

Project Title: Strengthening Education for Mining in Ethiopia (STEM)

A. AMENDMENT TO THE RFP

This addendum 4 provides certain changes following the questions raised by bidders to the RFP SEL: 2016-D-000284-1.

1. In Section 1: Instructions to Bidders - Data Sheet, in article 9.8 (a) and 11.18, **DELETE** in its entirety and **REPLACE** with the revised article attached in Annex 1.
2. In Section 3: Financial Proposal – Standard Forms, in Form FIN-1A – Cost of Personnel, **DELETE** the table in its entirety and **REPLACE** with the revised table attached in Annex 2.
3. In Section 4: Terms of Reference, Annex B- Specific Mandate of the Consultant, in article 3.4 Provision of professional services, **ADD** the following position:

ix) Project Coordinator

Based in Canada and reporting to the Canadian Project Director, the Project Coordinator will oversee all project administration duties.

The specific responsibilities include:

- a) Process daily/monthly accounts for expenditures from project bank accounts;
- b) Monitor the financial aspects of the project including petty cash, daily/monthly journals, and financial reports;
- c) Process cash/bank and travel advance reconciliations;
- d) Monitor bank balances in the project bank accounts and ensure invoices are made accurately and on a timely basis;
- e) Review expenditures and develop budget control mechanisms which will enable the project to adequately monitor performance according to budget allocation by result;
- f) Maintain Payroll and Personnel Files for all project staff; prepare and pay staff salaries and applicable taxes;
- g) Ensure that project financial accounting systems are followed;
- h) Prepare for annual project financial audits for approval by Canadian Project Director;
- i) Develop and administer processes and procedures for identifying, recruiting, deploying, monitoring technical experts, and as necessary, management of unforeseen human resource issues (e.g. medical leave, poor performance);
- j) Provide administrative services necessary to generate reports required under the Project Reporting Requirements (section 7);
- k) Provide administrative support to the project core team and PD; and,
- l) Establish and maintain efficient administrative systems including filing and inventory.

B. QUESTIONS AND ANSWERS

The following questions have been received by DFATD for which DFATD is providing the answers below:

Question 1 – In FIN-1B, the direct administrative costs refer only to those related to sub-consultants and contractors.

There will be direct administrative costs related to individuals included in FIN-1A, i.e. all those named in the RFP: i.e. Canadian Project Director, 2 technical experts, and 5 specialists included in the RFP. Where should we include the direct administration - such as financial, coordination, logistics and administration of the project - related to these personnel and their activities? Section 10.8 does not include direct costs for this category of personnel and FIN-1B refers only to sub-consultants and contractors, hence, it is not clear where this component should be included.

Answer 1 – The RFP is amended to effect a change to the Annex B - Specific Mandate of the Consultant, see Section A of this addendum.

Question 2 – Our firm is interested in taking on a supporting role or if possible, project management role in your Ethiopian Development Project entitled “Strengthening Ethiopian Mining Education”. Please allow me to “throw our name in the hat” in the consideration of contracting out consultant work in the fields of mining or mineral processing engineering or geoscience (prospecting, geophysics and geology) or anything in between. Please keep us in the loop of your projects in the mining industry and we would be thrilled to provide you with a tailored proposal to your needs.

Answer 2 – Bidders interested in DFATD competitive opportunities should consult Buy and Sell.

Question 3 – We have noted that Form FIN-1A requires bidders to provide an all-inclusive monthly rate to cover housing, basic utilities and other related expenses for personnel assigned to the Project country (Canadian Project Director) with a ceiling of \$5,700/month. Can you confirm that the Post Living Allowance, Post Differential Allowance and Overseas Premium – all of which apply to assignments in Ethiopia as per the Technical Assistance Handbook and related Schedules – are **not** to be included in this monthly rate?

Answer 3 – That is correct; the provisions of the Technical Assistance Regulations’ (TAR) were replaced by the monthly rate for Personnel on long-term assignment.

Question 4 – Further, these allowances are not included among the cost line items stipulated in Form FIN-3 (Reimbursable Expenses). Can you verify that these allowances are **not** to be included in either FIN-1A or FIN-3?

Answer 4 – That is correct; DFATD no longer reimburses these allowances.

Question 5 – Can you confirm that Health & Accident Insurance should be part of the Relocation Expenses and therefore included in FORM FIN-1A, Cost for Personnel on long-term assignment (pg. 48).

Answer 5 – All costs that are reimbursed by DFATD for Personnel on long-term assignment are included in article 10.8 (b) of the Section 1: Instructions to Bidders.

Question 6 – We have noted in the Technical Assistance Handbook it says: “Section 2.2.1, plus one hundred percent (100%) of surcharges for exceptional conditions affecting the cooperant’s/advisor’s and accompanying dependent(s) health and security in the city of assignment.” Does this apply to Ethiopia and the city of Addis Ababa?

Answer 6 – The Technical Assistance Handbook no longer applies to Personnel on long-term assignment in the Recipient Country.

D. All other terms and conditions remain unchanged.

ANNEX 1

9.8 (a) and 11.18	A minimum number of person-days is required for the following Personnel positions: <i>(Level of effort (LoE) is based on a five-year project)</i>
Personnel type	Minimum LOE (Days)
<u>Management</u>	
Canadian Project Director (PD)	1125
Project Coordinator	1125
Procurement Specialist	200
<u>Expertise</u>	
Technical Expert for Technical and Vocational Education and Training (TETVET)	900
Technical Expert for Higher Education (TEHE)	900
Geology and Mining Specialist	300
Gender Equality Specialist	500
Capacity Development Specialist	300
Local Community Expert	300

ANNEX 2

Fees for Personnel Positions Identified by DFATD									
Personnel Resource Name	Personnel Position	Year 1 Firm all-inclusiv e daily Fees \$	Year 2 Firm all-inclusiv e daily Fees \$	Year 3 Firm all-inclusiv e daily Fees \$	Year 4 Firm all-inclusiv e daily Fees \$	Year 5 Firm all-inclusiv e daily Fees \$	Minimal LOE* Establishe d by DFATD (Days)	(LOE) Estimate d by the Bidder (Days)	Sub-Total Estimated Cost = Average of (years 1, 2, 3 ,4 and 5) x Total LOE
	Canadian Project Director (PD)						1125		
	Technical Expert for Technical and Vocational Education and Training (TETVET)						900		
	Technical Expert for Higher Education (TEHE)						900		
Bidder is not required to specify the names for the Project Coordinator, Procurement Specialist, Geology and Mining Specialist, Gender Equality Specialist, Capacity Development Specialist and the Local Community Expert.	Project Coordinator						1125		
	Procurement Specialist						200		
	Geology and Mining Specialist						300		
	Gender Equality Specialist						500		
	Capacity Development Specialist						300		
	Local Community Expert						300		
Subtotal (LOE)							5650		
SUBTOTAL-1 (exclusive of any taxes) - Total (Fees)									\$

* For the entire duration of the project