 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 Service for Health Impact Assessment on the Mizan – Dima Road Upgrading Project

Procurement Reference Number: S/49/NCB/RFP/GOE/2011 EFY

Project Name (s): Individual Consultancy Services for Health Impact Assessment on the Mizan – Dima Road Upgrading Project

Date of Issue of Request for Proposals: February, 2019

Addis Ababa, Ethiopia

Note to Bidders: This is RFP (Bidding Document) 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 1 Office. Such Registration is only for the purpose of communication to provide necessary clarifications and Addenda 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

Notice of Invitation for Individual Experts for the Consultancy Service for Health Impact Assessment on the Mizan – Dima Road Upgrading Project (National Competitive Bidding)

I. The Ethiopian Roads Authority (ERA), duly representing the Federal Democratic Republic of Ethiopia (FDRE) hereby invites interested Environmentalist and Epidemiologist 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 Service of Conducting Health Impact Assessment on the Mizan-Dima Road Upgrading Project. The Experts shall fulfill the following minimum qualification criteria:

A. Environmentalist

<table>
<thead>
<tr>
<th>No.</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>A Minimum of M. Sc. /M.P.H Degree in Environmental Health or related fields</td>
</tr>
<tr>
<td>1.2</td>
<td>Five (5) years of General Relevant Experience on Environmental Health/Science Development Projects</td>
</tr>
<tr>
<td>1.3</td>
<td>Experience in Conducting Environmental Toxicology Studies (Two Studies)</td>
</tr>
<tr>
<td>1.4</td>
<td>Fluent in English (Knowledge of Local and Other Languages in Addition)</td>
</tr>
<tr>
<td>1.5</td>
<td>Report Writing Skill</td>
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B. Epidemiologist

<table>
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<th>No.</th>
<th>Criteria</th>
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</thead>
<tbody>
<tr>
<td>2.1</td>
<td>A Minimum of M. Sc. Degree in Epidemiology/Public Health</td>
</tr>
<tr>
<td>2.2</td>
<td>Five (5) years of Experience in Epidemiology</td>
</tr>
<tr>
<td>2.3</td>
<td>Two (2) Articles in peer reviewed journal in areas of health</td>
</tr>
<tr>
<td>2.4</td>
<td>Report Writing Skill</td>
</tr>
</tbody>
</table>

II. Interested professionals can collect the Request for Proposal /RFP/ of the envisaged experts from Engineering Procurement Directorate Team I free of charge or on ERA Website www. era.gov.et.

III. The tasks of the experts will be in accordance with the Consultancy Service Activities detailed in the Terms of Reference of the RFP.

IV. Bidders shall submit their proposals in two envelopes, the first envelope labeled as “Qualification Document/Technical proposal (Signed proposal Submission Form, CV & Testimony and other Documents as necessary)” and the second envelope “Financial Proposal”, separately 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 March 14, 2019 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 experiences in the CV.

Habtamu Tegegne  
Director General  
Ethiopian Roads Authority  
New Building, 2nd Floor, Conference Room  
Ras Abebe Aregay Street  
P. O. Box 1770  
Addis Ababa, Ethiopia  
Tel. +251-11-551 71 70/79  
Fax. +251-11-5514866

ETHIOPIAN ROADS AUTHORITY
TERMS OF REFERENCE

Consultancy Service for Health Impact Assessment on the Mizan – Dima Road Upgrading Project

1. Background

The Ethiopian Roads Authority is an Autonomous Federal Institution established with the responsibility to expand the road network of the country and to administer the road infrastructure across the country. Since 2012, the Authority was executing the 91.6km Mizan-Dima Road upgrading project which connects the Mizan town in the Bench-Maji zone administration of the Southern, Nation, Nationalities and Peoples Regional State (SNNPR) with a town called Dima found in Gambela National Regional State. The project encompasses the widening and upgrading of the existing and deteriorating 91.598Km road (40Km gravel surface road and about 52m natural contour dry season road) to DS4 standard asphalt surface road including all related structures and other ancillary works which include; improvements of the horizontal and vertical alignments, construction of new pavement layers, and placing of asphalt concrete, upgrading of road furniture, culverts and drainages, rehabilitation of existing bridges, erosion control structures as principal project activities, material site development, camp establishments for the work force, garage and workshops, crusher plant and asphalt plant erection and operation, material storage sites, spoil soils disposal sites, and explosives storage site establishment.

In order to facilitate the construction of the road, the project had a quarry and stone crushers and asphalt hot mix plant (the quarry site) at the entrance of Biftu Town (Km 39+100) around 150 meters offset of the left-hand side.

Even though, ERA has mainstreamed all the precautionary and risk management plans for the quarry and plant operation, due to the gaps to fully comply with risk management plans in managing the quarry and crushing operation by the contractor, the woreda authorities, GRC, and ERA have received complaints and claims of compensation from the local dwellers, mainly from households residing within the range of 500m radius of influence from the quarry site.

In order to address the health impact complaints, the authority has conducted a first line health screening study in collaboration with Jimma University/ medical faculty on a sample of 21 individuals who were deemed to be showing signs of symptoms. The study team has reported that the signs and symptoms manifested amongst screened members of the community were unlikely to relate to the quarry and stone crushing activity, rather other unrelated causalities were identified as the root cause of their symptoms.

Even though the first line health assessment report found that none of the PAPs’ health symptoms were caused by the quarry activity, the complaints from PAPs continued and wider and deeper screening is requested by the community and the project financier.
Accordingly, ERA planned a second-round comprehensive health impact study with a nature of epidemiological investigation amongst communities believed to be exposed to dust and vapor from asphalt hot mix that escapes from the quarry site.

1.1. Problem statement

During stone crushing operations, large size stones, blasted and mined from the quarry in the size range from 200-300 mm, are crushed to smaller usable sizes, generally 6, 12 or 25 mm. The presence of this quarry site near populated areas could blow dust to the surrounding community. Exposure to dust from quarries may induce several diseases, chief among them being pneumoconiosis; this was usually ascribed to exposure to dust containing silica. Respiratory damage from particulate matters (PM2.5 and PM10) that emanates from excavation and grinding of stones can cause the exposed group to health problems ranging from reversible functional changes to irreversible damage to lungs and in some extreme cases can cause lung cancer, however this depends on the size of the particulate matter, exposure duration and other confounding factors.

During making of hot asphalt mix, generation of polycyclic aromatic hydrocarbon or volatile organic carbons is likely to occur. Indeed, exposure to VOC in workers and communities who are deemed to be involved in asphalt paving operations or exposed to vapors have experienced lower respiratory tract symptoms (e.g. coughing, wheezing and shortness of breath) and pulmonary function changes. Among many others Bronchitis that is possibly related to lower respiratory tract irritation has also been reported among asphalt workers. Record shows that the level of VOC during the construction of Mizan-Dima road was between 0.4 and 0.6mg/m3. According to NIOSH standard for benzene soluble particles is expected as low as 0.3mg/m3. This shows that there could have been an aerial exposure to exceeding level of VOC in community residing by the asphalt hot mixing plant, however the health effect need to be studied in comparison with non-exposed community.

From the first study it is articulated that all reported cases were associated with other factors, in this case we can call them cofounding factors. To mention among others, smoking, atopic conditions, poor housing and biomass combustion are the few. Even though, the effect is not clearly demonstrated in diagnosed group of individuals, latency period is another limiting factor that determines the prognosis of many respiratory diseases.

Therefore, to decipher the effect of the quarry site activities on the surrounding local community, one needs to estimate the level of exposure to dust and other emissions, and also measure, if this effect is causing or contributing to the prognosis of diseases, in this specific scenario, respiratory or other illnesses in the short or longer terms.

The crux of the problem is that many cofounding factors could hamper the interpretation of the casual link between exposure and effect. Accordingly, controlling the cofounding factors should be given equal emphasis. In Ethiopia, several factors could affect the interpretations of epidemiological studies focusing on respiratory illness. For instance,
99% of the rural population solely relies on biomass combustion as a source of energy for cooking food and baking Injera (8). Thus, co-exposure to particulate matter from quarry site sources and biomass combustion, could synergistically aggravate the prognosis of disease.

Therefore, ERA will deploy eligible personnel according to the criterion that will be discussed later on; in collaboration with EPHI and Mizan – Aman Hospital.

2. Objective

The objective of the service is:

2.1 Environmentalist

- To verify the contractor’s environmental and social impacts mitigation measures and recommend additional mitigation measures as required.

2.2 Epidemiologist

- To decipher if exposure to quarry dust and asphalt plant emissions among community members, who live around Biftu town by the quarry site, could have developed reversible or irreversible respiratory illness.

3. Scope of Services for the Technical Panel of Expert

Detailed quantitative and qualitative survey/investigation will be undertaken to identify health impact issues relating to the crusher and asphalt plant site and its surrounding area. Assessment of the health impacts of the quarry site activities on the community living in the area of influence, from the commencement of quarry site operations to the present. The assessment shall use the area of influence (AOI) defined in the project’s Environmental Impact Assessment (1,000m) and shall study participants living within the AOI who wish to be assessed and were subject to significant impacts/exposure from the quarry site. Workers employed at the quarry site shall also be tested. On the other hand, similar representative population from other districts/ parts of Biftu town will be assessed as a control group. Selection of the control group shall consider similar socio demographic characteristics. Moreover, study team shall control the confounding factors.

The scope of the work includes, but not limited to, measurement of particulate matters and volatile organic compounds (VOCs) as required and reviewing already documented measurements, indoor air quality measurements for hazardous gases mainly volatile organic compounds. Spirometers measurement of pulmonary function of study population and X-ray screening for those with reduced lung function. Differential blood counts and eosinophil count for those who are symptomatic. Review local health facility data for temporal variation of selected disease, more importantly before and after the commencement of the stone crushing project.
• Explanation of proposed health assessment methodology to community members, and adjustment of the methodology to take into account justified concerns;
• Identification of control group who are deemed to be far from the quarry source, also who have similar socio-demographic characteristics with the exposed group;
• Identification of confounding factors and managing them in all data collection schemes;
• Data collection instruments including but not limited to self- and -interview administered, Spirometry measurement to evaluate the pulmonary function,
• Air quality measurement regarding particulate matters, PM2.5 and PM10. Measurement covering both indoor and outdoor environment of exposed and control group.
• Measure household exposure to VOCs in indoor and outdoor environment.
• Assessment of community members subject to significant impacts/exposure from the quarry site this shall include but not limited to X-ray screening for those with reduced lung function as a result of spirometry measurement, differential blood cell counts and sputum examination.
• Define mechanisms to manage confounding factors both during data collection and statistical analysis.
• Reviewing local health facility data for temporal variation of selected disease, more importantly before and after the commencement of the stone crushing project and to investigate the causes of illnesses and fatalities since the start of quarry operations (if there are any).
• Support in the disclosure of results including participation in group and individual consultation meetings with Biftu community.

4. **Major Activities Expected from the Study Team**

The team shall undertake the following major activities as appropriate:

• Develop relevant study tools and guides
• Consultation with Biftu community
• Field data collection
• Laboratory sample analysis
• Preparation and submission of the draft report
• Debrief presentation to ERA and WB technical staffs on the key findings as well as participation in the disclosure of results to Biftu community.
• Power point presentation for dissemination purpose - both in Amharic and English
• Incorporation of comments and finalization of the assessment report.
5. **Deliverable During the Bidding Processes**

1. Final study methodology (processes in selecting control and study group, process of consultation with the community, etc...), standard questionnaires and a work plan should be part of a technical proposal in accordance to the information stated on the TOR, approved by ERA and WB.

2. Accommodations, two-way transportation fees from Addis Ababa to Jimma, office consumable fees (pens, pencils, papers, writing pads, CDs etc...) and professional fees should be included in the financial proposal. Note that all measuring devices are provided by ERA and the Mizan – Tepi Teaching Hospital.

6. **Deliverables During the Service Provision**

1. Inception report of the field stay up to data collection process that outlines issues and challenges that may be considered during result interpretation, with in one week of completing the data collection process.

2. Submission of draft report immediately after completion of field and hospital level assessments. Draft and final reports shall be a standalone report suitable for public disclosure complying with confidential individual reports both in English and Amharic languages. Study team name and contact detail should also be included on the report.

3. Soft copies of raw data and transcribed data in CDs.

4. The Draft and Final report for review should be based on the outline agreed in this TOR. The report should also be submitted in two hard copies and two CDs.

7. **Reporting Requirements**

Preparing a presentation for all stakeholders prior to validation; and upon completion of the investigation, the individual professionals will submit the final report and other supporting credentials both in hard and soft copies to the Ethiopian Roads Authority.

1. Title page
2. Executive summary
3. Table of contents
4. List of figures
5. Acronyms
6. Introduction
7. Objective
8. Scope
9. Study design and methods
10. Result and Discussion
11. Conclusion and recommendation
12. Reference
13. Annex - including confidential individual reports
Table 1: Time Frame for Delivering and Commenting of Reports

<table>
<thead>
<tr>
<th>No</th>
<th>Type of Document</th>
<th>Delivery time frame</th>
<th>Commenting time Frame</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>Draft Inception Report</td>
<td>Immediately (Not More than One Week) After Completion of Data Collection Processes</td>
<td>Note that the Comment (if any) will be forwarded with two days</td>
</tr>
<tr>
<td>2.</td>
<td>Final Inception Report (Incorporating agreed comments on the Draft Inception report)</td>
<td>One Day After Receiving Comments</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Draft Assessment Report</td>
<td>Immediately after completion of the Hospital and Field assessment</td>
<td>Note that the Comment (if any) will be forwarded with three days</td>
</tr>
<tr>
<td>4.</td>
<td>Final Assessment Report (Incorporating agreed comments on the draft report)</td>
<td>Within a week after Completion of Data Analysis.</td>
<td>4 days</td>
</tr>
<tr>
<td>5.</td>
<td>Incorporating agreed comments on the Final report and prepare a document for public disclosure</td>
<td>Within a week after receiving comments and feedbacks</td>
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8. Team Composition

The team will be composed of personnel with criteria outlined below. Basically for this particular study, three personnel are needed; an Environmentalist, Epidemiologist and a Medical Doctor. For the purpose of adroitness of the process, ERA will make a separate agreement with Mizan – Tepi Teaching Hospital (the nearest hospital from the AOI) for assignment of a medical doctor as well as for the provision of medical services. Therefore, the rest two professionals are expected to work in cooperation with and assigned medical doctor from the hospital.

An Environmental Specialist:

- Minimum of M.Sc. / M.P.H in Environmental Health or related fields.
- A minimum of 5 years of general experience as environmental health/science in development projects.
- Experience in conducting environmental toxicology studies (a minimum of two)
- Fluency in English (knowledge of local and other language is an addition).
- Report writing skill.
An Epidemiologist:

- M.Sc. in Epidemiology/Public Health
- A minimum of 5 years of experience in Epidemiology;
- At least 2 articles in peer-reviewed journals in areas of health;
- Report writing skill.

Concerning Assistants

Each professional may have one assistant who comply the following requirements, but not limited to these:

- Two years of experience in health-related field
- Fluency in English
- Familiar with data entry software (EPI info)

Duties and Responsibilities of Assistants;

- Help the professionals with community mobilization.
- Help the professionals with the data collection and analysis process.
- Help the professionals with report writing.

9. Duration of Contract or Service

The investigation shall be completed within Two months starting from the date of deployment on site. Note that the service period shall include the submission of final report.

10. Responsibilities of Parties

10.1 Responsibilities ERA:

The Ethiopian Roads Authority (ERA) will make available and provide the professionals any documents/information relevant to the project. Organize a face to face meeting to provide orientation and clarify expectations.

1. Assure quality implementation of agreed activities

2. Supportive supervision of data collection, ethical procedures

3. Maintain contact with the field team during data collection to address issues that may come up and provide feedbacks
4. Review reports, provide written feedback and organize face to face meeting for detail discussion and guidance on inception, draft and final reports.

5. Process and facilitate support letters from regions, zones and woredas before commencement of field activities.

6. Avail all the available reference documents for the team.

7. Facilitate Payments for the team as per the payment schedule in the signed contract document upon submission of agreed deliverables.

8. ERA will provide vehicle from Jimma to the study area including any other necessary sites locations and office arrangements (exclusive of office consumables) for the investigation purpose specific to the project and serve as a liaison with other Ministries/Departments of the Government in order to introduce the professionals. ERA will provide particulate matter and VOC measuring device and will also arrange any necessary medical equipment in collaboration with Mizan Tepi teaching hospital.

10.2 Responsibilities of the Professionals:

Accomplish the given assignment on time and produce high quality evidence-based report. Without prior consent and permission from the ERA, it is strictly forbidden to disclose and/or use the final report or any part of the investigation for any use/purpose or publications.

1. Briefing meetings on the assignment with ERA team and WB;

2. Conduct meetings with the community liaison committee

3. Meet with ERA team and WB to discuss and address comments on reports.

4. Assure the data quality and safety through proper supervision, review of recordings and expanded field notes, spot checks, daily discussion with team members on problems encountered and other relevant issues.

5. Maintain frequent and open communication with ERA team to provide status updates.

6. Prepare and submit weekly progress reports and any issues encountered through email

7. Submission of the Inception, Draft and final reports in English and Amharic languages which has to be submitted in both hard and soft copies.
Annex 1: Qualification Requirement for the Expert

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

**Environmentalist**

<table>
<thead>
<tr>
<th>No.</th>
<th>Criteria</th>
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<tbody>
<tr>
<td>1.</td>
<td><strong>Education and General Experience: [40%] (Education 50% and General Experience 50%)</strong></td>
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<td>1.1</td>
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<td>1.2</td>
<td>Five (5) years of General Relevant Experience on Environmental Health/Science Development Projects</td>
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<tr>
<td>2.</td>
<td><strong>Adequacy for the assignment: [60%]</strong></td>
</tr>
<tr>
<td>2.1</td>
<td>Five (5) Years Experience as Environmentalist</td>
</tr>
<tr>
<td>2.2</td>
<td>Experience in Conducting Environmental Toxicology Studies (Two Studies)</td>
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**Epidemiologist**

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<tr>
<td>1.2</td>
<td>Five (5) years of Experience in Epidemiology</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Adequacy for the assignment: [60%]</strong></td>
</tr>
<tr>
<td>2.1</td>
<td>Five Years Experience as Epidemiologist in studying diseases, outbreaks, prevention measures</td>
</tr>
<tr>
<td>2.2</td>
<td>Two (2) Articles in peer reviewed journal in areas of health</td>
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## Annex 2. Biding Data

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<th>Bidding Data</th>
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<tr>
<td><strong>Project Name</strong></td>
<td>Individual Consultancy Services for Health Impact Assessment on the Mizan – Dima Road Upgrading Project</td>
</tr>
<tr>
<td><strong>Pro. Ref. No.</strong></td>
<td>The Procurement Reference Number is: S/49/NCB/RFP/GOE/2011 EFY</td>
</tr>
<tr>
<td><strong>Address for Clarification Purpose</strong></td>
<td></td>
</tr>
<tr>
<td>Public Body</td>
<td>Ethiopian Roads Authority</td>
</tr>
<tr>
<td>Attention</td>
<td>Zekarias G/Giorgis, Director, Engineering Procurement Directorate</td>
</tr>
<tr>
<td>Floor/Room No.</td>
<td>New Building 1st floor, Ethiopian Roads Authority Head Office, Engineering Procurement Directorate Office</td>
</tr>
<tr>
<td>P.O. Box</td>
<td>1770</td>
</tr>
<tr>
<td>Street Address</td>
<td>Ras Abebe Aregay Street, Ethiopian Roads Authority Head Office</td>
</tr>
<tr>
<td>Town/City</td>
<td>Addis Ababa</td>
</tr>
<tr>
<td>Country</td>
<td>Ethiopia</td>
</tr>
<tr>
<td>Telephone</td>
<td>251 - 11 551 50 02</td>
</tr>
<tr>
<td>Facsimile</td>
<td>251 - 11 551 48 66 / 551 00 82 / 554 44 34</td>
</tr>
<tr>
<td>E-mail address</td>
<td><a href="mailto:eraengprocteam1@gmail.com">eraengprocteam1@gmail.com</a></td>
</tr>
<tr>
<td><strong>ERA web site will be channel to issue clarification and addenda.</strong></td>
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<tr>
<td><strong>Language</strong></td>
<td>Bid Proposal shall be: English.</td>
</tr>
<tr>
<td><strong>Taxes</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Currency</strong></td>
<td>All inputs to the Consultancy Services that the Consultant expects to provide shall be quoted entirely in Ethiopian Birr (ETB).</td>
</tr>
<tr>
<td><strong>Submission and Opening of Bid Proposals</strong></td>
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</tr>
<tr>
<td>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. The Technical Proposal shall not include any financial information. <strong>A Technical Proposal containing financial information may be declared non responsive.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>No. of Copies</strong></td>
<td>In addition to the original of the Bid Proposal, Four (4) copies are required.</td>
</tr>
<tr>
<td><strong>Bidding Data</strong></td>
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<td>------------------</td>
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<tr>
<td><strong>Application</strong></td>
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</table>
| 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.  
Furthermore, the bidder shall provide the breakdown of the costs for the project as per the form attached in this Document (Financial Proposal Form – F2). |
| **Code of Professional Conduct and Ethics** |
| 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. |
| **Validity** |
| The Bid Proposals shall remain valid for 60 Days form Submission Deadline. |
| **Time and Address of Proposal Submission** |
| For Bid Proposal submission purposes only, the Public Body’s address is:  
Public Body: Ethiopian Roads Authority  
Attention: Zekarias G/Giorgis: Engineering Procurement Directorate, Director  
Floor/Room No.: New Building 2nd floor, Ethiopian Roads Authority Head Office, Engineering Procurement Directorate Office  
P.O. Box: 1770  
Street Address: Ras Abebe Aregay Street, Ethiopian Roads Authority Head Office  
Town/City: Addis Ababa  
Country: Ethiopia  
The deadline for Proposal submission is:  
Date: March 14, 2019  
Time: 2:30 P.M. |
| **Time and Address of Proposal Opening** |
| For Bid Opening purposes only, the Public Body’s address is:  
Public Body: Ethiopian Roads Authority  
Attention: Zekarias G/Giorgis: Engineering Procurement Directorate, Director  
Floor/Room No.: New Building 2nd floor, Ethiopian Roads Authority Head Office, Engineering Procurement Directorate Office  
Street Address: Ras Abebe Aregay Street, Ethiopian Roads Authority Head Office  
Town/City: Addis Ababa  
Country: Ethiopia  
Date of Opening: March 14, 2019  
Time: 2:30 P.M. |
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. \( S_f = 100 \times \frac{F_m}{F} \); 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:

\[ T = 80 \]
\[ P = 20 \]

(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.
(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: 

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of project</th>
<th>Employer</th>
<th>Type of project</th>
<th>position on the projects</th>
<th>The %age completion of the project</th>
<th>The %age completion of specific assignment of the staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

12. Employment Record: 

From: _______ To: ___________________

Employer: ___________________

Positions held: ___________________

13. Detailed Tasks Assigned:

14. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned:

Name of assignment or project: ___________________

Year: ___________________

Location: ___________________

Client: ___________________

Main project features: ___________________

Positions held: ___________________

Activities performed: ___________________
15. Certification:
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 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

<table>
<thead>
<tr>
<th>Price Item</th>
<th>Price in ETB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Price of Financial Proposal Including 15% VAT</td>
<td></td>
</tr>
</tbody>
</table>

[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

<table>
<thead>
<tr>
<th>Group of Activities</th>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price Item</td>
<td>Price in ETB</td>
</tr>
<tr>
<td>Total Lump Sum for Project (A)</td>
<td></td>
</tr>
<tr>
<td>15% VAT (B) = 0.15*(A)</td>
<td></td>
</tr>
<tr>
<td>Sub-totals (C) =A+B</td>
<td></td>
</tr>
</tbody>
</table>

Note: Costs shall include all expenses for the delivery of the Health Impact Assessment Services, including facilities, transportation, 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 Consultancy Services for Health Impact Assessment on the Mizan – Dima Road Upgrading Project

Individual Consultant's Name: _______________________________

Consultancy Service for: Health Impact Assessment

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 _______ 20__
## Indicative Checklist for Bid/Proposals Preparation

<table>
<thead>
<tr>
<th>Items to be Checked</th>
<th>Document Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal/Bid is Submitted in Separate Technical and Financial Envelope Enclosed in an Outer Envelope</td>
<td>General</td>
</tr>
<tr>
<td>Proposals Properly Sealed and Labeled</td>
<td></td>
</tr>
<tr>
<td>All pages signed by authorized representative</td>
<td></td>
</tr>
<tr>
<td>Technical Proposal Submitted in One Original and Four Copies</td>
<td></td>
</tr>
<tr>
<td>Technical Proposal Submission Sheet with the Required Information Signed and Enclosed</td>
<td></td>
</tr>
<tr>
<td>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</td>
<td>Technical Proposal/Bid</td>
</tr>
<tr>
<td>Proposal Validity for Specified Days (60) Days</td>
<td></td>
</tr>
<tr>
<td>CVs Recently Signed by the Individual Consultant or Authorized Delegate and Confirmation letter for the CV's provided</td>
<td></td>
</tr>
<tr>
<td>ERA Professional Code of Conduct and Ethics Signed and Enclosed</td>
<td></td>
</tr>
<tr>
<td>Relevant Evidences/ Testimonies for Education Background and Experiences indicated in the CV are Attached</td>
<td></td>
</tr>
<tr>
<td>Separately Sealed Financial Proposal Provided (One Original and Four Copies)</td>
<td>Financial Proposal/Bid</td>
</tr>
<tr>
<td>Financial Proposal Submission Sheet as per Financial Proposal Form (Form – F1) is Signed and Enclosed.</td>
<td></td>
</tr>
<tr>
<td>Financial Form (Form – F2) is Signed and Attached</td>
<td></td>
</tr>
</tbody>
</table>
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 two 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, as follows.

I. Ten (10) percent of lump sum amount upon submission of Inception Report, Methodology and Work Program

II. Forty (50) percent of lump sum amount upon submission of Draft Assessment Report.

III. Forty (30) percent of lump sum amount upon submission of Final Assessment Report Incorporating Comments.

IV. Ten (10) percent of lump sum amount upon submission of Public Disclosure Document.

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

(Ethiopian Roads Authority)

On behalf of the Individual Consultant

(-----------------------------)

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 Presence of: ____________________________

In the Capacity of: ____________________________

In the Capacity of: ____________________________

Signature: ____________________________

Signature: ____________________________