

REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

Country:	Ethiopia
Program:	Rural Financial Intermediation Program III
Assignment:	National Bank of Ethiopia's (NBE) Human Capital Transformation Project.
Selection Method:	Quality and Cost Based Selection (QCBS)
IFAD Grant No.	2000003211
Reference No.	IFAD/RUFIPIII/NBE/ICB/CS/13/2023/24

The Federal Democratic Republic of Ethiopia has received financing from the International Fund for Agricultural Development (IFAD) for the Rural Financial Intermediation Program (RUFIP) and intends to apply part of the proceeds for payments under the contract for the procurement of consultancy services for National Bank of Ethiopia's Human capital transformation project. The National Bank of Ethiopia (NBE) is a central bank of the Federal Democratic Republic of Ethiopia with a vision to be one of the strongest and most reputable central banks in Africa and a mission to maintain price and exchange rate stability, to foster a sound financial system and undertake such other functions as are conducive to the economic growth of Ethiopia. NBE has received finance from International Fund for Agriculture Development (IFAD) towards the cost of RUFIP III and intends to apply part of the proceeds for the requirement of consulting service, for which this REOI is issued.

Objective of the Consultancy:

The objective of the consultancy service is to develop comprehensive human capital strategy of the Bank including a re-designing of its organizational structure consistent with international best practices to have competent, talented, qualified, motivated human capital that underpins successful achievement of the bank's mission and vision. The assignment also has the following specific objectives:

1. To develop a comprehensive human capital strategy of the bank and recommend appropriate Human Capital functions and implementation tools.

2. To review the existing organizational structure of the bank and assess its adequacy—and any needed modifications—for meeting the Bank’s core mandates in light of recent reforms and initiatives.
3. To articulate the accountabilities of the various vice-governors and directorates, including updating job analysis, performance management system and review of the reward and recognition scheme.

The overall consultancy service goes through assessment and situational analysis of the existing condition of Human Resource of the Bank at all levels (i.e., from entry to top management), identifying gaps on the basis of situational analysis on the current process; developing a “Human Capital Transformation” by looking at internal and external factors and using international best practices that put forward initiatives that help to achieve the objectives of the Bank. Moreover, setting-up monitoring and evaluation mechanisms for the deliverables and assisting in the implementation of the suggested initiatives will be part of the assignment. The assignment is expected to be completed within four (4) months’ time.

The attention of interested consultants is drawn to the IFAD's Anti-Money Laundering and Countering Terrorist Financing Policy, as well as the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations. The latter contains IFAD's restrictions on prohibited practices. In addition, as detailed in its IFAD Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation, and Abuse, IFAD strives to ensure a safe working environment free of harassment, including sexual harassment, and free of sexual exploitation and abuse (SEA) in its activities and operations.

Interested consultants shall not have any actual, potential or reasonably perceived conflict of interest. Consultants with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. Consultants are considered to have a conflict of interest if they

- a) Have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, or
- b) Have a business or family relationship with a member of the client’s board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of the REOI, (ii) the selection process for this procurement, or (iii) execution of the contract. Consultants have an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.

The consultant will be selected in accordance with the procedures set out in IFAD procurement handbook and National procurement directive.

The followings are Details of EOI evaluation criteria.

No.	Description	Weight (100%)
1	Specific experience	60%
	The Consultancy firm should have successfully completed at least 3 similar projects or contracts over the last five (5) years on financial sector of which 1 must be on the Central Bank. Must submit successfully completion of certificate.	
2	General experience	30%
2.1	> 6 Year experience	30
2.2	4-5 year experience	20
2.3	2-3 year experience	10
3	Availability of qualified and experienced staff within the organization structure of the consultants, particularly in the field of banking/financial sector related HR experts, Economic Experts, Banking sector professionals	10 %

Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

Documents Required from Applicants

- a) Certified copy of valid registered VAT or Certificate of Incorporation/Registration with relevant government authorities in their respective countries, in English or a certified English translated document.
- b) Certified copy of valid Tax Identification Number (TIN); or equivalent tax related registration, in their respective countries
- c) Renewed trade license for fiscal year or equivalent in their respective countries;
- d) Valid Tax clearance certificate or equivalent in their respective countries
- e) Past work experience related documents and supporting documents like contract copies, completion certificates, Client testimony etc.
- f) Details of their organizational structure, including details of experts available relevant to the assignment

The final selection of the organization to conduct the study shall be based on a **Quality- and Cost-Based Selection (QCBS)** method through Request for Proposals.

On all pages of the EOI proposal document, the organization's stamp should be sealed near the authorized signatory and all pages should be numbered, dated, signed, and stamped. The application must be signed by an authorized individual. Additional sheets that the applicant must attach should be numbered and submitted as a package with a signed letter. The applicant may provide any additional information he or she believes is necessary to demonstrate his or her ability to perform the proposed consultancy service.

The applicants shall submit EOIs as per the EOI Submission form which can be obtained from the NBE website www.nbe.gov.et or Procurement Services Management Directorate Building-2, 5th floor.

Interested consultant may obtain further information/clarification from NBE Head Office **until October 12,** Procurement Service Management Directorate, 5TH floor, Tel. **251-11517-7006/ 251-11517-5016/251-115-17-5004; 251-11517-7006/ 251-11517-5016/251-115-17-5004. Responses will be provided within 5 working days.**

The EOI and all documentations shall be submitted in English, One original and one copy. Expressions of interest (EOIs) shall be submitted at the National Bank of Ethiopia on or before **October 24, 2023 10:00Am to Procurement Services Management Directorate, NBE Building -2, 5th floor.**

Attn: Zelalem Abera Director, Procurement Service Management Directorate

Postal address 5550, Sudan Avenue Street

Addis Ababa, Ethiopia

Tel: **251-11517-7006/ 251-11517-5016/251-115-17-5004**

Fax: **Fax: +251-115-51 02 30**

E-mail: *psmd@nbe.gov.et*

**NBE reserves the right to accept or reject a part/all of the entire bid.
National Bank of Ethiopia**

Form EOI-1
EOI Submission Form

[Location, date]

[Authorized official]

Re: Consulting Services for *[insert assignment]*

Ref: *[insert]*

We, the undersigned, declare that:

1. We are expressing our interest in providing the consulting services for the above-mentioned assignment and have no reservations to the REOI, the instructions to the consultants and any addenda thereto.
2. Our expression of interest is open for acceptance for a period of ninety (90) days.
3. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by the Fund and have not been subject to sanctions or debarments under the laws or official regulations of the client's country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")¹, beyond those declared in paragraph 9 of this EOI submission form.
4. We acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practices as provided in ITC Clause 6. Further, we acknowledge and understand our obligation to report to anticorruption@ifad.org any allegation of prohibited practice that comes to our attention during the selection process or the contract execution.
5. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit an EOI for the purpose of restricting competition.
6. We acknowledge and accept the IFAD Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any sexual harassment, sexual exploitation or abuse. Further, we acknowledge and understand our obligation to report to ethicsoffice@ifad.org any allegation of sexual harassment, sexual exploitation and abuse that comes to our attention during the selection process or the contract execution.
7. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the selection process: *[Insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity.]*

¹ The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.

Name of Recipient	Address	Reason	Amount	Currency

(If none has been paid or is to be paid, indicate “none.”)

8. We declare that neither our consulting firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest as defined in ITC Clause 5 regarding this selection process or the execution of the contract. *[insert if needed: “other than the following:” and provide a detailed account of the actual, potential or perceived conflict]*. We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the procurement process or contract execution.
9. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our consulting firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension)	Imposed by	Name of party convicted, sanctioned or suspended (and relationship to the consultant)	Grounds for the measure (i.e., fraud in procurement or corruption in contract execution)	Date and time (duration) of measure

If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate “none”.

10. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this EOI submission form.
11. We further understand that the failure to properly disclose any of information in connection with this EOI submission form may lead to appropriate actions, including our disqualification as consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.
12. We understand that you are not bound to accept any EOI that you may receive.
[Authorized signatory]
[Name and title of signatory]
[Name and address of firm]

