

**TERM OF REFERENCE (TOR)
(CONSULTING SERVICES – INDIVIDUAL CONSULTANT)**

**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:

- Develop appropriate contract Management System, create contract management plans for activities, develop Key Performance Indicators for main contracts, and monitor and oversee performance of signed contracts to ensure timeliness, cost and quality of deliverables
- Participate in contract negotiations and assist in preparation of contract documents
- Ensure World Bank standard conditions of contract are applied as needed
- Ensure the necessary no objections are obtained from the Bank for prior review contracts
- Review, improve, or develop system and procedures to facilitate proper contract administration of the project activities.
- Collaborating with internal procurement, legal and human resources teams to ensure contracts' compliance.

- Prepare contract change notices, monitor contractor performance, including the reporting and status of contractor/ supplier/ consultant deliverables.
- Analyze potential risks involved with certain contract agreements and help staff and leadership better understand the information outlined in the contracts. Analyze potential risks involved with specific contract terms and propose mitigation measures
- Track payments and deadlines. Ensure all deadlines and conditions described on contracts are met (e.g. payments and shippings)
- Prepare regular contracts status reports and make presentations at meetings
- Monitor contracts and move forward with close-out, extension or renewal according to provisions of contracts documents
- Consult with the Project Coordinator and Procurement Specialist and the Legal Units to address legal issues arising out of contracts and in the performance of duties
- Maintain an audit file for each contract which will include original contract, all correspondence, changes/deviations, amendments, clarifications, payment schedules; maintain digital and hard copies of relevant documentation.
- Review contract amendment requests and prepare amendments
- Guide project staff on contractual questions based on knowledge of agreement terms and conditions,
- Verifying accuracy of invoices and authorizing payments consistent with contract terms.
- Support analysis of claims, manage contractual changes and resolve disputes
- Keep track of contracts' terms, alerting parties to renewals or extensions of Advance guarantees, Performance Bonds etc.
- Involve in inspecting and approving the final goods/services. Ensure approval are documented in writing.
- Exercising appropriate contract remedies when contractor's/ supplier's performance is deficient.
- Provide contract summaries and ensure contract execution in accordance with contract provisions
- Performing contract close-out process, including ensuring the contract file contains all necessary contract documentation.
- Ensure project completion documents including inspection, delivery, acceptance documents are upload in STEP at Contract Completion Roadmap stage
- 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,

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.