

REQUEST FOR EXPRESSIONS OF INTEREST (Re-Advertisement)

(CONSULTING SERVICES – INDIVIDUAL NATIONAL)

FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA

BORANA RESILANT WATER DEVELOPMENT FOR IMPROVED LIVELHOOD PROJECT

Assignment Title: Requirement of Individual Procurement Consultant Ref. AfDB/RRCE/LTR /2023/265 for Borana Resilient Water Development for Improved Livelihoods Project.

The Government of Ethiopia has received financing from African Development Fund towards the cost of the Borana Resilient Water Development for Improved Livelihoods Project and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include the provision of procurement consultancy services to the Ministry of Water and Energy (MoWE), Borana Resilient Water Development for Improved Livelihoods Program (BRWDILP) Program Implementation Unit (PIU) and in particular **WASH Procurement and Contract Administration Team** who have the responsibility for managing and coordinating the BRWDILP Phase I procurement and contract.

1. OBJECTIVES OF THE ASSIGNMENT:

The objective of the service is to provide support to the Program Implementation Unit (PIU) of the project in adherence to the procurement procedures.

2. SCOPE OF SERVICE

The scope of service for the assignment includes but is not limited to the following tasks:

- Reports to and work closely with the FPIU coordinator and the Regional Water Bureau Procurement Specialist;
- Get acquainted with the **Borana Resilient Water Development for Improved livelihoods program** legal documents: The PAD and AfDB financing agreement and the application of these documents for implementation;
- Review and get acquainted with the Borana Resilient Water Development for Improved Livelihoods program implementation documents: The PIM and assist the Regional Water Bureau and to adhere to these documents during project implementation;
- Review as necessary the standard procurement documents prepared for the project, ensure the appropriate use of them by the implementing agencies and provide inputs for updating and enriching the documents;
- Review the procurement manual, prepares capacity building training materials and provide formal and on the job training for procurement staff in the region and woredas on the application of the manual and standard procurement documents.
- Monitor adequacy of the number and qualification of the region’s procurement staff, recommend action and closely work with procurement staff at the cities and regional levels.
- Review procurement documents prepared for the project, the bidding documents, bid evaluation reports, and the Contract documents and **give no objection based on the threshold limit of the project.**

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- Conduct frequent travel to region to review and ensure the quality of the region's as and woreda's procurement performance and reporting.
- Receive procurement plan of implementing agency and ensure that the project procurement plan is updated and maintained.
- Visit the region to review the PIM application and get feedback for improvement.
- Provide input to the PIU quarterly report on procurement.
- Ensures the proper integration of the procurement information into the overall project monitoring and evaluation system.
- Provide assistance to the independent auditors as well as to the Africa Development Bank procurement reviewers while reviewing procurement activities at the regional and woreda levels.
- Receive quality assured Procurement Plan and Contract Register from region.
- Prepare procurement process tracking and follow-up system, and prepare contract status tracking system, and monitor and report on procurement and contract activities.
- Organize, support and implement all procurement activities within the MoWE based on the applicable procurement procedures.
- In addition to the above-mentioned activities, the Senior Procurement Specialist performs other related and relevant assignments.

3. DELIVERABLES/SPECIFIC OUTPUTS EXPECTED FROM THE CONSULTANT

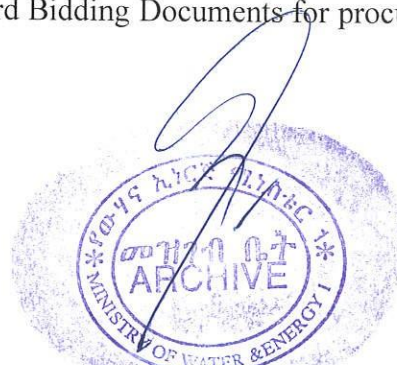
The consultant shall deliver the following outputs:

- Updated Annual Procurement Plans of the project
- Procurement Adverts, Bidding Documents, Evaluation Reports, Contract Documents, and Contract Amendments of the project
- Inputs on procurement for the update of the Project Operations Manual; and progress reports on all procurement activities.
- Monthly Procurement Progress report highlighting both challenges and progresses of the project
- Submits reports of the field visits, workshops, and meeting results (minutes) within agreed time frame.
- Annual Procurement progress report
- Project completion Procurement report after completion of the project

4. REQUIRED QUALIFICATIONS/COMPETENCES

- The Specialist to be hired shall have work experience in procurement and shall have MSc/BSc or above in Engineering, law, procurement and logistics, economics and related field and 10/12 years general experience in procurement.
- The Specialist should have at least 5 years similar experience in AfDB, World Bank or other donor funded water supply and sanitation projects/projects and sub-sectors.
- The Specialist should have proven familiarity with the World Bank or the African Development Bank or other donors' procurement guidelines/regulations and procedures including the World Bank or the African Development Bank Standard Bidding Documents for procurement of goods, works, and services.

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- The Specialist should experience in preparing Bidding Documents, evaluation and contract preparation for AfDB/World Bank financed projects for procurement of goods, works and services for projects.
- The Procurement Specialists is required to have strong capability of communication on the subject matter, and capacity to offer trainings.

5. MANAGEMENT PROCEDURES

- The Procurement Specialist will be working with the other BRWDILP Phase I-PIU staff and will have responsibilities in all water supply and sanitation works, but will have a focus on BRWDILP and a lead responsibility for the outputs in that area and will be reporting to the PIU coordinator who will be charged to ensuring the operationally of the procurement tasks and also works closely with the Oromia Regional Water and Energy Bureau project implementation unit.

6. RESPONSIBILITY OF THE EMPLOYER

- Avail to the Specialist all necessary data and document available.
- Facilitate to the Specialist to have access to data and documents available in the government's WaSH institutions.
- Provide office facilities (Laptop, Desktop, Table, Chair, and Space)
- Provide transportation for field visits.
- Facilitate and organize stakeholders' workshop work

7. DURATION OF THE ASSIGNMENT

- The duration of the assignment/service is for one year (renewable). Renewal of contract for an additional year(s) will be subject to satisfactory performance of the Consultant evaluated yearly and availability of fund
- The Ministry of Water and Energy now invites eligible "Individual Consultants" to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services by attaching their CVs, Covering Letters, and any relevant documentation.
- Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's "Rules and Procedures for the use of Consultants" 1st of January 2016, which is available on the Bank's website at <http://www.afdb.org>
- A Consultant will be selected in accordance with the individual consultant's Selection procedure set out in the Bank's Procurement Regulations. Further information can be obtained at the address below during office hours from 9:00 am to 12:00 noon and 2:00 pm to 5:00 pm from Monday to Friday.
- Interested individual consultants may submit their CVs, cover letter, and credentials to the address below (in person, by mail, or by e-mail) on or before 05, March 2024, 2:30 pm.

Ministry of Water and Energy

Attn: Mr. Jagama Kebeta

Haile Gebresilassie Avenue 1st floor, Room Number 112

P.O. Box: 5744

Tel: +251116898006

E-mail: jag.wdc@gmail.com

Addis Ababa, Ethiopia




REQUEST FOR EXPRESSIONS OF INTEREST
CONSULTING SERVICES INDIVIDUAL FINANCIAL MANAGEMENT CONSULTANT

Borana Resilient Water Development for Improved Livelihoods Program

FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA

BORANA RESILIENT WATER DEVELOPMENT FOR IMPROVED LIVELIHOODS PORGRAM
WATER SUPPLY AND SANITATION SECTOR

Financing Agreement reference: 2100155042117

Project ID No.: P-ET-E00-016

1. The Ministry of Water and Energy (recipient) has received financing from the African Development Bank [African Development Fund] toward the cost of the Borana Resilient Water Development for Improved Livelihoods Program, and intends to apply part of the agreed amount for this [grant] to payments under the contract for Consulting Services-Financial Management Individual Consultant.
2. The services to be provided under the Assignment include: to ensure that Borana Resilient Water Development for Improved Livelihoods Program (BRWDILP-I) financial management system including adequate accounting and financial reporting system and prepare financial statements in accordance with consistencetly applied accounting standards acceptable to the Bank, both in a manner adequate to refelect the operations,resources and expenditures related to the project. The consultant will lead the financial management of the project and ensure that implementation of the project is in adherence to the provision in the grant protocol of agreeemnt and in compliance with the requirements of accounting, disburesement, financial reporting, monitoring of project expenditures and audit as per the program implementation manual. The individual consultant should also have responsibility to support the Oromia Regional Water and Energy Bureau in the subject matter for the proper implementation of the project.
3. The individual financial management consultant to be hired shall have BA/MA in accounting /accounting and finance/ business management/business administration and finance with 12/10 years or above. The consultant shall have direct work expreience in accounting/financial management at least 6 years in the AfDB or donor financed projects. The individual consultant should have strong capability of communication on the subject matter and capacity to offer training in financial and disburesement of AfDB or World Bank.
4. The *Ministry of Water and Energy* invites Individual Consultants to indicate their interest in providing the above-described services. Interested Consultants shall provide information on their qualifications and experience demonstrating their ability to undertake this Assignment (documents, reference to similar services, experience in similar assignments, etc.).
5. The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the Bank's **Procurement Policy Framework** for projects financed by the Bank Group, October 2015 Edition,



6. available on the Bank Website at <http://www.afdb.org>. Please, note that interest expressed by a Consultant does not imply any obligation on the part of the Bank to include him/her in the shortlist.
7. A shortlist of three to six individual consultants will be established at the end the request of expressions of interest. The consultants on the shortlist will be judged on the following criteria on the basis of their updated resume.
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|---|-----|
| i. Level of education in general | 20% |
| ii. Educational level compared to the field of mission | 20% |
| iii. Years of experience in general | 20% |
| iv. Number of years of experience relevant to the mission | 40% |
8. The estimated duration of services is one year with possibility for renewal of the relevant contract on annual basis for a maximum of one year based on satisfactory performance and availability of funds. The estimated starting date of the assignment is January, 2024.
9. Interested Individual Consultants may obtain further information at the address below during the working hours: from 8:30 A.M to 12:30 P.M in the Morning and from 1:30 to 5:30 P.M in aa the afternoon from Monday to Friday. Interested Individual Consultants may also obtain full TOR from the Ministry web site on the link https://www.mowe.gov.et/en/resource_types/procurement-files-or at the address below during the working hours mentioned above.
10. Expressions of interest must be received at the address below no later than March 5,2024 at 2:30 PM time and specifically mentioning Individual consultant for financial Management.

Ministry of Water and Energy

Attn: Jagama Kebeta, Procurement ICs at HoA GW4R World Bank Financed Project

Haile Gebresilassie Avenue, 1st floor, Room Number 112

P.O.BoX 5744

Tel: +251116898-00-06

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Addis Ababa, Ethiopia

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Terms of Reference for Financial Management Specialist

I. Description of the Assignment

The geographic location and climatic conditions of Borana is vulnerable to various natural disaster incidents and with the financial support from the African Development Bank, Borana Resilient Water Development for Improved Livelihood Program (BRWDILP) is implementing a five years project. The project aims to strengthen Regional Government of Oromia's capacity to manage risks from natural disasters and climate change, and to improve resilience of communities and economic assets in the Borana Zone to climate resilience and drought events.

Financial management plays a vital role in order to satisfactorily implement all the required components as planned within the fiscally agreed budget. It would involve preparation of yearly expenditure budget against the planned activities and its disbursement accordingly. It would require preparation of various financial statements and returns to comply with Bank and government's regulations, for Bank funded projects. Accordingly, a highly qualified and experienced Financial Management Specialist will be required to regulate project budget and expenditure. S/he will be selected on competitive basis following African Development Bank Consultants Guideline

II. Objectives

The objectives of the consultancy are to ensure that BRWDILP shall maintain or cause to be maintained a financial management system and prepare financial statements in accordance with consistently applied accounting standards acceptable to the Bank, both in a manner adequate to reflect the operations, resources and expenditures related to the Project.

III. Scope of Work

The Financial Management Specialist will be responsible to maintain financial records, to provide timely financial information to the Bank and to ensure compliance with Government of Ethiopia's financial Rules and regulation, Procurement and Consultants Guidelines as referred to in the Finance and Project Agreement Plan and implement modern methods of financial management of project in line with the requirement of African Development Bank funded projects

IV. Required Qualification and Experience

The Financial Management Specialist to be hired shall have of work experience in accounting shall have BA/MA in accounting/Accounting and finance/Business Management/Education/Business Administration and finance with 12/10 years or above experience at least 5 years in the donor financed projects.

Skill

- Proven familiarity with African Development Bank and highly related World Bank financial management guidelines and procedures.
- Strong capability of communication on the subject matter, and capacity to offer trainings.
- Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point) and accounting software
- Language:- well Written and communicate in Amharic and English

V. Duties of Assignment / Deliverables

The Financial Management Specialist shall be responsible for Specific Tasks and Responsibilities.

Budgeting and Planning

- In accordance with Government of Ethiopia's budgeting rules and regulations, prepare project budget estimates and revised budget estimates based on Work Plan/Cash Plan. Follow-up for the release of approved budget.
- Support the project team in preparing annual Work Plan of the project. Prepare project's annual Cash Plan on the basis of Work Plan.
- Prepare monthly/Quarterly monitoring reports comparing actual expenditure against the budget. Highlight weak performing areas for attention of Project Coordinator
- Prepare annual and quarterly disbursement forecasts for all components of the project in line with project's procurement plan and Work Plan/Cash Plan.

Funds Management

- Prepare cash forecasts on quarterly basis in coordination with the project team and submit to the donor for advance and replenishment of advance, once allowed.
- Prepare and process withdrawal application in accordance with the Bank's Disbursement Guidelines.

Expenditure/Payment Processing

- Conduct frequent travel to the regions and woredas (not less than 70% of the Contract time) to review and ensure the quality of the regions and woredas financial management performance and reporting including review of financial supervision reports.
- Ensure compliance with internal control framework (Operations Manual and the Bank's fiduciary guidelines etc.) and government rules and procedures while processing payments.
- Apply pre-audit checks on all payments before payment from the assignment accounts including budget availability, permission of competent authority and compliance with applicable financial rules & regulations.
- Ensure that No Objection Letter (NOL) is obtained from the Bank for every prior review activity before processing any payment.
- Ensure that only eligible payments are forwarded for Project Coordinator approval and drawing funds from the assignment account.
- Manage financial aspects of the contracts under implementation, including payment terms, purchase orders and variation orders

Accounting and Record Management

- Record all transactions timely and accurately in the books of accounts (both in ETB and US\$) and ensure that no expenditure remained unaccounted.
- Maintain accounts on cash basis as per government accounting procedure and the projects approved Financial Management Manual.
- Ensure up-to-date maintenance of adequate registers, books of accounts and records in appropriate order and format to meet the government and donors' requirements and to facilitate classification and analyzing the financial information for monitoring the project progress.
- Prepare supplementary record which provides timely and up-to-date financial information of contracting and consultancies
- Maintain imprest of petty cash and ensure maintenance of separate petty cash book and petty cash vouchers and compliance with petty cash Statement of payments (SOPs) approved by the authorized.
- Prepare monthly bank reconciliation statements of assignment account both in ETB and US\$.

- Ensure proper payroll controls are applied and the payments are made directly in the Bank accounts.
- Prepare and process monthly payroll and submit to Project Coordinator for approval prior to making any payment under salaries.
- Ensure that the fixed assets records are maintained for the project identifying location and user of each asset and arrange for the annual and periodical inventory of the assets and updating of the records.
- Ensure safe custody of all financial records for review by Bank Missions, third party monitoring agents; and external & internal auditors.

Financial Reporting

- Prepare monthly, quarterly and annually financial Reports (IFR) as per GOE Financial reports and submit to Project Coordinator, MOF and the Bank in time for review and approval.
- Prepare annual financial statements as per the GOE Accounting and reporting procedure.
- Ensure that all government financial reporting requirements are complied with formats of report.

Audit

- Make arrangements for timely initiation and completion audit of project and ensure that report produced is in compliance with audit requirements of the Government and the Bank
- Ensure that the project is adequately reflected in audit plan of internal auditors and that internal audit is periodically conducted in accordance with the internal audit plan.
- Cooperating with Bank, Government and other partners to improve project financial management, particularly in terms of following up the action points agreed in the project legal documents, during the African Development Bank supervision missions, Aide Memoires and the recommendations of external auditors and internal auditors.
- Attend entry and exit meetings with external auditors, facilitate timely completion of audits by arranging timely submission of annual financial statement in appropriate format, supply of information and documents responding to queries, initiate actions for holding meetings and coordinating with various units of BRWDLP in meeting audit objections.
- Perform any assignment whenever it is given by the MOWE and Project implementing

team Coordinator.

VI. Client's input for the service

The Client will:

- ✓ Avail to the Specialist all necessary data and document available.
- ✓ Facilitate to the Specialist to have access to data and documents available in the government's WaSH institutions.
- ✓ Provide office facilities (Laptop, Desktop, Table, Chair, and Space)
- ✓ Provide transportation for field visits.
- ✓ Facilitate and organize stakeholders' workshop

VII. Time Frame and Contract Arrangement

The Procurement Specialist is full time assignment and will be contracted for a period of one year with possible renewed every year based on the performance of the specialist and fund availability.

The Financial Management Specialist will be working with the BRWDILP Phase I-PIU staff and will have responsibilities in all water supply and sanitation works, but will have a focus on BRWDILP and a lead responsibility for the outputs in that area and will be reporting to the PIU coordinator who will be charged to ensuring the operationally of the procurement tasks.