

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

**IT Project Manager to support the Program Implementation Unit at the Ministry of
Innovation and Technology.**

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

Position: IT Project Manager
Ref. No: ET-MINT-234135-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 financial 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 IT Project Manager include but are not limited to the following components:

Essential Duties:

- Responsible for the effective operational planning and execution of the IT projects managed by the PIU with all key internal and external partners,
- Identify financial, human and organizational resources required for effective project execution and drive mobilization of these resources,
- Engage stakeholders across the Digital Foundation Project to foster effective linkages to the Projects and promote broader awareness and adoption of them,
- Manage day to day activities including coordination across beneficiary institutions, regions, and oversee a counterpart team of projects to officer and provide support as required,
- Set key milestones and targets for project delivery, ensure effective project reporting and escalation of issues, and effectively manage project performance including identifying creative solutions to challenges encountered,

- Critically assess capacity gaps in the sector and partner institutions that hinder the effective implementation of the projects and develop approaches for improving capabilities as required,
- Provide overall project management capacity for the team and act as the principal liaison with other stakeholders,
- Develop and design project plans, and/or update program teams on project status,
- Ensure the Project is well-integrated with other beneficiary institutions programs and projects to achieve synergies and outcomes that meet the key indicators of the Digital Foundation Project,
- Meet with stakeholders to assess the progress of project implementations including the challenges and map out challenges, so that PIU can develop recommendations,
- Identify and document lessons and experiences from the project to refine the project design and implementation, and contribute to the development of an institutionalized knowledge base for the sector.

4. Required Qualifications

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

- A minimum of a Master's Degree in ICT for Development, Computer Science, Computer Engineering, ICT, Management Information Systems, and related fields with Project Management knowledge
- 6-10 years of work experience within the ICT sector, the government, academia, an international agency or the private sector, working with multiple partners,
- 2-4 years of professional experience managing, implementing, leading and/or monitoring ICT projects,
- Proven and practical experience managing teams consisting of diverse individuals and ICT-related projects,
- Significant experience in working with public and private sector stakeholders in the ICT sector,
- Ability to communicate complex ICT-related topics to individuals with no ICT background,
- Ability to thrive in a fast-moving, technology environment, with an emphasis on high-performance, teamwork, adaptive problem-solving, accountability and results,
- Highly facilitative and collaborative leadership style and ability to develop relationships with individuals from diverse backgrounds.
- 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.