

## TERMS OF REFERENCE (TOR)

### I. GENERAL INFORMATION

<b>Services/Work Description:</b>	National Senior Planning and Economic consultant for Ministry of Mining and Petroleum
<b>Project/Program Title:</b>	Capacity building support to Ministry of mining and petroleum
<b>Duty Station:</b>	Addis Ababa, Ethiopia
<b>Type of the Contract:</b>	National Individual Contract
<b>Supervisor:</b>	MOMP and UNDP
<b>Duration:</b>	one year
<b>Expected Start Date:</b>	Immediately after concluding the contract agreement

### II. BACKGROUND

A survey conducted by the Ministry of Mining and Petroleum, with assistance from the United Nations Development Program (UNDP), shows that Ethiopia has substantial reserves of Gold, Gemstone, Tantalum, Lithium, Cobalt, Phosphorous, Iron, Salt, Potash, Soda ash, Gemstones, Coal Petroleum and Natural gas. It also bears a commendable potential in geothermal energy. Industrial and construction materials are also extensively found in the country along with other mineral resources.

However, the contribution of the mining industry to the GDP of the country is way lower than it should be. Despite having abundant resources, the mining and petroleum sector of the country is not exploited. The country has not benefited from its untapped resources: This is mainly because, formerly, priority has not been given to the sector, which manifested in lack of policy and guiding principles. Also, limitations such as international standard legal framework, capable institutional setup as well as technological platform failed to play an enabling role to the sector. As a result, the mining and petroleum industry is expected to development further before it is a driving force for the economic growth.

Since Prime Minister Abiy Ahmed took office, five economic sectors are given top priority to drive the Home-grown Economic Reform of Ethiopia. One of them is Mining and Petroleum. Accordingly, working on policy formation, institutional arrangements and legal framework revision are all considered necessary. Encouraging private sector investment, streamlining bureaucratic and regulatory procedures, implementing policies, and building institutional capacity are also considered vital. However, there exists a complex challenge, that hinder the sector to policy implementation and make the best use of the country's potential. Among others, human capabilities are primary challenges; this hinders Ethiopia's pathway to prosperity through its Home-grown Economic Reform Agenda intended to deliver high-quality growth, reduction in poverty and elevate the country to a middle-income society by 2030. The mining sector particular the artisanal mining is expected to and has huge potential to create jobs for millions of people including for the growing youth population. This would help in addressing the unemployment issues in Ethiopia and translate the mining sector as significant contributor to the economy.

The issue of skilled manpower is, accordingly, one of the areas identified by the reform document as fundamental for tangible improvements in the Ministry of Mining and Petroleum. The UNDP always committed to be a part of Ethiopian

development plan by offering its support in helping the Ministry procure skilled manpower, the implementation of the reform agenda stands a better chance of success.

### **III. Objective**

The ultimate purpose of engaging an individual consultant is to strengthen the capacity of the ministry of mining and petroleum to plan and implement as well as design economically viable, socially acceptable and environmentally sound interventions in the mining sector along with the ten years perspective plan and that of the Ministry's long term plan.

The specific objective of the consultancy work is to provide strategic advice to the Ministry regarding planning, economically viable and environmentally sustainable opportunities in the mining sector towards attracting private sector investment. The other support areas include

- Advises the Minister on strategic issues related to mining and its use for jobs creation and wealth generation in Ethiopia.
- Facilitates linkages between the Ministry and development partners including donors
- Facilitate and coordinate resource mobilization efforts for the project;
- Serves as technical assistant provider for various departments in the ministry

### **IV. Roles and Responsibilities**

By basing at the ministry of mines and petroleum, the employee will have the following duties and responsibilities

- Advise the ministry in areas of planning, monitoring and evaluation
- Coordinate ministerial level planning
- Advise the ministry in areas of economics of mining and petroleum
- Help in facilitation of exports and marketing of minerals and petroleum
- Design frameworks to improve minerals value chain
- Help in assessing feasibility studies that the ministry conducted
- Asses other studies conducted by external and internal consultants and put in manner suitable for decision making
- As the mining sector is the major pillar of the home-grown economy master plan, the consultant is expected to advise in accordance with the national home-grown economy plan

### **V. IV. EXPECTED OUTPUTS / DELIVERABLES**

The consultant will present a consolidated draft Inception Report upon completion of the desk review, consultation with ministry and doing preliminary assessment of what need to be done to enhance the capacity of the ministry to plan and implement economically significant interventions by the Ministry. The inception report should be presented with clear methodology and detailed work plan. This draft will be subjected to clearance and approval by the project manager at UNDP and the Minister's office at ministry of Mining and Petroleum; within the first two weeks of the assignment. While incorporating feedbacks and comments, the consultant will continue working on the main assignment, which should be delivered over a maximum period of 12 month.

The consultant provides quarterly progress report to the project manager at UNDP and Ministry.

Key deliverables of this assignment are summarized as follows:

- A consolidated Inception Report and work plan that includes methodology/tools and a clearly defined schedule for the implementation;
- Quarterly progress report;
- Final report incorporating recommendations, best practices and lesson learnt.

## VI. LOCATION AND DURATION

The duration of the contract is for one year, and the duty of the station is ADDIS ABABA.

No.	Deliverables /Outputs	Estimated duration (days)	Review and approvals required
1.	Inception Report, which includes methodology/tools and a clearly defined schedule for the implementation	15 days, after signing of the contract	UNDP and MoMP
2.	1 <sup>st</sup> Quarter progress report	In 3 months, after signing of the contract	UNDP and MoMP
3.	2 <sup>nd</sup> Quarter progress report	In 6 months, after signing of the contract	UNDP and MoMP
4.	3 <sup>rd</sup> Quarter progress report	In 9 months, after signing of the contract	UNDP and MoMP
5	Consolidated annual performance report	In 12 months, after signing of the contract	UNDP and MoMP

## VII. IMPLEMENTATION ARRANGEMENTS

The consultant will be recruited under the UNDP terms and conditions and undertake the assigned tasks and responsibilities under the direct supervision of the Ministry of Mining and Petroleum and UNDP.

## VIII. PAYMENT MILESTONES AND AUTHORITY

Instalments	Deliverables or Documents to be Delivered	Approval should be obtained from:	Percentage of Payment
1 <sup>st</sup> Instalment	Submission of Inception report	UNDP and MoMP	20%
2 <sup>nd</sup> Instalment	Submission of 1 <sup>st</sup> quarter progress report	“	20%
3 <sup>rd</sup> Instalment	Submission of 2 <sup>nd</sup> quarter progress report	“	20%
4 <sup>th</sup> Instalment	Submission of 3 <sup>rd</sup> quarter progress report	“	20%
5 <sup>th</sup> Instalment	Submission of Consolidated annual performance report	“	20%

## IX. MINIMUM EMPLOYEE REQUIREMENT

The consultant should be an expert with solid experience and exposure on strategic plan and economics, document preparation and well versed on the interventions the strategic document intends to entail.

The employee should have the following qualifications and experience:

### A. Education:

The consultant should have minimum requirement of Master degree in the area of strategy development, policy, planning, business development, economics, management, development studies and related areas.

### B. Experience and Skills:

- Minimum of at least 6 years in the field of strategic plan development, resource mobilization, business development, restructuring, strategy development, or related sphere.
- Relevant experience on developing strategic and operational planning

- Sound understanding of the national and international development policies, strategies and programmes, and their implementation issues and challenges.
- Analytical skills and experience in developing assessment reports of high standards.
- Experience working with UN or other international organizations
- preferably have a lot of engagements with the private sector , public sector and UN agencies
- Have a good understanding of the Ethiopian government context;
- Demonstrated experience in undertaking in depth research
- Exposure to or understanding of the Ethiopia's socio-economic contexts is an asset.
- Working experience and familiarity with the development efforts of the international development partners, especially UN agencies and NGOs.
- Knowledge of UNDP programming approaches is desirable
- Experience of working in Ethiopia/ Africa is desirable

#### C. Functional Competencies

- Positive and constructive approaches to work with energy
- Demonstrate openness to change and ability to receive and integrate feedback
- Excellent written and verbal communication skills
- Strong time management and meet established time lines.
- Ability to work under pressure, and to deliver in a timely manner without compromising quality standards

#### D. Language and Other Skills

- Excellent knowledge of English, including the ability to write reports clearly and concisely and to set out a coherent argument in presentation and group interactions
- Capacity to facilitate and communicate with different stakeholders
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications

### X. IX. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified consultant is expected to submit both the Technical and Financial Proposals. Accordingly; the consultant will be evaluated based on Cumulative Analysis as per the following conditions:

- 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	Point out of 100
<b>Educational relevance</b>	<b>5</b>
<b>Understanding the scope of work and organization of the proposal</b>	<b>25</b>
<b>Experience of similar assignment</b>	<b>20</b>
<b>Oral Interview</b>	<b>50</b>
<b>Financial (Lower Offer/Offer*100)</b>	

Total Score Technical Score \* 70% + Financial Score \* 30%

### X. LOGISTICAL SUPPORT

The Ministry (MoMP) will provide office space, equipment and internet access for the duration of the consultancy. The ministry will avail a vehicle and driver for travels related to the work and for mission outside of Addis (if any).

## **XI. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL**

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, a Service Provider advised to use a proposed Table of Contents. Hence, your Technical Proposal document must have at least the preferred content as outlined in the respective RFP Proposal Submission Form.

### **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
- 1.7 Copy of Academic credentials

### **SECTION II. ANNEXES**

- Annex a. Duly Signed Offeror's Letter to UNDP Confirming Interest and Availability (use the template hereto)  
Annex b. Duly Signed Personal CV's /P11

## **XII. CONFIDENTIALITY AND PROPRIETARY INTERESTS**

The consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy or the Government without prior written consent. Proprietary interests on all materials and documents prepared by the consultant under the assignment shall become and remain properties of the MoMP. The contract will be administrated by the United Nations Development Programme (UNDP), and all relevant UNDP rules, policies and procedures will apply.

## **XIII. HOW TO APPLY**

Interested consultant with required qualification and experience must submit their applications **through:**

<https://etendering.partneragencies.org> UNDP/ETH10/Event ID: **ETH2109**.