

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

**Procurement 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: Procurement Management Specialist
Ref. No: ET-MINT-233870-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 Procurement Management Specialist include but are not limited to the following components:

Essential Duties:

- The candidate should have a good working knowledge of the World Bank's STEP system by taking the online training.
- Ensure and control only activities approved in the PPSD and subsequently entered and approved through STEP procurement plan are processed under the project.
- Handle procurement communications with the Bank through the STEP system at all stages of the procurement process starting from planning to completion of each activity
- Enter and upload all procurement documents and information in STEP at each stage of procurement process of each activity for both post review and prior review cases.
- Enter and upload contract completion evidences including copies of inspection, testing, delivery and acceptance documents at contract closing stages of each activity
- The specialist should be versed in and work independently to apply the procurement guidelines of the government ,World Bank and other financier to undertake

- Review procurement activities and prepare project Procurement strategy document (PPSD) for activities involve procurement under the projects
- Review of all procurement documentation, including procurement plans, expressions of interest, preparation and completion of requests for proposals, proposal evaluation reports and recommendations for award of contract, and contract preparation and negotiation, contract amendments to ensure full compliance with World Bank Group guidelines and the applicable legal agreements;
- Review, monitor and report on progress of selection for the Government of Ethiopia including establishing the timetable for the selection process and ensuring deadlines are met;
- Commercial review of selection documents, including basic proposal, design, technical specifications, cost estimations, project management and implementation;
- Review of technical, legal and commercial aspects of selection (in consultation with others as necessary) at all stages of the project cycle, including planning, design, implementation and management;
- Assist in resolution of complex procurement issues, including questions and complaints from firms; and Monitor completed procurements to ensure the contracted firms meet expectations; and
- Seek ways to streamline implementation.
- Contract management : The procurement specialist should handle contract through supervision day to day monitoring of progress, review deliverables, documentation of correspondence and other contract related activities necessary during the process.

4. Required Qualifications

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

- Bachelor's Degree (Master's or above is preferred) in Marketing Management, Procurement and Supplies Management, accounting, and related fields,
- At least 6+ years' experience as a practicing procurement in Ethiopia or abroad (a mix of domestic and international experience is preferred), particularly working in procurement management of the technology sector with an international organization, a consultancy, or a telecommunications operator;
- The candidate must have prior experience in the competitive procurement of major consultancies, including preparation of tendering documents and completion of all aspects of the tendering process. Prior experience in procurement processing according to World Bank, and/or other major international institutions is a definite plus;
- The candidate must graduate from university in a related field which provides a sound basis for development of a broad range technical, financial and economic skills;
- The candidate should be familiar with the requirements for project planning, implementation and procurement set out by Ethiopian law and regulations;
- The candidate must be fluent in Amharic, and proficient in both spoken and written English language and should have good communication skills;
- The candidate needs to be able to work well within integrated teams and with other work groups, particularly procurement specialists, to foster and build productive relationships with the government, and to respond to the daily needs, queries and needs for advice and assistance;
- The candidate must have the highest levels of personal integrity, and a reputation for a transparent and systematic work style; and

- The candidate must be able to work under pressure situations, in order to meet demanding deadlines.

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.