



The Federal Democratic Republic of Ethiopia



Ethiopian Roads Authority

REQUEST FOR PROPOSALS (RFP) FOR THE SELECTION OF INDIVIDUAL CONSULTANTS

NATIONAL COMPETITIVE BIDDING (NCB)

Subject of Procurement:	Individual Experts for the Consultancy Services for Gender Based Violence (GBV) / Sexual Exploitation & Abuse (SEA) Risk Management
Procurement Reference Number:	S/50/NCB/RFP/GOE/2012 EFY
Project Name (s):	Gender Based Violence (GBV) / Sexual Exploitation & Abuse (SEA) Risk Management
Date of Issue of Request for Proposals:	March, 2020

Addis Ababa, Ethiopia

Note to Bidders: This is RFP (Terms of Reference (TOR)) is made available to interested bidders free of charge. However, bidders who Downloaded the RFP from ERA Website or Collected same from ERA Procurement/Environmental Office **shall be registered at Team II Office.** Such Registration is only for the purpose of communication to provide necessary clarifications and Addenda (if any) to be issued by the Client. Bidder's may also drop their information (Name, Position, Phone No., Email Address and Clarification Requests) via our email address eraengprocteam1@gmail.com

Request for Proposals

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Notice of Invitation for Individual Experts for the Consultancy Services for Gender Based Violence (GBV) / Sexual Exploitation & Abuse (SEA) Risk Management (National Competitive Bidding)

- I. The Ethiopian Roads Authority (ERA) duly representing the Federal Democratic Republic of Ethiopia (FDRE) hereby invites interested **applicants** to submit their qualification documents, CV and testimonies, and financial proposals, which will be the basis for the selection of the *individuals for the CONSULTANCY SERVICES FOR GENDER BASED VIOLENCE (GBV)/ SEXUAL EXPLOITATION & ABUSE (SEA) RISK MANAGEMENT*. The Experts shall fulfil the following minimum qualification criteria:

No.	Criteria
1.1	Minimum M.A. Degree (or equivalent) in relevant area of studies (GBV/Sexual Exploitation & Abuse (SEA) Studies, Gender Studies, or Women Studies)
1.2	Minimum of Five (5) years of relevant professional experience in GBV/SEA is mandatory in mainstreaming gender or gender in development projects or policy or gender in transport sectors or road infrastructure development.
1.3	Record of participation in at least 2 assignments of similar size and degree of complexity (Consultancy Services in the area of GBV / SEA (Violence Against Women (VAW) Risk Management Services in development projects, programs and policies)
1.4	Fluent in English (Knowledge of Local and Other Languages in Addition)
1.5	Report Writing Skill

Detailed Qualification Criteria are indicated in the Terms of Reference of the RFP Document

- II. Interested professionals can collect the Request for Proposal /RFP/ of the envisaged experts from Engineering Procurement Directorate, Team II Office free of charge.
- III. The tasks of the experts will be in accordance with the Consultancy Service Activities detailed in the Terms of Reference of the RFP Document.
- IV. Bidders shall submit their Proposals in two envelopes, the first envelop labelled as “Qualification Document/Technical Proposal (Signed Proposal Submission Form, CV & Testimony and other Documents as necessary)” and the second envelope “Financial Proposal”, separate sealed and the two envelopes sealed in one other outer envelope in line with the Forms enclosed in the Request for Proposals Document.
- V. ERA reserves the right to reject any or all applications.
- VI. The Proposals (Technical and Financial) of interested applicants should be submitted to the following address on or before **April 30, 2020** at 2:30 P.M. local time.

Note:

- ✓ *The CVs of applicants should clearly indicate the assigned position and period of assignment of month(s) and year(s) and a testimony shall be attached for each stated experience in the CV.*

Habtamu Tegege
Director General
Ethiopian Roads Authority
New Building, 2nd Floor, Conference Room
Ras Abebe Aregay Street
P. O. Box 1770
Addis Ababa, Ethiopia
Tel. +251-11-515 66 03
Fax. +251-11-5514866

ETHIOPIAN ROADS AUTHORITY

Terms of Reference for Individual Experts for the Consultancy Services for Gender Based Violence (GBV) / Sexual Exploitation & Abuse (SEA) Risk Management

1. Background

The Ethiopia Roads Authority is implementing its Roads Sector development Program through Multiple road Projects which is contributing to socio –economic development of the society in many dimensions. Among other things, the project will benefit women and men, children and the elderly by providing a safe and reduced traveling time to bigger markets and higher - level social services. Women, particularly of those mainly engaged in formal and informal small scale trade will have the opportunity to be out-growers to the processing plants and get improved access to the market places.

Nevertheless, in the course of the project implementation, there could be possible negative social impacts or bottlenecks that may impede the role and benefit of women and these projects has fallen under substantial risk level based on the result of the risk assessment that is undertaken by the bank. Recognizing this, the risk level of the project suggestions the model mitigation measures that going to be adopted to address the risks.

Women are suffering from gender - based violence under the guise of tradition and culture but overlooked by society. Sexual abuse, rape, marriage by abduction, early marriage, widow inheritance, and bride price, sexual harassment and intimidation at work, educational institutions and working places are common forms of violence faced by women in Ethiopia, which consequently, violate women’s human rights. Although there are strong legal provisions on harmful practices and violence against women, the capacity to implement legal frameworks is limited. Lack of awareness on the part of law enforcement personnel and weak accountability systems coupled with competing social norms and customary practices limit the implementation of laws.

According to the Ethiopia Demographic and Health Survey (EDHS) report, Gender-Based violence continues to be a major challenge and a threat to women’s empowerment in Ethiopia.

“Women and girls face physical, emotional, and sexual abuses that undermine their health and ability to earn a living; disrupt their social systems and relationships; and rob them of their childhood and education” (EDHS, 2016).

Women and girls face several risks of violence and sexual harassment relating to transportation and transport infrastructure development projects like this one. If not properly managed, an influx of predominantly male migrant workers following the projects can expose women and girls living in the community and providing services (e.g. traders, sex workers) to risks of sexual exploitation and violence. Hence, understanding the aforementioned situation of women, in the Project being implemented through the support of World Bank, anticipated different types of intervention in relation risk management of GBV/SEA/VAW. These are:

- Directing the overall planning, monitoring, and evaluation of the out sourced risk management services of GBV/SEA/VAW to the Contractors
- Verify that the designed activities, strategies, plans, approaches, tools etc of the Contractors will bring the required results to the satisfaction of the financier and other pertinent stakeholders
- Coordinate output oriented gender sensitization campaigns to the project staffs and the community along with HIV/AIDS alleviation tasks i.e. mandatory and repeated training and awareness on gender and GBV or SEA,
- Facilitate to raise awareness of workers about national laws on sexual harassment and Gender Based Violence/GBV/,
- Revise the ESMP by integrating the underlying GBV risks associated with the project interventions based on the GBV risk assessment and identified/proposed actions.
- Create awareness and mitigate the negative influence of labor influx on women staff and women and girls in the nearby community at large.
- Develop a GBV action plan including stakeholder engagement plan with accountability and response framework to be effected as an integral part of the ESMP and the HIV/AIDS alleviation activity.
- Provision of gender sensitive camp facilities/ evaluating the appropriateness of already established camps for women and men (if inconvenient in existing camps, implement remedy measures),

- Introduce a worker code of conduct as a part of employment contract and including sanctions for non-compliance,
- Commitment/Cooperate with law enforcement bodies in handling GBV/SEA cases,
- Creating a mechanism to handle a complaint on GBV and sexual harassment due process with the principles of confidentiality, non-judgmental and referral to services.

2. **Objective**

The overall objective of this consultancy assignment is to create GBV/SEA/VAW risk free working environment in all ERA's Road Projects in general World Bank Financed Projects of ERA using standard risk management tools of the World Bank. All assignments are assumed to be undertaken in close cooperation with ERA's Environment, Social, Occupational Health and Safety Management Directorate, the respective Supervision Consultants and Contractors.

The specific objective of the intervention is:

- Assess, identify and analyze opportunities and challenges of the existing legal and institutional frameworks that support the implementation of the road infrastructure development in terms of promoting gender equality;
- Develop tools that enables the project implementers address effectively the issues of gender discrimination, GBV or violence against women and sexual harassment induced by the project activities;
- Ensuring that women's and men's rights in the project area are respected and protected,
- Enable women's and men's equitable participation in the project and enable them to equally benefit from project induced increased employment and economic opportunities;
- Ensure the incorporation of gender-responsive design features in the highway infrastructure and services,
- Strengthen the implementing agencies' institutional capacities for effectively promoting gender mainstreaming in the project.
- Reduce any risk of sexual harassment, gender-based violence and any other gender gaps through awareness raising the application of enforcement and proper mitigation measures.

3. Scope of Services/Key Tasks

Within the duration of the assignment, the Consultant is in charge for overall management of the service specifically for planning, monitoring and evaluation in order to mitigate issues related to GBV/SEA/VAW risks in all ERA's Road projects specially World Bank financed Projects and other projects financed by other development partners. The Consultant will carry out his/her tasks under supervision of ERA's Environment, Social, Occupational Health, and Safety Management Directorate and in cooperation with the supervision consultants and contractors.

The GBV Consultant expected but not limited to execute the following tasks:

1. Undertake rapid assessment of the capabilities of the service providers in order to map out GBV prevention and response actors in project adjoining communities;
2. Collect gender disaggregated baseline data on the detailed current situation with regards to needs, challenges and opportunities to establish baseline data on selected indicators that could be used to monitor potential gender impacts, including GBV risks.
3. Identify gender sensitization needs of the project staff and women project staffs;
4. Develop a gender sensitization program customized to the specific needs and conduct GBV awareness campaigns as integral part of the HIV/AIDS subcontractor's assignments;
5. Promote zero tolerance for gender violence, sexual harassment and discrimination among project staffs and encourage reporting of such cases by staff and appropriate handling by concerned bodies;
6. Conduct an assessment on the impact of labor influx on the local women, workers and provide a solution for the problem;
7. Support ERA, Supervision Consultant and Contractor in ascertaining that the contractor is providing gender sensitive camp and work site facilities and provide a mechanism how the existing camp fit the needs of women workers;
8. Ensure a code of conduct /CoC/ signed by the Contractors, Consultants /Sub-Contractors and ensure all the CoC requirements are well understood by all including workers and the community;
9. Prepare a training/workshop/presentation to create awareness on GBV, SEA and sexual harassment and provide to the overall ERA Projects' Consultants and Contractors /Sub-contractors' .Furthermore, for workers and community for the selected some projects;

10. Follow up the enforcement of laws and regulation regarding Gender Based Violence and sexual harassment in the projects;
11. Engagement with and support of local population and stakeholders and develop stakeholders management plan
12. Based on the stakeholder engagement plan, work closely with stakeholders i.e. woreda Women and Children Affairs bureau, local community police etc. for successful implementation of the GBV plan of action;
13. Make sure the established GBV/SEA complaint handling mechanism functions effectively to initiate complaints related with GBV and ensure that the protocols are tracked in a timely manner, referring complaints to an established mechanism to review and address GBV complaints;
14. Closely monitor and support the progress of the intervention and track intermediate and final results related to the implementation of GBV action plan;
15. Prepare and submit annual and quarterly work plans and progress reports comparing plan against achievement (based on the approved gender plan of action) and finalize based on feedback from ERA and World Bank as well as make sure tracks and progress are documented properly for monitory purpose.
16. Closely monitor, and evaluate the Contractors' performance and report to ESOHS Directorate based on the review of period reports, regular field visit, feedback from ERA and World Bank
17. Coordinate with partners' GBV-related programmes and ensure implementation and evaluation.
18. Gather and analyze information related to available GBV services.
19. Ensure that effective measures are in place to reduce sexual and gender-based violence.
20. Carrying out case management of survivors of sexual and gender based violence as needed.
21. Provide support and advice to the affected people through local training, workshops and capacity building.
22. Ensure affected population participation by mobilizing communities to define and prioritize solutions to GBV problems, including those of individuals and groups with

specific needs, and ensure that those community identified priorities inform all phases of planning, implementation, monitoring and evaluation.

23. Ensure that all GBV needs are covered as per the acceptable standard and requirements to ensure that GBV and other related issues are in place or as required.

24. Coach, Capacitate and Mentor ERA's Social and Resettlement Management Team Member in managing the risks by transferring knowledge to the team members.

4. **Key Deliverables:**

Key expected deliverables include:

- Rapid assessment report on the capacities of the service providers
- Draft and final gender plan of action with cost estimation that covers all aspects of the intervention in annual and quarterly bases;
- Coaching and capacitating social and resettlement management team on GBV risk identification and intervention by developing training material, checklist, manuals, action plan for ERA projects and other necessary documents which you believe it is important for GBV intervention progress. Training at least quarterly for the team.
- Arrange training programs for the intended target trainees with tailored content to the specific groups (Contractor's workers, community, project staffs and others) based on the training material developed on GBV, SEA and SH in the language appropriate.
- Quarterly progress reports and annual completion report which includes the monthly and quarterly report findings and outputs on the implementation of gender plan including GBV action plan.
- Draft Project completion report to be finalized based on feedback from ERA and World Bank.
- Final project completion report

5. Management and Oversight

The Consultant will be directly accountable to ERA, Environment, Social, Occupational Health and Safety Management Directorate. The Directorate will coordinate, facilitate and manage the planned activities and will monitor and evaluate the work of the consultant quarterly by receiving the consultant's plan and report as well as by supervision. The Environment and Social Management Directorate of ERA will provide technical follow up and support, particularly in terms of field level

supervision of the intervention. The World Bank (WB) Ethiopia Office will also provide technical support in the planning, implementation and monitoring of the activities and review of outputs.

6. Team Composition

The Consultant is expected to hold a Master of Arts degree in a relevant discipline with a qualification in Gender Studies, GBV/SEA Studies, or Women Studies. A minimum of 5 years progressively responsible professional work is expected from the Consultant with proven experience in GBV/SEA, gender assessments, gender analysis, development of gender-sensitization programs and gender mainstreaming. Experience in Gender Mainstreaming within the transport sector is highly desirable. Experience in GBV/SEA is mandatory.

- Minimum M.A. (or equivalent) in relevant area (GBV/SEA Studies, Gender Studies, or Women Studies).
- Years of professional experience: Minimum 5 years of relevant professional experience in GBV/SEA is mandatory, mainstreaming gender or gender in development projects or policy or gender in transport sectors or road infrastructure development.
- Record of participation in at least 2 assignments of similar size and degree of complexity (consultancy services in the area of GBV/ SEA/VAW Risk Management Services in development projects, programs and policies)

7. Duration of Contract or Service

The investigation shall be completed within *Twelve (12)* months starting from the date commencement letter. Note that the service period shall include the submission of final report.

8. Payments Schedule and Logistics

The payment for the consultancy services will be based on Monthly basis. The salary will be paid every month, upon the submission of time-sheets indicating the number of days, or portions thereof, worked in the previous or reporting month, and the tasks associated with those days. Fees have to be approved according to the monthly report and submitted deliverables.

Individual Experts for the Consultancy Services for Gender Based Violence (GBV) / Sexual Exploitation & Abuse (SEA) Risk Management

The Consultant will be provided with transport facilities for every official assignment, DSA when on travel to the sites according to ERA's rule. However, the Consultant is not entitled to payment of overtime.

Annex 1: Qualification Requirement for the Expert

The minimum qualifications and experience for the Experts are indicated in the table below:

No.	Criteria
1.	<i>Education and General Experience: [40%] (Education 50% and General Experience 50%)</i>
1.1	Minimum M.A. Degree (or equivalent) in relevant area of studies (GBV/Sexual Exploitation & Abuse (SEA) Studies, Gender Studies, or Women Studies)
1.2	Minimum of Five (5) years of relevant professional experience in GBV/SEA is mandatory in mainstreaming gender or gender in development projects or policy or gender in transport sectors or road infrastructure development.
2.	<i>Adequacy for the assignment: [60%]</i>
2.1	Record of participation in at least 2 assignments of similar size and degree of complexity (Consultancy Services in the area of GBV / SEA (Violence Against Women (VAW) Risk Management Services in development projects, programs and policies)
2.2	Fluent in English (Knowledge of Local and Other Languages in Addition)
2.3	Report Writing Skill

Note: The consultant/ Professional should also be registered under the country's policy and having a valid certificate (Professional License, VAT/TAX certificate)

Annex 2. Biding Data

Bidding Data	
Project Name	Individual Experts for the Consultancy Services for Gender Based Violence (GBV) / Sexual Exploitation & Abuse (SEA) Risk Management
Pro. Ref. No.	The Procurement Reference Number is: S/50/NCB/RFP/GOE/2012 EFY
Address for Clarification Purpose	<p><i>Public Body:</i> Ethiopian Roads Authority <i>Attention:</i> Zekarias G/Giorgis, Director, Engineering Procurement Directorate <i>Floor/Room No.:</i> New Building 1st floor, Ethiopian Roads Authority Head Office, Engineering Procurement Directorate Office <i>P.O. Box:</i> 1770 <i>Street Address:</i> Ras Abebe Aregay Street, Ethiopian Roads Authority Head Office <i>Town/City:</i> Addis Ababa <i>Country:</i> Ethiopia <i>Telephone:</i> 251 - 11 551 50 02 <i>Facsimile:</i> 251 - 11 551 48 66 / 551 00 82 / 554 44 34 <i>E-mail address:</i> eraengprocteam1@gmail.com</p> <p>ERA web site will be channel to issue clarification and addenda.</p>
Language	Bid Proposal shall be: English.
Taxes	The financial proposal shall indicate VAT as a separate amount; and the Public Body shall pay such taxes to the tax authority on behalf of the Consultant. However, the individual expert shall include other local taxes in its respective rates of financial proposal and shall be paid to the tax authority by the consultant itself.
Currency	All inputs to the Consultancy Services that the Consultant expects to provide shall be quoted entirely in Ethiopian Birr (ETB).
Submission and Opening of Bid Proposals	<p>In addition to the original of the Bid Proposal, the number of copies required is: Four (4) copies of the technical and financial proposal and, Each Copy (4 copies) and One Original technical and Financial Proposal shall be sealed separately (5 seals) and all envelopes containing the Technical and Financial shall be sealed in another outer envelope.</p> <p>The Technical Proposal shall not include any financial information. <u>A Technical Proposal containing financial information may be declared non responsive.</u></p>
No. of Copies	In addition to the original of the Bid Proposal, Four (4) copies are required.
Application	<p><i>The Individual Consultant shall submit signed Technical and Financial Proposal Submission Sheet for the project. The Application Form is attached as Annex 4 of this document.</i></p> <p><i>Furthermore, the bidder shall provide the breakdown of the costs for the project</i></p>

Bidding Data	
	<i>as per the form attached in this Document (Financial Proposal Form – F2).</i>
Code of Professional Conduct and Ethics	<i>Bidding Experts shall sign and submit ERA Code of Professional Conduct and Ethics which is attached as Annex 5 of this document with their Qualification Application and Financial Submission Sheet.</i>
Validity	<i>The Bid Proposals shall remain valid for 60 Days form Submission Deadline.</i>
Time and Address of Proposal Submission	<p>For <u>Bid Proposal submission purposes</u> only, the Public Body’s address is:</p> <p><i>Public Body: Ethiopian Roads Authority</i> <i>Attention: Zekarias G/Giorgis: Engineering Procurement Directorate, Director</i></p> <p><i>Floor/Room No.: New Building 2nd floor, Ethiopian Roads Authority Head Office, Engineering Procurement Directorate Office</i></p> <p><i>P.O. Box: 1770</i> <i>Street Address: Ras Abebe Aregay Street, Ethiopian Roads Authority Head Office</i></p> <p><i>Town/City: Addis Ababa</i> <i>Country: Ethiopia</i></p> <p>The deadline for Proposal submission is: Date: April 30, 2020 Time: 2:30 P.M.</p>
Time and Address of Proposal Opening	<p>For <u>Bid Opening purposes</u> only, the Public Body’s address is:</p> <p><i>Public Body: Ethiopian Roads Authority</i> <i>Attention: Zekarias G/Giorgis: Engineering Procurement Directorate, Director</i></p> <p><i>Floor/Room No.: New Building 2nd floor, Ethiopian Roads Authority Head Office, Engineering Procurement Directorate Office</i></p> <p><i>Street Address: Ras Abebe Aregay Street, Ethiopian Roads Authority Head Office</i></p> <p><i>Town/City: Addis Ababa</i> <i>Country: Ethiopia</i></p> <p>Date of Opening: April 30, 2020 Time: 2:30 P.M.</p>

Annex 3. Evaluation Methodology and Criteria

3.1. Application

Bidding Professionals shall consider the following during preparation of their proposals:

- *Bidders shall not enclose any information regarding their financial offer (rate, price ...) in their Technical Submission.*
- *Bidder shall certify their Qualification/ CV by signing at the end of Item No. 15: Certification of CV; alternatively, the CV of the bidder could be signed by an authorized delegate with an enclosure of delegation paper from Ministry of Justice/ Document Authentication Office.*
- *The Individual Consultant/ expert shall quote a Lump Sum Amount of his /her financial offer for the project as per Financial Form B of Annex 5 of the TOR enclosed herewith for this purpose. Furthermore, the bidding professional shall also indicate breakdown of his / her financial offer for the projects as per Form C of Annex 5.*

3.2. Technical Evaluation

*Individual consultant getting score less than 80 points in the technical evaluation as per the criteria indicated in **Annex 1** shall be rejected and the envelopes containing the Financial Proposals of those Individual Consultants scoring 80 points and above shall be opened.*

Evaluation of Technical Application will be conducted on the Qualification of the Bidding Individual Consultant based on the CV and ‘Testimony’ submitted in its submission.

3.3. Evaluation and Comparison of Financial Proposals

According to the methodology defined in the Public Procurement Proclamation and Directive the Public Body shall select the successful Individual Consultant by applying the following method:

Quality and Cost Based Selection

- (a) *In the financial evaluation, the highest point shall be given to the lowest evaluated Financial Proposal and conversely, the lowest point shall be given to the highest evaluated Financial Proposal. The points given to other individual Consultants shall be determined depending on their price offers.*

i.e. $S_f = 100 \times F_m / F$; in which

- ✓ *S_f denotes the financial score of the proposal under consideration;*
- ✓ *F_m is the price of the lowest price proposal that passed the technical evaluation;*
- ✓ *F denotes the price of the proposal under consideration.*

- (b) *From the total merit points to be given for proposals submitted by individual Consultants the share of Technical Proposal shall be 80% and the remaining 20% shall be the share of Financial Proposal.*

- (c) *The Public Body shall then add the technical score to the Financial Proposal Price score to determine the aggregated (total) Bid Proposal score and final ranking of Proposals.*

i.e. A total score (S) will be determined for each proposal, by combining its technical (St) and financial (Sf) scores using the following formula and weightings indicated in (b) above:

$$S = (St \times T \%) + (Sf \times P \%)$$

Whereas T and P are the weights given to the scores of the Technical and Financial Proposals indicated in (b) above:

$$T = 70$$

$$P = 30$$

- (d) *The Public Body shall award the contract to the Proposal that has the highest point in the total sum of results of the technical and financial evaluation.*
- (e) *Where two individual Consultants get equal merit points in the evaluation, preference shall be given to local individual Consultants.*
- (f) *The Public Body may require Consultants scoring equal merit points in the evaluation to submit further Proposals on certain aspects of the Request of Proposals with a view to identifying the successful Consultant.*
- (g) *Where by reason of the Consultants scoring equal merit points not submitting final proposals they are invited to submit, or by reason of the evaluation result of the final proposals submitted by the Consultants being still equal the successful Consultant cannot be singled out, the successful Consultant shall be determined by casting lot in the presence, as far as possible, of the Consultants concerned.*

Annex 4: BIDDING FORMS

A. Technical Proposal Form (T-1)

1. Technical Proposal Submission Sheet - Form T 1

Place and Date: *[insert place and date (as day, month and year) of bid proposal]*

Procurement Reference Number: *[insert reference number of the Project]*

To:

**Ethiopian Roads Authority
Attn: Habtamu Tegegn, Director General of Ethiopian Roads
Authority
Ras Abebe Aregay Street, Ethiopian Roads Authority Head Office
P. O. Box: 1770[insert address]
Addis Ababa
Ethiopia**

SUBMITTED BY: _____ *(Insert Full Name of the Professional)*

In response to your Request for Proposals for the above Procurement Number:[**Insert reference number**], we, the undersigned, hereby declare that:

- (a) I have examined and accept in full the content of the Request for Proposals for the, Procurement Number: [**Insert reference number**]I hereby accept its provisions in their entirety, without reservation or restriction.
- (b) I, the undersigned, offer to provide the Consultancy services for[**insert title of assignment**] in accordance with your Request for Proposal dated [**insert date**] and our Proposal.
- (c) I hereby submitting my Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope;
- (d) I hereby declare that all the information and statements made in this Bid Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
- (e) The technical Proposal shall be valid for a period of **60** days from the date fixed for the Bid Proposal submission deadline in accordance with the Request for Proposals, and it shall remain binding upon us and may be accepted at any time before expiry of that period;
- (f) I have not committed an act of embezzlement, fraud or connivance with other Consultants.
- (g) I have not given or have been offered to give inducement or bribe to an official or procurement staff of the Public Body to influence the result of the Bid Proposal in our favor.
- (h) I will inform the Public Body immediately if there is any change in the above circumstances at any stage during the implementation of the contract. I also fully recognize and accept that any inaccurate or incomplete information deliberately provided in this Bid Proposal may result in our exclusion from this and other contracts funded by the Government of the Federal Democratic Republic of Ethiopia.

Individual Experts for the Consultancy Services for Gender Based Violence (GBV) / Sexual Exploitation & Abuse (SEA) Risk Management

- (i) I understand that this Bid Proposal, together with your written acceptance thereof included in your notification of award, shall not constitute a binding contract between us, until a formal contract is prepared and executed.
- (j) I understand that you reserve the right to reject any or all Bid Proposals that you may receive.

Name: _____

Address: _____

Signature: _____

B. Technical Proposal Form (T-2)

2. Format of Curriculum Vitae (CV)

[Note to Individual Consultants: The information requested is required in the format provided below for the individual professional in the proposal/bid.]

- 1. Proposed Position: _____
- 2. Name of Firm: _____
- 3. Name of Staff: _____
- 4. Date of Birth: _____ Nationality: _____
- 5. Education: _____
- 6. Membership of Professional Associations: _____
- 7. Other Training: _____
- 8. Countries of Work Experience: _____
- 9. Languages: _____
- 10. Current Employment Record with Ethiopian Roads Authority: _____

I. No.	Name of project	Employer	Type of project	position on the projects	The %age completion of the project	The %age completion of specific assignment of the staff
1						
2						

- 12. Employment Record: _____
- From: _____ To: _____
- Employer: _____
- Positions held: _____

<p>13. Detailed Tasks Assigned:</p>	<p>14. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned:</p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
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15. Certification:

Individual Experts for the Consultancy Services for Gender Based Violence (GBV) / Sexual Exploitation & Abuse (SEA) Risk Management

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: _____

Full name of authorized representative: _____

C. Financial Proposal Form (Form – F 1)

Place and Date: *[insert place and date (as day, month and year) of bid proposal]*

Procurement Reference Number: *[insert reference number of the Project]*

To:

**Ethiopian Roads Authority
Attn: Habtamu Tegegne, Director General of Ethiopian Roads
Authority
Ras Abebe Aregay Street, Ethiopian Roads Authority Head Office
P.O. Box: 1770
Addis Ababa, Ethiopia**

SUBMITTED BY: _____ *(Insert Full Name of the Professional)*

In response to your Request for Proposals for the above Procurement Number:*[insert reference number]*, we, the undersigned, hereby declare that:

- (a) I have examined and accept in full the content of the Terms of Reference and its Annexes for the, Procurement Number: *[insert reference number]*. I hereby accept its provisions in their entirety, without reservation or restriction.
- (b) I offer to provide the Consultancy services for *[insert a brief description of the services]* in conformity with your Terms of Reference and my Technical Qualification and Financial proposals;
- (c) **The total price of my Financial Proposal, inclusive of all local taxes and 15% VAT is:** _____ *[insert the total financial proposal price in words and figures] [insert currency];*
- (e) The prices in this Financial Proposal have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other person and / or consultant or competitor relating to:
 - i. Those prices;
 - ii. The intention to submit a proposal; or
 - iii. The methods or factors used to calculate the prices offered.
- (f) The prices in this Financial Proposal have not been and will not be knowingly disclosed by me, *[insert Full Name]*, directly or indirectly, to any other consultant or competitor before bid opening.
- (g) The Financial Proposal shall be valid for a period of **60 days** from the date fixed for the proposal submission deadline in accordance with Annex 2 of the Terms of Reference, and it shall remain binding upon me, subject to any modifications resulting from negotiations, and may be accepted at any time before the expiration of that period;
- (g) I understand that you are not bound to accept any Financial Proposal that you receive;

Name: _____

Address: _____

Signature: _____

D. Financial Proposal - Form F 2

Place and Date *[insert place and date (as day, month and year) of bid proposal]*

Procurement Reference No.: *[insert reference number]*

To:

Ethiopian Roads Authority
Attn: Habtamu Tegegne, Director General of Ethiopian Roads Authority
Ras Abebe Aregay Street, Ethiopian Roads Authority Head Office
P.O. Box: 1770
Addis Ababa
Ethiopia

(a) Financial Proposal Total Price

Price Item	Price in ETB
Total Price of Financial Proposal Including 15% VAT	

[Indicate the total price inclusive of local taxes to be paid by the public body in local currency. Such total price must coincide with the sum of the relevant subtotals indicated in Tables F.2.(b) and the financial proposal submission sheet. In case of Inconsistencies between the amount indicated in the Financial Submission Sheet and the Summary & Breakdown Table, the one indicated and read out in the Submission Sheet Prevails]

(b) Breakdown of Financial Proposal by Activity

Group of Activities	Description:
Price Item	Price in ETB
Total Lump Sum for Project (A)	
15% VAT (B) = 0.15*(A)	
Sub-totals (C) =A+B	

Note: *Costs shall include all expenses for the delivery of the Gender Based Violence (GBV) / Sexual Exploitation & Abuse (SEA) Risk Management service, including facilities, printing, visits ...*

Annex 5. Ethiopian Roads Authority Code of Conduct and Ethics

Introduction

The Ethiopian Roads Authority (ERA) seeks to ensure that all professional firms and individuals, who provide services and works on its behalf, abide by a Code of Professional Conduct and Ethics that supports the aim of providing a high quality, safe and efficient road network in the interest of the public. ERA now expects all ERA staff and Professional Firms and Individuals who carry out work on behalf of ERA to uphold the Code with professional integrity by adhering to this set of rules.

In straightforward language the rules can be stated as:

Do the right thing, do it the right way and do it at the right time.

Understand the job to be done, and do a good job.

Be committed, be creative, and be proud of what you do.

Take responsibility and care at all times in doing your job.

Article 1: Responsibility to Public, Society and Profession

- i.) Act with integrity and have full regard to the public interest.
- ii.) Act within the laws of the country.
- iii.) Uphold the dignity, standing and reputation of the professions involved.
- iv.) Reject corruption in all forms.
- v.) Neither offer nor accept remuneration of any kind which, in perception, or in effect, either seeks to influence the process of selection or compensation or seeks to affect impartial judgments.
- vi.) Recognize that the lives and safety of the public and workers may be dependent on professional judgments, actions, or lack of actions during the study, design or implementation of a project, and take the necessary actions.

Article 2: Responsibility to Client/Employer

- i.) Apply due skill, care, diligence and accuracy in the services rendered to the client.
- ii.) Perform services only in areas of one's competence, and disclose any limitations of competence that may affect the services rendered.
- iii.) Provide only those professionals with appropriate qualifications, skills and competence and required to undertake the project.
- iv.) Provide services of a high quality that are technically correct, innovative, giving value for money, and support the aims of the client.
- v.) Approve only those design documents that have been professionally reviewed and are accepted to be within prescribed engineering and professional standards.

- vi.) Inform the client of any potential conflict of interest that might arise in the performance of the project.
- vii.) Identify, evaluate and where possible quantify risks.
- viii.) Be impartial in the provision of professional advice, judgment or decision, and be truthful in the evaluation of a project.
- ix.) Do not disclose confidential information and commercial matters without the specific consent of the client/employer.
- x.) Do not accept compensation from third parties in connection with work being undertaken for the client/employer, unless circumstances are disclosed and fully agreed by all interested parties.
- xi.) Be honest and transparent at all times in the management, control and expenditure of funds allocated by the client for a project.
- xii.) Cooperate fully with any legitimate investigation or audit which makes inquiry into the technical or financial administration of any services or works contract.

Article 3: Responsibility for Environment

- i.) Seek solutions that are compatible with the principles of sustainable and safe development.
- ii.) Understand the effects of the work on society and the natural environment.
- iii.) Be committed to improving the environment and enhancing quality of life wherever possible.
- iv.) Promote the use of renewable and recycled materials with the least use of natural resources, wherever possible.

Article 4: Responsibility to Professionals

- i.) Promote the concept of selection by ability.
- ii.) Ensure credit and validation for work is given to those to whom it is due.
- iii.) Afford assistance and time for professional development with continued education and training.
- iv.) Neither carelessly nor intentionally do anything to injure the reputation of other firms or individuals.
- v.) Neither directly nor indirectly attempt to take the place of another organization or individual who is already appointed for a specific work.
- vi.) Behave in accordance with appropriate professional conduct, standards, ethics and courtesy in the event of being asked to review the work of another.
- vii.) Maintain knowledge and skills at levels consistent with developments in technology, legislation and management.

Article 5: Adherence and Disclosure

- i.) All individuals and organizations that carry out services and works for ERA shall undertake to abide by the ERA Code of Professional Conduct and Ethics.
- ii.) All individuals within ERA shall undertake to abide by the ERA Code of Professional Conduct and Ethics.
- iii.) Disclose any violations of the ERA Code of Professional Conduct and Ethics by any other individual or organization. Disclosure of any violations may be to any Director within ERA, who shall bring it to the attention of Senior Management.
- iv.) In the case of any disclosure or report about any individual or organization not following this Code of Ethics, ERA will appoint an Ethics Board to investigate, and where appropriate recommend action or penalties.

Individual Consultant's Name: _____

Consultancy Service for: **Gender Based Violence (GBV) / Sexual Exploitation & Abuse (SEA) Risk Management**

Project Name: _____

Project No: _____

I/We confirm that I/we have read and understood the ERA Code of Professional Conduct and Ethics, and that I/we will strictly follow the articles of this Code in the performance of the services for this project.

Signature: _____

Name: _____

Dated on _____ of _____ 201_

Indicative Checklist for Bid/Proposals Preparation

Items to be Checked	Document Type
<i>Proposal/Bid is Submitted in Separate Technical and Financial Envelope Enclosed in an Outer Envelope</i>	General
Proposals Properly Sealed and Labeled	
All pages signed by authorized representative	
Technical Proposal Submitted in One Original and Four Copies	Technical Proposal/Bid
<i>Technical Proposal Submission Sheet with the Required Information Signed and Enclosed</i>	
Written confirmation of authorization to commit the Bidder (Power of Attorney), if the Bid/ Proposal is Signed/Submitted by delegated Person other than the Professional	
Proposal Validity for Specified Days (60) Days	
CVs Recently Signed by the Individual Consultant or Authorized Delegate and Confirmation letter for the CV's provided	
ERA Professional Code of Conduct and Ethics Signed and Enclosed	
<i>Relevant Evidences/ Testimonies for Education Background and Experiences indicated in the CV are Attached</i>	
<i>Separately Sealed Financial Proposal Provided (One Original and Four Copies)</i>	Financial Proposal/Bid
Financial Proposal Submission Sheet as per Financial Proposal Form (Form – F 1) is Signed and Enclosed.	
Financial Form (Form – F2) is Signed and Attached	

Annex 6. FORM OF CONTRACT

THIS CONTRACT (“Contract”) is entered into this on _____, **Month, 2019**, between, on the one hand, the Ethiopian Roads Authority (hereinafter called the “Client”), and Mr. _____ (“the individual Consultant”) (Citizen of -----).

WHEREAS, the Client wishes to have the individual Consultant performing the services hereinafter referred to, and

WHEREAS, the individual Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

- 1. Services**
 - (i) The Consultant shall perform the services specified in Annex A, “Terms of Reference” which is made an integral part of this Contract (“the Services”).
 - (ii) The individual Consultant shall submit to the Client the reports in the form and within the time periods specified in Annex B, “Consultant’s Reporting Obligations.”
- 2. Term**
 - The individual Consultant shall perform the Services during the period not more than **Twelve (12) months** or any other period as may be subsequently agreed by the parties in writing.
 - The Client may omit the project and the Consultant shall receive the lump sum amount based on the tasks/ reports he/she delivered, the payment schedule indicated under item No. 5 and the corresponding amount shown of in the financial proposal.
- 3. Contract**

The following documents shall constitute the Contract between the Public Body and the Consultant, and each shall be read and construed as an integral part of the Contract:

 - This Contract Agreement
 - Minutes of Negotiation (if any)
 - Addendum (if any)
 - Financial Proposal
 - Terms of Reference and its annexes
- 4. Commencement**

The contract shall come into effect on the date within five days of the signing of the Contract Agreement. The Consultant shall perform the Services during the period commencing [insert starting date] and continuing through or any other period as may be subsequently agreed by the parties in writing.

5. Payment

A. Ceiling

For Services rendered pursuant to the Terms of Reference, the Client shall pay the Consultant an amount not to exceed as follows (**as submitted in Financial Form – F2**);

This amount has been established based on the understanding that it includes all of the Consultant's costs and profits including tax associated with the service.

B. Schedule of Payments

Payment will be made on a Lump Sum basis upon receipt of the appropriate invoices and supporting documents, will be paid Every Month based on submitted deliverables.

C. Payment Conditions

Payment shall be made in *Ethiopian Birr*, no later than 30 days following submission by the individual Consultant of its invoices in duplicate to the Coordinator designated in Item 6 below.

6. Project Administration

A. Coordinator

The Client designates the **Environmental, Social & Occupational Safety Management Directorate of the Ethiopian Roads Authority**, as its Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for the payment.

B. Reports

The reports listed in Terms of Reference shall be submitted in the course of the assignment, and will constitute the basis for the payments to be made under Item No. 5 above.

7. Performance Standards

The Individual Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

8. Confidentiality

The Consultants shall not, during the term of this Contract, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

9. Ownership of Material

Any studies reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.

10. Consultant Not to be Engaged in

The Individual Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant,

- Certain Activities** shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.
- 11. Insurance** The Individual Consultant will be responsible for taking out any appropriate insurance coverage.
- 12. Assignment** The Individual Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.
- 13. Law Governing Contract and Language** The Contract shall be governed by the laws of Ethiopia, and the language of the Contract shall be English.
- 14. Dispute Resolution** Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Client's country.
- 15. Miscellaneous** The Client may terminate the Contract with at least 10 working days written notice to the Individual Consultant after the occurrence of any of the events specified in sub-paragraphs (a) through (d) of this Clause:
- (a) if the Individual Consultant does not remedy a failure in the performance of his obligations under the Contract within seven working days from the date of written notification or within any further period as may be further agreed with the Client in writing;
 - (b) if the Individual Consultant becomes insolvent or bankrupt;
 - (c) if the Individual Consultant, in the judgment of the Client, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- For the purpose of this Clause:
- "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution;
- "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Consultants (prior to or after submission of proposals) designated to establish prices at artificial noncompetitive levels and to deprive the Borrower of the benefits of free and open competition;
- (d) if the Client, in its sole discretion, decides to terminate the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

On behalf of the Client

On behalf of the Individual Consultant

(Ethiopian Roads Authority)

(-----)

Authorized representative

Authorized representative

WITNESSES to signature on behalf of the
Public Body (**Ethiopian Roads Authority**)

WITNESSES to signature on behalf of the
Individual Consultants (*-----*
----)

In the Presence of: _____

In the Capacity of: _____

Signature: _____

In the Presence of: _____

In the Capacity of: _____

Signature: _____
