

**REQUEST FOR EXPRESSIONS OF INTEREST  
(CONSULTING SERVICES – INDIVIDUAL CONSULTANT)**

**Country:** Ethiopia

**Project:** Ethiopia Digital Foundations Project (P171034)

**Assignment Title:** Contract Management Specialist to support the Program  
Implementation Unit at the Ministry of Innovation and Technology

**Reference No.** ET-MINT-234179-CS-INDV

The **Federal Democratic Republic of Ethiopia**, Ministry of Finance (MoF), has received financing from the World Bank toward the cost of the Ethiopia Digital Foundation Project (“Digital Foundations”). As part of Digital Foundations, a new Project Implementation Unit (PIU) will lead the coordination, procurement and planning of all activities, and will be housed in the Ministry of Innovation and Technology (MInT).

The PIU is seeking a qualified and experienced **Contract Management Specialist** to lead the contract management of activities under its scope for the estimated duration of 12 months, with the possibility of extension based on satisfactory performance, and with an expected start date in **June 2021**.

The contract manager’s activity include the following but not limited to:

- Responsible for all Project Implementation under the Ethiopian Digital Foundation Projects in all the beneficiary institutions.
- Engage and coordinate all contract activities of the project with all the Beneficiary Institutions.

The PIU at MInT now invites eligible individuals (“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. The shortlisting criteria are:

- Qualification and Skills
- Experience
- Specific technical knowledge related to World Bank related projects.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest. A Consultant will be selected in accordance with the Selection of Individual Consultant (Section V) method set out in the Procurement Regulations.

Expressions of interest must be delivered in a written form to the address below in person, or by mail, or by fax, on or **before June 7<sup>th</sup>, 2021**, but preferably by email. Further information can be obtained, by email at the below address during office hours from 8:30 AM to 5:30 PM Addis Ababa time:

Federal Democratic Republic of Ethiopia,  
Ministry of Innovation and Technology (MInT)  
Attn: Project Implementation Unit (PIU) Director  
**Address:** Arada Subcity, off Churchill Road, behind Lycée Guebre-Mariam, ,  
E-mail: [mesfin.belachew@mint.gov.et](mailto:mesfin.belachew@mint.gov.et)  
Addis Ababa, Ethiopia

**Contract Management Specialist to support the Program Implementation Unit at the  
Ministry of Innovation and Technology.**

**The Federal Democratic Republic of Ethiopia  
DIGITAL ETHIOPIA FOUNDATIONS PROJECT**

**Position:** Contract Management Specialist  
**Ref. No:** ET-MINT-234179-CS-INDV  
**Organization:** PIU at MInT  
**Project:** Ethiopia Digital Foundations Project  
**Location:** Addis Ababa  
**Duration:** 12 months, with a possible extension  
**Salary:** Attractive/Negotiable  
**Expected Start Date:** JUNE 2021

**1. Background**

In May 2021, the Government of Ethiopia and the World Bank Group signed the financial agreement for the *Ethiopia Digital Foundations Project* (Digital Foundations). Digital Foundations is a USD 200 million, five-year initiative (2021-2026) focused on laying the building blocks for Ethiopia's transition to a digital economy. The project pursues a holistic and multi-sectoral approach to digital development through five components.

**2. Context and objectives**

The objective of this assignment is to support the PIU with the proper contract management for all activities under its scope of the Digital Foundation Project including the Beneficiary Institutions of the Project.

**3. Scope of Services, Tasks, and Expected Deliverables**

Specific tasks to be carried out by the Contract Management Specialist include but are not limited to the following components:

**Essential Duties:**

- Overall supervision of contractors administrative and support personnel used on this contract,
- Monitoring all task order work plans to ensure quality control and timely delivery of all deliverables,
- Preparation, review and delivery of all financial, logistical, and other documents as scheduled for this contract,
- Initiation and preparation of task order documentation, including recommendation of personnel,
- Serve as the primary contact point and liaison between the project implementers and program/project manager of all beneficiary institutions,
- Bear primary responsibility for procurement, personnel, reporting, and other management related requirements of the contract.
- Ensure that the terms of contractual agreements written in language that is legally binding and in accordance with the desires of the client,

- Review contract terms and conditions to verify that they are in compliance with existing policies and all applicable federal and state regulations,
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#### **4. Required Qualifications**

The qualification and experience required for applicant who would like to apply for the service should possess the following minimum criteria:

- Bachelors or Master's Degree in related discipline.
- Four (4) years' relevant work experience with contract management, procurement, recruitment, and logistics,
- Experience working with counterparts and institutions is desirable,
- Ability to think strategically, remaining focused on goals and objectives,
- Highly proficient and knowledgeable in the use of current computer software tools applied for contract management,
- Extensive knowledge of World Bank contracting and assistance principles, policies, and procedures from pre-award through post-award phases,
- Highly facilitative and collaborative leadership style and ability to develop relationships with individuals from diverse backgrounds,
- Collaborate with a legal team consisting of lawyers, paralegals, and office staff,
- Strong set of personal values including integrity, honesty and desire to be of service  
excellent oral and written communication skills in English and Amharic

#### **5. Duration of Services:**

The consultant will be hired full time initially for the contract period of twelve (12) months with a possibility for extension based on performance and business needs.