



I. Position Information

Service/work description	: National Consultant - Senior Advisor for DBE Vice President- project appraisal and portfolio management office under DBE (Development Bank of Ethiopia)
Project/program Title	: Inclusive Finance
Post Title	: National Individual Consultant (IC)
Consultant Level	: Specialist
Duty Station	: Addis Ababa, Ethiopia at DBE Office
Required Number	: One
Expected duration	: 6 months
Starting Date	: Immediately after signing of the contract

II. Background and Context

Development bank of Ethiopia (DBE) is a key policy bank facilitating the National development agenda through the provision of customer focused lending to viable project in line with the government set priorities. DBE serve an important function in providing financial project that are deemed necessary for development but could not access credit from the financial system. These include long –term project operating in sectors like manufacturing, new or risky ventures, and borrowers who lack collateral including small and medium enterprise (SMEs). In addition to making subsidized credit available. DBE specialized technical assistance in project management to borrowers.

Currently, the bank is undergoing a major reform which includes the bank's non-performing loans (NPLs) and finding new and stable source of finance. In this contest, the bank is seeking experienced experts to work as technical advisor to the vice *president project appraisal and portfolio management* located in Addis Ababa, Ethiopia.

This term of Reference (TOR) therefore outlines the responsibilities of the Technical advisor to the Development bank of Ethiopia Primarily focusing on the role of DBE for successful implementation of ten year government plan (2021-2030), and covers the duration of six month project funded by United Nations Development program (UNDP). The advisor will be attached to the DBE and he/she is expected to closely working with the vice *president project appraisal and portfolio management*

III. Scope of work

This appointment supports the DBE ***vice president project appraisal and portfolio management*** office in building capacity at the DBE through advising and consulting the vice president, helping in the preparation of relevant documents and development of training materials, and strengthening the capacity of the staff in undertaking project appraisal, project evaluation and portfolio management.

The main tasks of the advisors will include the following;

- Conducting DBE's project appraisal model review study;
- Develop and follow-up the implementation of project appraisal procedures, manuals, parameters and technical standards to ensure uniform and consistent application throughout the Bank;
- Review and revise the Bank's project success evaluation models;
- Review the Bank's portfolio analysis and management practices and suggest possible improvements;
- Assisting on main respective policy issues by drafting short notes as requested by the vice president;

- Develop a comprehensive project appraisal supporting data gathering and compiling methodology and establish data base;
- Provide advice to the vice president on relevant environmental and social policies, guidelines, procedures, strategic issues, trends, and systemic issues with regard the Bank's project appraisal practices based on international best practices;
- Develop and refine tools, templates, practices and examples supporting the Bank's project appraisal process;
- Develops the Bank's portfolio management strategy, risk mitigation methodology, and asset allocation guidelines;
- Drafting, documents in collaboration with DBE staff;
- Preparing, in collaboration with DBE staff, an action plan for the activities under the project and periodic reporting to the vice president office.

IV. Expected Deliverables

- Daily engagement with the vice president to realize the necessary advisory service and business support
- Implementations of DBE businesses support delivery through project appraisal and portfolio management.
- Collecting, analyzing, advising and consulting the vice president,
- helping in the preparation of relevant documents and development of training materials,
- Strengthening the capacity of the staff in undertaking project appraisal, project evaluation and portfolio management.
- Follow up on implementation of support services required by the office
- Propose solutions for issues/problem and bottlenecks
- Coordinate with the other units to develop business support implementation and progress reports.
- Prepare regular progress report

V. Institutional arrangement/ reporting relationships

- a. The Senior advisor shall regularly report to the ***vice president project appraisal and portfolio management*** office on the progress made.
- b. DBE will directly supervise the Contractor, and will be directly responsible to the VICE President-project appraisal and portfolio management office. The contractor will deliver fortnight performance delivery report to the office and DBE will send approval letter attaching the progress reports monthly to UNDP CO for payment
- c. 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 encountered, solution provided,
- d. The Contractor is expected to liaise/interact/collaborate/meet with in the course of performing the work with internal and external stakeholders and with donors including UNDP.
- e. DBE 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 required services for work related activities will be arranged by DBE as required

VI. Qualification of the successful IC

- a. Education:
At least a Master's degree of its equivalent in economics, applied public policy or a relevant social science subject
- b. Experience and skill:
At least six years of experience in research and public policy on financial sector issues including the following
 - Excellent inter-personal skill and an ability to work effectively with range of stakeholders

- The ability to effectively manage projects, including outlining project objectives, planning work in a structured and systematic manner.
 - The ability to work proactively and own initiative
 - Outstanding economic reasoning skill
 - Outstanding quantitative and numerous skills including statistical techniques used in empirical research
 - Excellent data management and processing skills including knowledge of MS excel, STATA and E-views
 - Excellent ability to communicate concise and persuasive economic analysis and policy advice in writing and orally.
 - Ability to work in tight deadlines
- 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 project appraisal and portfolio 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:
- Practical and working knowledge of GoEs policies and strategies on financial sectors in general and the current effort of DBE
 - Experience and confidence in working with senior officials,
 - Highly proactive communicator (both verbal and written) and networker
 - Good understanding and experience in the working of government and donor development projects
 - Good understanding of private sector development programmes and initiatives
 - Good analytic and multi-tasking skills
 - Proven working experience in project management
 - Excellent stakeholder coordination and internal communication skills
 - Able to work within time constraints
 - Proficient in all Microsoft tools
 - Strong interpersonal skills and team spirit
 - Solid organizational skills including attention to detail and multitasking skills
 - Familiarity with bureaucratic requirements in a national and/or regional government ministries as well as exposures to coordination of development programmes will be an advantage.
- f. Corporate **Competencies**:
- Demonstrates commitment to Ethiopian Development Bank of Ethiopia (DBE) 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 DBE

The prospective consultant will indicate the cost of services for full time monthly service and each deliverable in **ETB all-inclusive¹ lump-sum contract amount** when applying for this consultancy. The consultant will be paid 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	

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

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

XI. 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/DBE.

XII. HOW TO APPLY

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

<https://etendering.partneragencies.org> **UNDP/ETH10/Event ID: ETH2221**