SECTION 3: TERMS OF REFERENCE (TOR)

GENERAL INFORMATION

Services/Work Description:	**Recruitment of training firm to Organize and conduct Capacity Building/ Training on advance Information and Communication Technology including different information and communication Basics, intermediate and advanced skill for 4 IT experts for 120 hrs. of training time each by professional training companies and institutions**
Project/Program Title:	**Strengthening government and community capacities for Disaster and Climate Risk Governance**
Duty Station:	**Addis Ababa - with no travel**
Type of the Contract:	**National Consultancy Firm**
Duration:	**120 working hours** (40 hrs for each course)
Expected Start Date:	**Immediately after singing of contract or issuance of PO**

I. BACKGROUND / RATIONALE

Capacity strengthening is a cross-cutting concern of the project. Capacity strengthening can target three layers of capacity: the enabling or institutional environment, organizational and individual level. The emphasis on the project will be on the strengthening of institutions and organizations at national level and in some selected regions. At the institutional level, the project will work through existing and newly created formal and informal multi-stakeholder networks to bring about agreement on risk assessment/ evaluation, CDRM priority investments and mainstreaming procedures. More specifically, the project will strengthen synergies between CRGE and DRM institutions and agencies to address CDRM. The project will strengthen organizational capacity of the NDRMC, MoP, MEFCC, the National Planning Commission and MOFEC and regional bureaus to monitor and coordinate (policy/technical) the mainstreaming of CDRM into development planning and budgets.

The Ethiopian Disaster Risk Management Commission (EDRMC) of the Democratic Republic of Ethiopia has core objectives and activities that include understanding Ethiopia's disaster risk context, probable impacts of a changing climate, analyzing institutional structures about policies and instruments; risk assessments and knowledge; disaster mitigation and risk reduction; Disaster preparedness, response and recovery; and risk financing and insurance.

While information is critical for government to continuously follow-up and monitor the situation on the ground, in many remote drought-prone areas of Ethiopia this is currently a challenge.

The early warning regular monitoring and Food Security system was developed to run on Existing Infrastructure. To meet these requirements, the UNDP has funded the capacity Building of Federal ICT Staffs.

II. OBJECTIVES OF THE SERVICE / WORK

The primary objective to provide ICT services such as video conferencing, directory, messaging and Voice Over IP, and Internet connectivity to the Federal, Regional and Woreda level government entities. The goal is towards the improvisation of Federal Government administrative efficiency, effectiveness, and productivity, as well as information provision and service delivery to the public at large.

2.1. Specific Objective

The specific objective of the IT training is:

•To Work and engage in disaster prevention on IT supported business to make more effectiveness in performing their daily duty using early warning information system and other services.

• To effectively Work in Integrated EDRMC Management Information infrastructure to enhance the performance and security of the system by harnessing the new and updated inputs of the contemporarily information technology and services.

III. SCOPE OF THE SERVICE / WORK

This Scope of the work is for provision of various Training packages to capacitate the government ICT Experts at the national disaster risk management commission/EDRMC with Information Technology to realize the functions of Integrated Information System that links NDRMC, federal government IT staff.

IV. EXPECTED OUTPUTS / DELIVERABLES

- Skilled users who can use implement, administer, maintain the IT technology
- Experts who operate with the advanced information technology application and programs.

V. METHODOLOGY / APPROACH OF THE SERVICE (WORK)

- The bidder shall include the methodology and work schedule as well as the reporting to be used to implement the given assignments.
- User participation and approval of the work will be highly encouraged from each site.
- Appropriate reporting in English should be done at every stage of the process. All phases will have inception report, progress report, and final report.
- The inception report will detail upon the results of the first design phase. The consecutive steps of designs will do the same.

VI. LOCATION, DURATION AND TIMEFRAME OF THE WORK /DELIVERABLES/OUTPUT

Federal IT Support Training

No.	Deliverables	Implementing Partners (IP)	Location and Action to be Undertaken	Duration (approx.)
1	Drupal 7/9	Consulting firm	Addis Ababa	**40 hours**
2	Ubuntu Linux Server	Consulting firm	Addis Ababa	**40 hours**
3	CCNP Data Center Management	Consulting firm	Addis Ababa	**40 hours**
Total Working Days				**120 working hours**

This consultancy assignment will be in Addis Ababa and will not require any travel

VII. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- The Consulting firm will report directly to CRES Unit Team Leader
- The EDRMC will provides progress and on successful accomplishment of training report to UNDP at the end of the training.
- The bidder should elaborate in detail the status, training venue address, class size (occupancy), quality and number of standardized lab rooms, training facilities, standard tables, chairs, white/ black board, the room condition (enough light and circulations).
- Bidders should attach a relevant business license valid for the current year and got registered with the concerned government offices for tax obligations.
- The bidder should describe the details of experiences of company and attach letters of appreciation or accreditation endorsed by entity that pursued network and training service from the company/institute.

- The bidder should describe the details of profile and experience of each professional under consideration including recommendation and accreditation letter in support of the experience.
- The personal profile or CV of professionals used by each company should be duly signed by the individual staff or owner of the CV. Attaching conflicting personal profile that is not duly signed by the owner referencing this bid results in disqualification of the bid for those companies that have used the personal profile.
- Bidders must meet the minimum qualification criteria mentioned above to be considered for technical qualification.

VIII. PAYMENT MILESTONES AND AUTHORITY

a. Specify the key outputs or milestone activities for which payments will be made, the corresponding percentage of the contract price that will be paid per milestone/output, including all the conditions/documentations required prior to the release of any tranches of payment.

A winning Proposer shall then be paid the lump sum contract amount 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 from:	Percentage of Payment
1st Installment	Up on submission of the training methodology & schedule, and training materials	UNDP & EDRMC	30%
2nd Installment	Up on completion and approval of the actual training Programme	UNDP & EDRMC	70%

IX. MINIMUM ORGANIZATION AND CONSULTANCY TASK FORCE REQUIREMENTS

9.1 Minimum Organization Requirements
General Instruction for the consulting firm
- Each training institution shall bid for all Scope of Works listed in this bidding document. Partial proposals will be rejected.
- The training institution should facilitate and cover the cost of entertainments during the delivery of the training packages.
- The training institution should be able to provide evidence for having performed similar project implementations in relation to the Network and the training projects.
- The training institution should provide valid experience for a minimum of three years from the date of issuance of the relevant licenses.
- The training institution should explicitly describe the objective, methodologies, and detail schedule of training content per training.
- The training institution should strictly follow the TOR procedures while preparing their details of technical proposal, methodologies, and project schedule.
- The winning bidder should avail pertinent software and hardware at least two days before the official commencement of training.
- The training institution should agree that the training is to be conducted during working day excluding Sunday. It is to be noted that a day of training is equivalent with eight hours of training.
- The bidder should attach professional certificates showing qualifications of the technical staffs involved for the projects.
- The lab facilities should be up to standard, compatible and latest for facilitating the smooth and efficient operation of the teaching and learning process of specified training of the given category.
- The training institution shall be flexible in arranging tanning schedule unless otherwise affected payment condition.

- Experience working with UN or other international organizations beneficial.
- Capability to deploy strong analytical aptitude, communication, and presentation expertise.
- Capability to deploy good communication expertise in English language(s)
- Certification from several organization / institution
- It shall demonstrate its capabilities, understanding of the TOR, and methodology of audit approach
- The multi-disciplinary team should comprise members with the following educational qualifications; experience and competencies:

9.2 Task Manager / Team Leader
Academic Qualification:

Master's degree in ICT or related fields

Experience:

A professional experience in more than 7 years.

Competencies:
- Ability to provide general leadership and direction to the study/research analysis and report writing.
- Excellent research and advocacy skills relating to advance Information and Communication Technology including different information and communication Basics.
- Strong organizational skills.
- Strong communication skills.
- Proficiency should be in English will be an added advantage.

9.3 Lead Consultant / Senior Expert
Academic Qualification:

A post-graduate degree in advance Information and Communication Technology including different information and communication Basics or a related discipline.

Experience:

A minimum of 7 years of proven experience of working in advance Information and Communication Technology including different information and communication Basics

Competencies:
- Ability to undertake technical policy-focused research related to advance Information and Communication Technology including different information and communication Basics
- Ability to work under pressure and to deliver in a timely manner without compromising quality standards.
- Strong communication skills.
- Strong presentation and facilitation skills.
- Proficiency should be in English language (if any) will be an added advantage.
- Excellent command on both written and spoken English is essential.

9.4 Project Staff / Associate Consultants / Team Members
Academic Qualification:

A minimum of a University Master's Degree in Information and Communication Technology including different information and communication Basics or a relevant area.

Experience:

A minimum of 7 years of professional experience and proven expertise and experience in a governance, institutional development for international organizations such as UN agencies.

Competencies:
- Training and hands-on experience in a governance and institutional development.
- Ability to work under pressure, with a group of UN agencies, and to deliver in a timely manner without compromising quality standards.
- Strong communication skills.

- Strong presentation and facilitation skills.
- Proficiency should be in English and other language (if any) will be an added advantage.

X. CRITERIA FOR SELECTING THE BEST OFFER

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

- Responsive/compliant/acceptable as per the Instruction to Bidders (ITB) of the Standard Bid Document (SBD), 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%

XI. LOGISTICAL SUPPORT

List logistical support the Requesting Unit will offer to prospect Service Provider such as:
- N/A

XII. 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.

XIII. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The consultants 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 consultants under the assignment shall become and remain properties of UNDP. This assignment will be administered by the United Nations Development Programme (UNDP), and all relevant UNDP rules, policies and procedures will apply.

PROPOSED STANDARD TECHNICAL PROPOSAL EVALUATION CRITERIA

	Summary of Technical Proposal Evaluation Forms	Score Weight	Points Obtainable
1	Expertise of Firm / Organization	30%	300
2	Proposed Methodology, Approach and Implementation Plan	40%	400
3	Management Structure and Key Personnel	30%	300
	T O T A L	**100%**	**1000**

Technical Proposal Evaluation (FORM I)		
Expertise of the Firm / Organization		**Points Obtainable**
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	**50**
1.2	General Organizational Capability which is likely to affect implementation - Financial Stability - Loose consortium, Holding company or One firm - Age/size of the firm - Strength of the Project Management Support - Project Financing Capacity - Project Management Control	**90**

1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)	**15**
1.4	Quality assurance procedure, warranty	**25**

1.5	Relevance of:
	  - Specialized Knowledge
	  - Experience on Similar Programme / Projects
	  - Experience on Projects in the Region
	  - Work for UNDP/ major multilateral/ or bilateral programmes
		120

	S U B T O T A L	**300**
Technical Proposal Evaluation (FORM II) **Proposed Methodology, Approach and Implementation Plan**		
2.1	To what degree does the Proposer understand the task?	**30**
2.2	Have the important aspects of the task been addressed in sufficient detail?	**25**
2.3	Are the different components of the project adequately weighted relative to one another?	**20**
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	**55**
2.5	Is the conceptual framework adopted appropriate for the task?	**65**
2.6	Is the scope of task well defined and does it correspond to the TOR?	**120**
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	**85**
	S U B T O T A L	**400**
Technical Proposal Evaluation (FORM III) **Management Structure and Key Personnel**		
3.1	**Task/Project Manager / Team Leader /** General Qualification Suitability for the Project	
	- International experience	**35**
	- Training experience	**30**
	- Professional experience in the area of specialization	**55**
	- Language qualification	**20**
	S U B T O T A L	**140**
3.2	**Senior Expert(s) / Lead Consultant(s)** General Qualification Suitability for the project	
	- International experience	**20**
	- Training experience	**30**
	- Professional experience in the area of specialization	**50**
	- Language qualification	**20**
	S U B T O T A L	**120**
3.3	**Project Staff/ Associate Consultants** General Qualification Suitability for the project	
	- International experience	**5**
	- Training experience	**15**
	- Professional experience in the area of specialization	**10**
	- Language qualification	**10**
	S U B T O T A L	**40**
	Aggregate	**1000**