDP has been supporting the government in its responses and has developed offers which is anchored in the core premise of strengthening rather than supplanting country capacity to handle the pandemic in ways addresses immediate needs while generating a stream of benefits beyond current challenges. Within the framework of the broader UN response, UNDP seeks to scale up its ongoing support to government focusing on high priority policy and advisory support for assessment and planning; continuity of critical government functions; mitigation of the social impact of the virus; and the reinforcement of social capital to fight the pandemic. These areas are broadly interlinked in three outputs including: strengthening the health systems; ensuring inclusive and integrated crisis management and responses; and addressing the socio-economic impact of COVID-19 including livelihoods improvement with a major focus on enterprises development (MSMEs) and jobs creation. Addressing these will contribute to containing the spread of COVID-19 and strengthen resilience of communities.

UNDP's approach to support MSMEs and the jobs within is to help the MSMEs in Ethiopia to *prepare, respond and recover*. The overall approach to supporting MSMEs centres around 5 pillars – 1) provide forward-looking market intelligence, 2) facilitate market access and build inclusive markets including with Multinational Corporations - 3) accelerate digital transformation, 4) deploy financing for MSMEs and local govts with UNCDF, and 5) strengthen ecosystems for MSMEs to survive and grow.

Pillars support to MSMEs include response in a short term (3-6 months) and recovery (6-18 months). Under the response intervention the following outputs are identified: The objectives during the emergency phase are to provide businesses the financial space, keep them out of bankruptcy, reduce the jobs lay-off, and prepare for them to resume their economic activities once the crisis is over. During the emergency phase, the support will be provided to as many businesses as possible to help firms retain workers, with a prioritisation of strategic industries and strategic firms

- ***Operations and Viability of At-Risk MSMEs Secured:*** Providing businesses, including MSMEs, financial support under different modality and Protecting the health and safety of retained workers
- ***MSMEs Repurposed to Support the Response to COVID-19:*** support in shifting production and supply of materials with high demand in the market for COVID-19 response, support to enter into a new market for MSMEs and cooperatives to retain and perhaps even create jobs and address environmental concerns focusing on management of waste from quarantine and isolation centres with dedicated waste receptacles, incineration mechanisms (where needed), and dedicated training

for waste collectors on handling various waste streams such as medical and hazardous wastes, occupational safety and hygiene, as well as support MSMEs to work on social safety nets.

The recovery phase intervention outputs are designed in the following areas: The objective during the recovery phase is to help targeted high-growth firms, for them to quickly recover from the crisis and adjust to the new market dynamics by providing them financial and technical support.

- ***A Single, Empowered, Institutional Champion in Government for MSMEs Established:*** *support on establishment of* focal institution that can advocate for MSMEs and provide authoritative direction on policy, legal, institutional, financial and development issues,
- ***Strengthening Horizontal and Vertical Integration of MSMEs in Value Chains***
- ***Strengthened Enabling Environment and Operational Capabilities***

The governance arrangement of the support implementation is to have a Macro team, National steering Group (NSG), an Advisory Group**,** Socio-Economic Response and Recovery Technical Team (SERRTT) and Business Emergency Unit (BEU).

The **Business Emergency Unit** (**BEU)** - embedded under JCC structures- will report to NSG while regularly interfacing with SERRTT on technical and coordination matters. The core functions of the BEU would be to:

- **Service-delivery functions** which include processing businesses application and delivering services through different channels (government, financial institutions, or BDS providers). This includes maintaining a major national portal providing information on support available from the GoE, an application window for support, a central database for delivery management and a reporting and visualization tool on the use of funds.
- **Supportive functions** which include communication to businesses and to the public, and budget monitoring.
- **Managerial functions** which include the daily monitoring of the processes and their efficiency (notably through KPIs, and a close follow-up of the service delivery functions), a coordination and reporting function (notably to other institutions and committees), and a management function for overall supervision of the BEU.

The **Business Emergency Unit** (**BEU)** to be established at Job Commission Center (JCC)-serving as a secretariat for the COVID response and recovery measures. In the long run, entities need to set up their own 'implementation teams' to ensure their response and recovery work is properly integrated with the respective institutions plans and programmes. Thus, this position is recruited for the business emergency unit to be part of the team to make the unit a success.

The job holder will be stationed at the JCC BEU and directly accountable to the Project lead who engages with the relevant directorates of JCC on a day to day basis.

III. Scope of services expected

The Data Scientist will extract all the relevant information from the data-sources available (tax authority data, POESSA data, and any other official businesses data sources), and provide quick-inputs for decision making on the businesses application. The data scientists will work daily with the team gathering the applications and will help in checking the eligibility of firms and keeping track of all gathered data and information.

Specifically, the incumbent shall have the following duties and responsibilities:

- Collecting and managing information
- Provide quick inputs for decision making
- Gather applications and support on validation including eligibility of firms.
- Extract huge volumes of structured and unstructured data.
- Employ sophisticated analytical methods, machine learning and statistical methods to prepare data for use in predictive and prescriptive modeling
- Thoroughly clean data to discard irrelevant information and prepare the data for pre-processing and modeling

IV. Expected Deliverables

- Identifying relevant information sources, collecting and managing information
- Identify information required for decision and provide quick inputs for decision making in the most easier and understandable manner
- Identify required applications, gather and support on validation including eligibility of firms.
- Extract huge volumes of structured and unstructured data and convert to usable form to achieve the goals of the BEU.
- Employ sophisticated analytical methods, machine learning and statistical methods to prepare data for use in predictive and prescriptive modeling
- Thoroughly clean data to discard irrelevant information and prepare the data for pre-processing and modeling

V. Institutional arrangement/ reporting relationships

a. JCC will directly supervise the Contractor and will be directly responsible to the Delivery Assurance and Capacity Development Directorate of JCC. The contractor is accountable to the Project lead in the BEU. The contractor will deliver fortnight performance delivery report to the directorate though the project lead and the directorate will send approval letter attaching the progress reports monthly to UNDP CO for payment

b. The progress report to be submitted fortnightly should entail planned activities, tasks accomplished as per the plan, additional tasks accomplished, reasons for lagging from the plan if any, problem

c. The Contractor is expected to liaise/interact/collaborate/meet with in the course of performing the work with MOTI, Tax offices and other government stakeholders and with donors including UNDP.

d. JCC will provide office facilities and necessary support for the efficient delivery of the tasks.

V. Logistic and administrative support to the prospective IC

Secretarial services and transport service for work related activities will be arranged by JCC as required

VI. Qualification of the successful IC

a. Education:
Master's degree in data management or relevant subject from a recognized university

b. Experience:
Minimum of 8 years of relevant work experience. Previous experience in government and international organizations is highly desirable. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages, experience in handling of web based management systems

c. Language:
Fluency in English and Amharic

d. Functional Competencies:
- Knowledge Management and Learning
  - Shares knowledge and experience
  - Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills
- Development and Operational Effectiveness
  - Ability to perform a variety of specialized tasks related to Results Management, including support to design, planning and implementation of project, managing data, reporting
- Self-Management
  - Focuses on result for the client and responds positively to feedback
  - Consistently approaches work with energy and a positive, constructive attitude
  - Remains calm, in control and good humored even under pressure
  - Demonstrates openness to change and ability to manage complexities

e. Core Competencies:
- Excellent Programming and data analysis skills, proficiency in R or STATA is required.
- Excellent oral and written communication skills in both English and Amharic.
- Able to work within time constraints.
- Proficient in all Microsoft tools.
- Strong interpersonal skills and team spirit
- Strong analytical, diagnostic, and problem-solving skills.
- Excellent team player
- Able to work within time constraints

f. Corporate **Competencies:**
   - Demonstrates commitment to Ethiopian Job Creation Commission mission, vision and values
   - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

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 and Proposal)	**70%**	100
▪ **Criteria a.** Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal		50 pts*
▪ **Criteria b.** Qualification		20
▪ **Criteria c.** Experience in similar assignments		20
▪ **Criteria d.** Demonstration of functional and core competencies		10
Financial (Lower Offer/Offer*100)	**30%**	30
Total Score	**Technical Score * 70% + Financial Score * 30%**	

IX. Payment milestones and authority

Payments will be made monthly when the fortnights progress reports are submitted and approved and sent to UNDP by the JCC directorate.

The prospective consultant will indicate the cost of services for full time monthly service and each deliverable in ETH **all-inclusive**[1] **lump-sum contract amount** and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

The qualified consultant shall receive his/her monthly service fees upon certification of the completed tasks satisfactorily.

X. Recommended presentation of technical proposal

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed ***Table of Contents***. Therefore, prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

Proposed Table of Contents	Page

TECHNICAL PROPOSAL COVER PAGES

Cover Page

Cover Letter

SECTION I. TECHNICAL PROPOSAL SUBMISSION FORM

1.1 Letter of Motivation

1.2 Proposed Methodology

1.3 Past 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 Offeror's Letter to UNDP Confirming Interest and Availability (use the template hereto) – use separate pdf file

Annex b. Duly Signed Personal CV's/P11 (use the template hereto) – use separate pdf file

Annex c. Financial Proposal – BREAKDOWN OF COSTS Template (use the template hereto) use separate pdf file

[1] *The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consummables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal*