

ANNEX A

Terms of Reference

Terms of Reference for the procurement of office supplies for Land Investment for Transformation (LIFT) Programme

Procurement Supplier – AECOM

1. Context

DFID Ethiopia has agreed to contract AECOM to procure office supplies, as detailed at Annex B, to Land Investment for Transformation (LIFT) Programme under the Ministry of Agriculture.

2. Objectives

AECOM will manage the procurement exercise and delivery of office supplies, as detailed at Annex B, through the DPSA (Delivering Procurement Services for Aid) framework, as agreed between AECOM and its partner suppliers. Delivery should be made no later than 28th January 2017.

3. Recipient

The recipient of the services shall be DFID Ethiopia.

4. Scope

AECOM will provide office supplies as per the required specifications as detailed in Annex B.

5. Method

In accordance to the Overarching Framework Agreement PO 7387, response times for key procurement activities against which the Suppliers' performance shall be measured as detailed in Annex E.

Timing and procurement planning are critical to the successful implementation of the project. AECOM will be expected to demonstrate efficiency, effectiveness, accountability and transparency, and measure and record its associated value added.

Clear communication channels and/or approval process will be established between AECOM and DFID at the onset of contract.

The DFID Commercial Adviser and DFID Programme Manager will be kept informed of all relevant issues likely to affect the implementation of the programme.

6. Reporting

DPSA will provide a report of the procurement process at the end of the contract period. In addition AECOM will provide a weekly email update to the contract officer on the ongoing progress of the order throughout the duration of the contract.

7. Time frame

AECOM will commence the procurement exercise on 28th November 2016 with delivery to be made no later than 28th January 2017.

8. DFID Co-ordination

AECOM will report to DFID Procurement Officer and DFID Programme Officer. A communication matrix is attached in Annex G.

9. Payment

Payments will be made upon delivery of the vehicles, in full. Procurement Supplier fees will be a percentage of the value of the procured goods and equipment, as detailed in Annex D.

AECOM will be required to maintain a record of any relevant expenditure incurred in the programme activities and keep original copies for the record for the entire duration of the programme.

An inventory of all assets procured under the programme will be maintained by AECOM and forwarded to DFID Ethiopia's Programme Manager. At the end of the programme period or once the contract has been completed, DFID Ethiopia will decide in consultation with key stakeholders how best to dispose of assets acquired with DFID funding.

10. Background

The programme will support the Government of Ethiopia in the provision of map based land certification and administration in four highland regions and assist small farmers to fully benefit from increased investment and productivity through the development of the land market and its supporting operations. It will also undertake cross-cutting policy work to ensure the existing policy, regulations and procedures are in line with international good practices and human right obligations. LIFT will be implemented in a stepped approach, with 3 million parcels certified in the first 2.5 years. Experience and evidence at that point will establish whether a further 5 million parcels will be certified at a total cost of £45 million, or whether a scaled up trajectory of a further 11 million parcels at a cost of £68.2 million will be pursued. Complementary interventions will be implemented to ensure that the benefits of second level certification are maximised. The results expected of LIFT in the maximum investment scenario, attributable to DFID, include:

- Second stage certification of up to 14 million parcels in approximately 140 woredas in the four Highland Regional States for approximately 6.1 million households (around 70% of parcels being jointly or individually owned by women), contributing to the DFID global result on access to land/property rights;
- Land administration systems implemented in the same 140 woredas;
- Number of land rental agreements increased by 13%, particularly benefiting female headed households;
- Up to 1.36 million smallholder farmers increase their income by at least 20.5% as a result of programme activities, contributing to this headline result in DFID E's Operation Plan;
- Percentage of households involved in land-related disputes reduced from 21.1% to 15%;

- A total of 40 regulations, strategies, procedures and plans at different levels drafted and approved to improve the functioning of the land sector's productivity and investment;
- 25 research and evidence-based assessments, action plans and progress assessments, action plans produced to allow the GoE to make informed decisions on land governance and to help bring policies and practices into line with international good practice and human rights obligations; and
- Ethiopia's domestic resource mobilisation enhanced through an increased rural tax base and more effective land tax system.

LIFT will synergise its capacity building interventions with other existing donor funded programmes so that, while the capacity building and systems development at the federal level will be largely carried out them, with -LIFT concentrating on on-the-job training in the regional and woreda level structures, targeted at implementation skills.

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DFID Ethiopia

ANNEX B Specifications

#	Item Master Description	Specification Details	Quantity
1	HP 711 80-ml Black Ink Cartridge - C Z133A		500
2	HP 711 Cyan Ink Cartridge 29 MI - C Z130A		550
3	HP 711 29 ml Magenta Ink Cartridge - C Z131A		550
4	HP 711 29-ml Yellow Ink Cartridge - C Z132A		550
5	80x Printer Toner for 401 model Printers (21 printers available)		125
6	Laser Jet Toner Cartridge (CF214x)	HP 14X Toner Cartridge	10
7	Certificate Paper Plastic cover	A4, Transparent, Wallet type	2,000,000
8	Box File (Total 21 Woredas) 20per woreda	Cardboard type; Large (400 pages per)	420
9	Clipper for Map holder	Binder Clips, medium size	2,100
10	Pencil	HB Pencil that can be sharpened	7,000
11	Pocket Pencil Sharpeners		1,000
12	Pen	Blue biro (single use)	7,000
13	Sleeping bags local 1st grade	Medium size, dark colour preferred but any will do and standard filling for average temperatures.	600
14	Mattress 1.50* 10*75	Normal (0.90m width)	600
15	Pillow	Standard size / firmness with cover and synthetic filling.	600

ANNEX C
Procurement Plan
REDACTED

ANNEX D
Schedule of Prices
REDACTED

ANNEX E
Key Performance Indicators and Service Level Agreements
REDACTED

ANNEX F
Savings management
REDACTED

ANNEX G
Communication matrix
REDACTED

ANNEX H
Duty of Care Country Assessment
REDACTED