Ministry of Urban Development and Construction

Directives for the Registration of Construction Professionals and consultants (Amended)

(Directive No 22)

PART 1 – General.....2

1. Short Title....2
2. Definition....2
3. Scope of Application....3
4. Powers and Duties of the Department....3
5. Registration....3
6. Certificate of Registration....4
7. Renewal of Registration....5
8. Suspension of Registration Certificate....6
9. Cancellation or Renovation of Certificate....7
10. Appeal....7
11. Representation....8
12. Prerogative of the Ministry....8
13. Transfer....8
14. Follow-up....8
1. Professional Architects and Engineers....9
1.1 Applicant must hold at least a B.Sc. degree, or the equivalent qualification in an approved course, in architecture or engineering from a recognized university or similar institution....9
1.2 Experience....9
1.3 Professional Engagement....10
2. Graduate Architects and Engineers....10
2.1 Education....10
2.2 Experience....10
2.3 Professional Engagement....11
3. Associate Engineers....11
3.1 Education....11
3.2 Experience....11
3.3 Professional Engagement....12
4. Graduate Associate Engineers....12
4.1 Education....12
4.2 Experience....12
4.3 Professional Engagement....13
5. Engineering Aides....13
5.1 Education....13
5.2 Experience....13
5.3 professional Engagement....14
6. Graduate Engineering Aides....14
6.1 Education....14
6.2 Experience....14
7. Registration Fees....14
PART III....15
REGISTRATION OF PROFESSIONALS....15
(Water sector)....15
1 Professional Water Supply Engineer....15

1.1 Education....15
1.2 Experience....15
1.3 Professional Engagement....16
2. Professional irrigation and Hydraulics Engineers....16
2.1 Education....16
2.2 Experience....16
3 Professional Water Resources Engineering & Hydrologist....17
3.1 Education....17
3.2 Experience....17
3.3 Professional Engagement....18
4 Graduate Irrigation, Hydraulics, Hydrology, Water supply Engineers....18
4.1 Education....18
4.2 Experience....18
4.3 Professional Engagement....19
5 Associate Engineer....19
5.1 Education....19
5.2 Experience....19
5.3 Professional Engagement....19
6 Graduate Associate Engineers....19
6.1 Education....19
6.2 Experience....19
6.3 Professional engagement....19
7 Engineering Aides....20
7.1 Education....20
7.2 Experience....20
7.3 Professional Engagement....20
8 Associate Engineering Aides....20
8.1 Education....20
8.2 Experience....20
8.3 Professional Engagement....20
PART IV....21
REGISTRATION OF PROFESSIONALS....21
(Road and Transport Sector)....21
1. PROFESSIONAL MATERIALS ENGINEER....21
1.1 Education....21
1.2 Experience....21
1.3 Professional Engagement....22
2. GRADUATE GEOLOGIST....22
2.1 Education....22
2.2 Experience....22
2.3 Professional Engagement....22
3. PROFESSIONAL HIGHWAY ENGINEER....23

3.1 Education....23
3.2 Experience....23
4. PROFESSIONAL LOCATION ENGINEER....24
4.1 Education....24
4.2 Experience....24
5. PROFESSIONAL ENGINEERING GEOLOGIST....25
5.1 Education....25
5.2 Experience....25
5.3 Professional Engagement....26
6 PROFESSIONAL BRIDGE ENGINEER....26
6.1 Education....26
6.2 Experience....26
6.3 Professional Engagement....27
7 ASSOCIATE ENGINEERS....27
7.1 Education....27
7.2 Experience....27
7.3 Professional Engagement....28
8. GRADUATE ASSOCIATE ENGINEER....28
8.1 Education....28
8.2 Experience....28
9. ENGINEERING AIDS....29
9.1 Education....29
9.2 Experience....29
9.3 Professional Engagement....29
10 GRADUATE ENGINEERING AIDES....29
10.1 Education....29
10.2 Experience....30
10.3 Professional Engagement....30
Part V....31
Registration of Practicing Professionals....31
(Building, Water Works, Transport)....31
1. An applicant for a Practicing Professional in Building, Water Works and Transport:....31
1.1 has to be a graduate from a recognized university and should hold at least a B.Sc. Degree in Engineering or Architectural fields....31
1.2 is required to have the following years of experience....31
1.3. should have at least 2 years of direct design experience out of the required experience of years,....31
2. Project submission for building works designers....31
3. Project submission for water works designers....31
4. Project submission for road works designers....31
5. Application for registration as a practicing professional may be submitted for anyone of the following practices:-....32
6. Application Form....32

7. Supporting documents....32
7.1 For local applicant:....32
7.2 For Foreign applicant....32
8. Grading of Practicing Professionals (Building, Water Works, Road and Transport)....33
9. Fields of Practice....34
9.1 Building Sector....34
9.2 water sector....34
9.3 Road Sector....35
9.4 Construction Management....35
PART VI....38
1. Categories and Project Threshold....38
1.1 Category....38
1.2 Project Threshold....38
2. Registration of Joint Venture Companies....38
3. Exceptions....38
4. Professional, Equipment and Turnover Requirement....38
4.1 An applicant for registration as a consultant under these Directives shall submit:....38
5. Building Sector....39
5.1 General Classifications....39
5.2 Application Form....40
5.3 Supporting Documents....40
6. Water and Sewerage....40
6.1 Application Form....42
6.3 Supporting Documents....42
7. HIGHWAY & BRIDGE....43
7.1 Applications may be submitted for registering a Highway & Bridge Consulting Office in the preparation of design & supervision of projects befitting their category....43
7.2 Application form....43
7.3 Supporting Documents....43
7.4 Facilities....43
7.5 Minimum Staff Requirement....43
8. Construction Management....43
8.1 Application Form....44
8.2 Supporting Documents....44
8.3 Facilities....44
8.4 Requirement....44

P R E A M B L E

Whereas, construction industry plays a vital role in the economic development of the country;

Whereas, the private sector is the key stakeholder in the industry and to determine the capacity and extent of participation of the private sector, it is necessary to know the available manpower, field of specialization, equipment and office capacity of the firms and capacity of the individuals in view of overall planning;

Whereas, it is essential to safeguard the interest of the public at large and that of the government by regulating the participation of the persons and other legal entities engaged in the field of consultancy by setting certain rules and standards to be observed for purposes of safety, quality works and efficiency;

Now, therefore, the Ministry of Urban Development and Construction, in accordance with the powers and duties conferred on it by the definition of powers and duties of the Executive Organs of The Federal Democratic Republic of Ethiopia Proclamation No. 691/2010 Article 25 (1-l) which says "register and issue certificates of professional competence to engineers and architects; determine the grades of contractors and consultants, and issue certificates of competence to those operating in more than one regional states" has hereby issued these Directives for the Registration of Consultants and Design Professionals.

PART 1 – General

1 Short Title

This directive may be cited as the " Amended Directives for the registration of Design Professionals and Consultants No 22/2013"

2 Definition

In this Directive:

1. "**Applicant"** means any construction professional or consulting firm who has applied to the Ministry for Registration.

2. **“Bureau”** means Construction Industry Development and Regulatory Bureau.

3. **"Professional"** means an individual or legal personality registered with the Ministry after having satisfied the various requirements specified in this Directive.

4. **"Consultant"** means an individual or legal personality registered with the Ministry after having satisfied the various requirements specified in this Directive.

5. **“Department”** means The Department for Registration of Contractors, Consultants, Professionals, and Construction Equipment in the Ministry under the Bureau.

6. **"Ministry"** and "Minister" means the Ministry and the Minister of Urban Development and Construction, respectively.

7. **“Person”** means natural or juridical person.

8. **"Project"** means a consultancy project.

9. “**Register”** means the record containing entries of the names of the Construction Professionals and Contractors who are qualified to be registered as provided for in this Directive.

10. Any expression in the masculine gender includes the feminine and firms.

3 Scope of Application

This Directive shall apply to Design Professionals and Consultants who registered as a professional and consultant in the ministry and involved in the Federal and Regional government financed projects

4 Powers and Duties of the Department

1. The Department shall accept all applications submitted to the Ministry for registration, renewal and upgrading and shall examine such applications as objectively as possible on the basis of the requirements specified in this Directive.
2. The Department, having examined the application, may decide that the applicant may register, his certificate of registration renewed, upgraded or may reject the application.
3. The Department shall keep an up-to-date register of all persons registered with the Ministry in accordance with this Directive.
4. The Department shall make a quarterly meeting with the relevant Associations to evaluate the registration activities.

5 Registration

1. Any natural or juridical person who satisfied the requirements specified to these guidelines may file an application with the Ministry to be registered and to have his name entered in the register.

2. The application shall be submitted through one of the formats annexed with this Directive.

3. All practicing professionals and consultants already registered require to renew their registrations with the Ministry yearly in accordance with this Guideline. Other professionals are to renew once in two years.

4. A professional may be registered both for design and construction fulfilling the requirements independently. A professional may take part in one and same project if and only if the project is turn key (design and build) project.
5. A consulting company can also have a construction firm fulfilling the requirements independently. Both the construction company and the consulting firm could take part in one and same project if and only if the project is turn key (design and build) project.
6. All Design professionals and Consultants desiring to carry out activity related to construction works are required to register with the Ministry in accordance with this Directive. No company or professional may carry out any design or supervision without getting certificate of competence from the Ministry.
7. All foreign consulting companies and their professionals who may undertake any activity related to construction works in the country ere to be register in the Ministry.
8. All foreign consultants who want to take part in National Competitive Biddings shall be registered as Consulting firm of class I for all category, and they shouldn't participation NCB below class one.
9. Foreign professionals and consultants who are presently engaged or are planning to undertake any activity related to building, transport and civil engineering construction design and supervision works ,of any duration, in Ethiopia are obliged to register with the Ministry.
10. Every person whose name is entered in the register shall keep the Department promptly informed on any change at the particulars listed in his application and the Department shall amend the Register accordingly.
11. The Department shall keep an up-to-date register of all persons with the Ministry in accordance with this guideline.

6 Certificate of Registration

1. Any person who, according to the examination of the Department, has satisfied the requirements under this Directive, shall be entitled to have

his name entered in the Register and to hold certificate of competence.

2. The Certificate of Competence shall contain:

   - Full name of the registered applicant and name of firm;
   - Category and grade or professional classification and specialized fields;
   - Date of first registration; and
   - Dates of all subsequent renewals.

3. The certificate of competence shall bear the seal of the Ministry end being serially numbered, shall be signed by the Department Director.

4. In the event a certificate is lost or destroyed and such a loss or destruction is proved to the satisfaction of the Department by the responsible institutions, a duplicate of such registration certificate may be issued to the holder upon payment of twice the fee for registration.

7 Renewal of Registration

1. Registration of consultants and practicing professionals shall be valid for a period of one year beginning from the date of such registration and may be renewed for additional one year period (renewal for every year).

2. Registration of other professionals shall be valid for a period of two years beginning from the date of such registration, and may be renewed for additional two years period (renewal for every two years).

3. Any professional who wants to take part in any design and supervision activity should have a renewed professional registration certificate.

4. For renewal of registration an applicant should bear a letter (authenticated by the relevant Association) that proves he stayed active in the industry at least for one year or participated in one project in his area of competence.

5. No registration may be renewal unless the person seeking renewal has been complying with the requirements for registration set out herein.

6. Practicing professionals applying for renewal within one year (one term) after the expiry date of their certificate of registration may renew their certificate upon payment of Birr 200.
7. Other professionals applying for renewal within two yeas (one term) after the expiry date of their certificate of registration may renew their certificate upon payment of Birr 100.
8. Any registration that is not renewed within two terms of its expiry date shall be deemed to be canceled automatically. If the professional wants to be registered, he should start as new registration.
9. For renewal the professional himself should apply or the employer should write a letter that request renewal.
10. Registration of Consultants shall be valid from the date of such registration till end of October that comes after the date of registration.

11. Registration of consultants that is not renewed within one year after its expiry date shall be deemed to be canceled automatically.

8 Suspension of Registration Certificate

A registration certificate may be suspended if its holder.

1. Fails to comply with the requirements set out in the procedure for carrying out the design and supervision of building, transport and all civil engineering construction projects;

2. Shows misconduct or gross negligence in matters relating to his professional practice;
3. Fails to submit programs, reports and other relevant information as required by the Ministry;
4. Contributes to the delays (does not assure the timely completion) of the project it is designing, supervising or managing;
5. Employs government employees without requiring them to produce release of employment, or

6. Fails to abide by the codes of practice and or the best standards of professional practice in the trade for design and supervision of project.
7. Pursuant suspension, the certificate shall be returned forth with to the Ministry.
8. If its certificate of competence is suspended, the consultant may be allowed to complete its ongoing projects provided that the contractual agreement allows it to do so.

9 Cancellation or Renovation of Certificate

Certificate of registration shall be canceled or revoked as the case may be:

1. When the registered person dies, is incapacitated, quits the business or fails to comply with the requirements in this Directives or other Rules and Regulations which may be issued by the Ministry from time to time;
2. When the registered person exhibits the defects stated under article 1.6 twice.
3. If the person passes its registration certificate to other person without eligible employment.
4. When registered juridical person is bankrupt or dissolved.
5. If its certificate of competence of a consultant is, cancelled or revoked, the consultant may be allowed to complete its ongoing projects provided that the contractual agreement allows it to do so.

10 Appeal

1. Upon receipt of notification of the rejection of their application, or suspension, cancellation or revocation of their certificates of registration applicants may, within thirty (30) days from the date of receipt of the said notification, appear before the Bureau in defense of their application.

2. The Bureau shall fix the place and time of hearing and shall give adequate notice thereof to the concerned applicant.

3. If the applicant fails to defend his application within the prescribed thirty (30) days, no hearing shall take place.

4. Having heard the defense of the applicant, the Bureau shall submit its decisions in writing to the Minister for his approval or views thereon.

11 Representation

Individuals and juridical persons registered or to be registered may be represented by legally authorized individuals. This representation does not apply for registration of professionals and contractors who acquire their certificate of competence due to their education and experience.

12 Prerogative of the Ministry

The Ministry has the right to suspend, cancel or revoke the certificate of registration for reasons arising from policy or administrative circumstances.

13 Transfer

If the bearer of a certificate of registration is incapacitated or dies, the certificate is eligible for transfer to the legal inheritor provided the inheritor fulfills the requirements of this Directive. This representation does not apply for registration of professionals and contractors who acquire their certificate of competence due to their education and experience.

14 Follow-up

The Department shall be responsible to follow-up the decision it made and to make sure that each registered person under these Directive is operating legally and efficiently in accordance with the requirements under which his certificate of competence is issued.

PART II

REGISTRATION OF PROFESSIONALS
(Building Works)

Part II of this Directive is pertinent to the Registration of Professional Engineers and Architects, Graduate Engineers and Architects, Associate Engineers, Graduate Associate Engineers, Engineering Aids and Graduate Engineering Aids. Requirements in respect of education and experience as well as the scope of professional engagement each can have are specifically given under this Part.

1. Professional Architects and Engineers

1.1 Applicant must hold at least a B.Sc. degree, or the equivalent qualification in an approved course, in architecture or engineering from a recognized university or similar institution.

1.2 Experience

a) Applicant shall submit satisfactory evidence of not less than four years of relevant and progressive design and supervision experience acquired in the field of architecture or engineering.

b) The testimony letter should bear reference number, sign and seal of the provider and should contain information on salary and taxes.

c) The testimony of experience should show: duration; position; project type and size (in terms of money) and recommendations.

d) The testimony of experience shall be confirmed by the appropriate Associations. Experience from Construction companies shall be confirmed by Contractors Association; and experience from consulting firms shall be confirmed by Consultants Association. A freelancer may show one approved project for every year that he is not employed.

e) If the applicant has previous experience with qualification below B.Sc. degree level, such experience shall be considered following the Civil Service Law.

f) If the applicant fulfills the experience requirement taking in to account the ones acquired before B.Sc., he needs to have a minimum of one year of directly relevant experience after his B.Sc. degree to qualify for professional architect or engineer.

g) The experience required for M.Sc and Ph. D shall be as per Civil Service Law

1.3 Professional Engagement

Applicant may be engaged in the preparation of design documents and in the supervision of construction works for projects sponsored by his employer.

2. Graduate Architects and Engineers

2.1 Education

Applicant must hold at least a B.Sc. degree or the equivalent qualification in an approved course, in architecture or engineering from a recognized university or similar institution.

2.2 Experience

Applicant may have zero to four years experience relevant to the field applied for. However, lack of it does not disqualify him from this registration.

a) The testimony of experience should show: duration; position; project type and size (in terms of money) and recommendation. The testimony letter should bear reference number, sign and seal of the provider and should contain information on salary and taxes.

b) The testimony of experience shall be confirmed by the appropriate Associations. Experience from Construction companies shall be confirmed by Contractors Association; and experience from consulting firms shall be confirmed by Consultants Association. A freelancer may show one approved project for every year that he is not employed.

2.3 Professional Engagement

Applicant may be engaged in the preparation of design documents and supervision of construction works for projects sponsored by the employer.

3. Associate Engineers

3.1 Education

Applicant must hold an advanced diploma in building engineering or the equivalent qualification in an approved course in construction from a recognized or similar institution.

3.2 Experience

Applicant shall submit satisfactory evidence of not less than **six** years of relevant experience in construction or supervision works of projects.

a) The testimony of experience should show: duration; position; project type and size (in terms of money) and recommendation. The testimony letter should bear reference number, sign and seal of the provider and should contain information on salary and taxes.

b) The testimony of experience shall be confirmed by the appropriate Associations. Experience from Construction companies shall be confirmed by Contractors Association; and experience from consulting firms shall be confirmed by

Consultants Association. A freelancer may show one approved project for every year that he is not employed.

c) If the applicant has previous experience with qualification below Advanced Diploma level, such experience shall be considered following the Civil Service Law.

d) If the applicant fulfills the experience requirement taking in to account the ones acquired before Advanced Diploma, he needs to have a minimum of one year of directly relevant experience after his Advanced Diploma to qualify for associate engineer.

3.3 Professional Engagement

Applicant may be engaged in construction superintendence or supervision for projects sponsored by his employer.

4. Graduate Associate Engineers

4.1 Education

Applicant must hold a diploma in building engineering or the equivalent qualification in an approved course in construction from a recognized university or similar institution.

4.2 Experience

Applicant shall submit satisfactory evidence up to six years of relevant experience in fields of construction or supervision works of all projects.

a) The testimony of experience should show: duration; position; project type and size (in terms of money) and recommendation. The testimony letter should bear reference number, sign and seal of the provider and should contain information on salary and taxes.

b) The testimony of experience shall be confirmed by the appropriate Associations. Experience from Construction companies shall be confirmed by Contractors Association; and

experience from consulting firms shall be confirmed by Consultants Association. A freelancer may show one approved project for every year that he is not employed.

c) If the applicant has previous experience with qualification below Diploma level, such experience shall be considered following the Civil Service Law.

d) If the applicant fulfills the experience requirement taking in to account the ones acquired before Diploma, he needs to have a minimum of one year of directly relevant experience after his Diploma to qualify for professional architect or engineer.

4.3 Professional Engagement

Applicant may be engaged in construction or project supervision.

5. Engineering Aides

5.1 Education

Applicant must hold a technical school certificate or the equivalent from similar institution.

5.2 Experience

Applicant shall submit satisfactory evidence of not less than six years of relevant experience in fields of construction acquired after obtaining such certificate or the equivalent qualification.

a) The testimony of experience should show: duration; position; project type and size (in terms of money) and recommendation. The testimony letter should bear reference number, sign and seal of the provider and should contain information on salary and taxes.

b) The testimony of experience shall be confirmed by the appropriate Associations. Experience from Construction companies shall be

confirmed by Contractors Association; and experience from consulting firms shall be confirmed by Consultants Association. A freelancer may show one approved project for every year that he is not employed.

5.3 professional Engagement

Applicant may be engaged in drafting and in surveying works.

6. Graduate Engineering Aides.

6.1 Education

Applicant must hold a technical school certificate or the equivalent from similar institution.

6.2 Experience

Applicant may have zero to four years of relevant experience in fields of drafting and surveying works of projects.

7. Registration Fees

Registration Fee for professionals is shown in Annex 13

PART III

REGISTRATION OF PROFESSIONALS (Water sector)

Part III of this Directive is pertinent to the Registration of Professional Water Supply Engineers, Professional Irrigation and Hydraulic Engineers, Professional Water Resources Engineers and Hydrologists, Graduate Engineers in Irrigation, Hydraulics, Hydrology and Water Supply, Associate Engineers, Graduate Associate Engineers, Engineering Aids and Associate Engineering Aids. Requirements in respect of education and experience as well as the scope of professional engagement each can have are specifically given under this Part.

1 Professional Water Supply Engineer

1.1 Education

Applicant must hold at least a B.Sc. degree or the equivalent qualification in approved courses in Water Supply Engineering from a recognized university or similar institution

1.2 Experience

Applicant shall submit satisfactory evidence of not less than four years of relevant and progressive design experience in the field of water supply engineering.

a) The testimony of experience should show: duration; position; project type and size (in terms of money) and recommendation. The testimony letter should bear reference number, sign and seal of the provider and should contain information on salary and taxes.

b) The testimony of experience shall be confirmed by the appropriate Associations. Experience from Construction companies shall be confirmed by Contractors Association; and experience from consulting firms shall be confirmed by Consultants Association. A freelancer may show one approved project for every year that he is not employed.

c) If the applicant has previous experience with qualification below B.Sc. degree level, such experience shall be considered following the Civil Service Law.

d) If the applicant fulfills the experience requirement taking in to account the ones acquired before B.Sc., he needs to have a minimum of one year of directly relevant experience after his B.Sc. degree to qualify for professional Water Supply Engineer.

e) The experience required for M.Sc and Ph. D shall be as per Civil Service Law

1.3 Professional Engagement

Applicant may be engaged in the preparation of design documents and in the supervision of construction works for projects undertaken by his employer.

2. Professional irrigation and Hydraulics Engineers

2.1 Education

Applicant must hold at least a B.Sc. degree or the equivalent qualification in approved courses, in Irrigation and Hydraulics engineering from a recognized university of similar institution.

2.2 Experience

a) Applicant shall submit satisfactory evidence of not less than four years of relevant and progressive design experience in the field of water supply engineering.
b) The testimony of experience should show: duration; position; project type and size (in terms of money) and recommendation. The testimony letter should bear reference number, sign and seal of the provider and should contain information on salary and taxes.

c) The testimony of experience shall be confirmed by the appropriate Associations. Experience from Construction companies shall be confirmed

by Contractors Association; and experience from consulting firms shall be confirmed by Consultants Association. A freelancer may show one approved project for every year that he is not employed.

d) If the applicant has previous experience with qualification below B.Sc. degree level, such experience shall be considered following the Civil Service Law.
e) If the applicant fulfills the experience requirement taking in to account the ones acquired before B.Sc., he needs to have a minimum of one year of directly relevant experience after his B.Sc. degree to qualify for professional Irrigation or Hydraulic Engineer.
f) The experience required for M.Sc and Ph. D shall be as per Civil Service Law

3 Professional Water Resources Engineering & Hydrologist

3.1 Education

Applicants must hold at least a B.Sc. degree or the equivalent qualification in approved courses, in Water Resources Engineering from a recognized university or similar institution.

3.2 Experience

a) Applicant shall submit satisfactory evidence of not less than four years of relevant and progressive design experience in the field of water supply engineering.
b) The testimony of experience should show: duration; position; project type and size (in terms of money) and recommendation. The testimony letter should bear reference number, sign and seal of the provider and should contain information on salary and taxes.

c) The testimony of experience shall be confirmed by the appropriate Associations. Experience from Construction companies shall be confirmed by Contractors Association; and experience from consulting firms shall be confirmed by Consultants Association. A

freelancer may show one approved project for every year that he is not employed.

d) If the applicant has previous experience with qualification below B.Sc. degree level, such experience shall be considered following the Civil Service Law.

e) If the applicant fulfills the experience requirement taking in to account the ones acquired before B.Sc., he needs to have a minimum of one year of directly relevant experience after his B.Sc. degree to qualify for professional Water Resources Engineer.

f) The experience required for M.Sc and Ph. D shall be as per Civil Service Law

3.3 Professional Engagement

Applicant may be engaged in the preparation of design documents and in the supervision of construction works for projects undertaken by his employer.

4 Graduate Irrigation, Hydraulics, Hydrology, Water supply Engineers

4.1 Education

Applicant must hold at least a B.Sc. degree or the equivalent qualification in approved courses in irrigation and hydraulics engineering.

4.2 Experience

Applicant may have zero up to four years experience relevant to the field applied for.

4.3 Professional Engagement

Applicant may be engaged in the preparation of design documents and supervision of water works for projects undertaken by his employer.

5 Associate Engineer

5.1 Education

Applicant must hold an advanced diploma in engineering or the equivalent qualification in an approved course in construction from a recognized university or similar institution.

5.2 Experience

Applicant may have zero up to four years experience relevant to the field applied for.

5.3 Professional Engagement

Applicant may be engaged in construction superintendence

6 Graduate Associate Engineers

6.1 Education

Applicant must hold a diploma in water technology engineering or the equivalent qualification in an approved course from a recognized university or similar institution.

6.2 Experience

Applicant may have zero up to four years experience relevant to the field applied for.

6.3 Professional engagement

Applicant may be engaged in construction or project supervision.

7 Engineering Aides

7.1 Education

Applicant must hold a technical school certificate or the equivalent from similar institution.

7.2 Experience

Applicant shall submit satisfactory evidence of not less than six years of relevant experience in fields of construction.

a) The testimony of experience should show: duration; position; project type and size (in terms of money) and recommendation. The testimony letter should bear reference number, sign and seal of the provider and should contain information on salary and taxes.
b) The testimony of experience shall be confirmed by the appropriate Associations. Experience from Construction companies shall be confirmed by Contractors Association; and experience from consulting firms shall be confirmed by Consultants Association. A freelancer may show one approved project for every year that he is not employed.

7.3 Professional Engagement

Applicant may be engaged in drafting and surveying works.

8 Associate Engineering Aides

8.1 Education

Applicant must hold a technical school certificate or the equivalent from similar institution.

8.2 Experience

Applicant may have zero to six years of relevant experience in fields of construction acquired after obtaining such certificate.

8.3 Professional Engagement

Applicant may be engaged in drafting and surveying works of projects.

PART IV

REGISTRATION OF PROFESSIONALS
(Road and Transport Sector)

Part IV of this Directive is pertinent to the Registration of Practicing Professional Highway Engineers, Location Engineers, Material Engineers, Geologist and Bridge Engineers Requirements in respect of education and experience as well as the scope of professional engagement each can have are specifically given under this Part.

1. PROFESSIONAL MATERIALS ENGINEER

1.1 Education

Applicant must hold at least a B.Sc. degree or the equivalent qualification in an approved course, in Materials Engineering, Civil Engineering or Engineering Geology from a recognized university or similar institution.

1.2 Experience

Applicant shall submit satisfactory evidence of not less than five years of relevant and progressive experience acquired after graduation in the field of Road Materials Engineering.

a) The testimony of experience should show: duration; position; project type and size (in terms of money) and recommendation. The testimony letter should bear reference number, sign and seal of the provider and should contain information on salary and taxes.
b) The testimony of experience shall be confirmed by the appropriate Associations. Experience from Construction companies shall be confirmed by Contractors Association; and experience from consulting firms shall be confirmed by Consultants Association. A freelancer may show one approved project for every year that he is not employed.

c) If the applicant has previous experience with qualification below B.Sc. degree level, such experience shall be considered following the Civil Service Law.
d) If the applicant fulfills the experience requirement taking in to account the ones acquired before B.Sc., he needs to have a minimum of one year of directly relevant experience after his B.Sc. degree to qualify for professional architect or engineer.
e) The experience required for M.Sc and Ph. D shall be as per Civil Service Law

1.3 Professional Engagement

Applicant may be engaged in the testing and preparation of reports on materials for projects and also in the supervision of construction material works for projects sponsored by his employer.

2. GRADUATE GEOLOGIST

2.1 Education

Applicant must hold at least a B.Sc. degree or the equivalent qualification in an approved course, in Geology from recognized university or similar institution.

2.2 Experience

Applicant may have zero to five years experience relevant to the field applied for. .

2.3 Professional Engagement

Applicant may be engaged in the Geological and Interpretation of aerial and satellite photos for projects sponsored by his employer.

3. PROFESSIONAL HIGHWAY ENGINEER

3.1 Education

Applicant must hold at least a B.Sc. degree, or the equivalent qualification in an approved course, in Highway Engineering or civil Engineering from a recognized university or similar institution.

3.2 Experience

Applicant shall submit satisfactory evidence of not less than **six** years of relevant and progressive experience in the field of Highway Engineering.

a) The testimony of experience should show: duration; position; project type and size (in terms of money) and recommendation. The testimony letter should bear reference number, sign and seal of the provider and should contain information on salary and taxes.

b) The testimony of experience shall be confirmed by the appropriate Associations. Experience from Construction companies shall be confirmed by Contractors Association; and experience from consulting firms shall be confirmed by Consultants Association. A freelancer may show one approved project for every year that he is not employed.

c) If the applicant has previous experience with qualification below B.Sc. degree level, such experience shall be considered following the Civil Service Law.

d) If the applicant fulfills the experience requirement taking in to account the ones acquired before B.Sc., he needs to have a minimum of one year of directly relevant experience after his B.Sc. degree to qualify for professional highway engineer

e) The experience required for M.Sc and Ph. D shall be as per Civil Service Law

3.3 Professional Engagement

Applicant may be engaged in the preparation of Highway Design and Contract Documents and in the supervision of Highway construction works for projects sponsored by his employer.

4. PROFESSIONAL LOCATION ENGINEER

4.1 Education

Applicant must hold at least a B.Sc. degree in Civil Engineering, Highway Engineering or equivalent qualification from recognized university or similar institution.

4.2 Experience

Applicant shall submit satisfactory evidence of not less than **six** years of relevant and progressive experience acquired after gradation in the field of location and design.

a) The testimony of experience should show: duration; position; project type and size (in terms of money) and recommendation. The testimony letter should bear reference number, sign and seal of the provider and should contain information on salary and taxes.

b) The testimony of experience shall be confirmed by the appropriate Associations. Experience from Construction companies shall be confirmed by Contractors Association; and experience from consulting firms shall be confirmed by Consultants Association. A freelancer may show one approved project for every year that he is not employed.

c) If the applicant has previous experience with qualification below B.Sc. degree level, such experience shall be considered following the Civil Service Law.

d) If the applicant fulfills the experience requirement taking in to account the ones acquired before B.Sc., he needs to have a minimum of one year of directly relevant experience after his B.Sc. degree to qualify for professional location engineer.

e) The experience required for M.Sc and Ph. D shall be as per Civil Service Law

5. PROFESSIONAL ENGINEERING GEOLOGIST

5.1 Education

Applicant must hold at least a B.Sc. degree, or the equivalent qualification in an approved course in Geology and engineering field from a recognized university or similar institution.

5.2 Experience

Applicant shall submit satisfactory evidence of not less than **five** years of relevant and progressive acquired after graduation in the field of engineering geology.

a) The testimony of experience should show: duration; position; project type and size (in terms of money) and recommendation. The testimony letter should bear reference number, sign and seal of the provider and should contain information on salary and taxes.
b) The testimony of experience shall be confirmed by the appropriate Associations. Experience from Construction companies shall be confirmed by Contractors Association; and experience from consulting firms shall be confirmed by Consultants Association. A freelancer may show one approved project for every year that he is not employed.
c) If the applicant has previous experience with qualification below B.Sc. degree level, such experience shall be considered following the Civil Service Law.
d) If the applicant fulfills the experience requirement taking in to account the ones acquired before B.Sc., he needs to have a minimum of one year of directly relevant experience after his B.Sc. degree to qualify for professional engineering geologist.
e) The experience required for M.Sc and Ph. D shall be as per Civil Service Law

5.3 Professional Engagement

applicant may be engaged in the Geological and Interpretation of Aerials Satellite Photos and geo-technique projects undertaken by his employer.

6 PROFESSIONAL BRIDGE ENGINEER

6.1 Education

Applicant must hold at least a B.Sc. degree or the equivalent qualification in an approved course, in Civil Structural Engineering from recognized university or similar institution.

6.2 Experience

Applicant shall submit satisfactory evidence of not less than **six** years of relevant and progressive experience acquired after graduation in the field of Bridge and Foundation Designs.

a) The testimony of experience should show: duration; position; project type and size (in terms of money) and recommendation. The testimony letter should bear reference number, sign and seal of the provider and should contain information on salary and taxes.

b) The testimony of experience shall be confirmed by the appropriate Associations. Experience from Construction companies shall be confirmed by Contractors Association; and experience from consulting firms shall be confirmed by Consultants Association. A freelancer may show one approved project for every year that he is not employed.

c) If the applicant has previous experience with qualification below B.Sc. degree level, such experience shall be considered following the Civil Service Law.

d) If the applicant fulfills the experience requirement taking in to account the ones acquired before B.Sc., he needs to have a minimum of one year of directly relevant experience after his B.Sc. degree to qualify for

professional bridge engineer.

e) The experience required for M.Sc and Ph. D shall be as per Civil Service Law

6.3 Professional Engagement

Applicant may be engaged in the preparation of Bridge Designs and in the Supervision of Bridge, Tunnel, Viaduct Construction works for projects undertaken by his employer.

7 ASSOCIATE ENGINEERS

7.1 Education

Applicant must hold Advanced Diploma in Building or Civil Engineering or the equivalent qualification in an approved course in construction, design from a recognized university or similar institution.

7.2 Experience

Applicant shall submit satisfactory evidence of not less than **six** years of relevant experience acquired after graduation in Road Design, construction or supervision works or projects.

a) The testimony of experience should show: duration; position; project type and size (in terms of money) and recommendation. The testimony letter should bear reference number, sign and seal of the provider and should contain information on salary and taxes.

b) The testimony of experience shall be confirmed by the appropriate Associations. Experience from Construction companies shall be confirmed by Contractors Association; and experience from consulting firms shall be confirmed by Consultants Association. A freelancer may show one approved project for every year that he is not employed.

c) If the applicant has previous experience with qualification below Advanced Diploma level, such experience shall be considered

following the Civil Service Law.

d) If the applicant fulfills the experience requirement taking in to account the ones acquired before Advanced Diploma, he needs to have a minimum of one year of directly relevant experience after his Diploma to qualify for associate engineer.

7.3 Professional Engagement

Applicant may be engaged in construction super-intendance, design or supervision for projects sponsored by his employer.

8. GRADUATE ASSOCIATE ENGINEER

8.1 Education

Applicant must hold a diploma in Building or Civil Engineering or the equivalent qualification in an approved course in construction from a recognized university or similar institution.

8.2 Experience

Applicant shall submit satisfactory evidence of up to **six** years of relevant experience in fields of Road Design, construction or supervision works of all project supervision.

a) The testimony of experience should show: duration; position; project type and size (in terms of money) and recommendation. The testimony letter should bear reference number, sign and seal of the provider and should contain information on salary and taxes.

b) The testimony of experience shall be confirmed by the appropriate Associations. Experience from Construction companies shall be confirmed by Contractors Association; and experience from consulting firms shall be confirmed by Consultants Association. A freelancer may show one approved project for every year that he is not employed.

9. ENGINEERING AIDS

9.1 Education

Applicant must hold a Technical School Certificate or the equivalent from similar institution.

9.2 Experience

Applicant shall submit satisfactory evidence of not less than **six** years of relevant experience in fields of construction acquired after obtaining such certificate or the equivalent qualification.

a) The testimony of experience should show: duration; position; project type and size (in terms of money) and recommendation. The testimony letter should bear reference number, sign and seal of the provider and should contain information on salary and taxes.
b) The testimony of experience shall be confirmed by the appropriate Associations. Experience from Construction companies shall be confirmed by Contractors Association; and experience from consulting firms shall be confirmed by Consultants Association. A freelancer may show one approved project for every year that he is not employed.

9.3 Professional Engagement

Applicant may be engaged either part time or full time in drafting, surveying and design works of projects.

10 GRADUATE ENGINEERING AIDES

10.1 Education

Applicant must hold a diploma in Building or Civil Engineering or the equivalent from similar institution.

10.2 Experience

Applicant shall submit satisfactory evidence of zero up to **six** years of relevant experience in field of construction acquired after obtaining such certificate or the equivalent qualification. However, lack of it does not disqualify him from this registration.

10.3 Professional Engagement

Applicant may be engaged either in drafting, surveying design works of projects.

Part V

Registration of Practicing Professionals

(Building, Water Works, Transport)

1. An applicant for a Practicing Professional in Building, Water Works and Transport:

1.1 has to be a graduate from a recognized university and should hold at least a B.Sc. Degree in Engineering or Architectural fields.

1.2 is required to have the following years of experience.

a) For B.Sc. 6 years of experience in the field applied for.

b) For M.Sc. 4 years of experience in the field applied for.

c) For PhD. 2 years of experience in the field applied for.

1.3. should have at least 2 years of direct design experience out of the required experience of years,

2. Project submission for building works designers.

The applicant shall submit 5 best projects which he designed independently and another 5 best projects which he performed in supervisory capacity.

3. Project submission for water works designers.

The applicant shall submit 2 best projects which he designed independently and another 2 best projects which he performed in supervisory capacity.

4. Project submission for road works designers.

The applicant shall submit 3 best projects which he designed independently and another 3 best project which he performed in supervisory capacity.

If any on of the above practicing professional failed to submit project in supervisory capacity in the field to his application, he will be required to add 2 more projects which performed in independent capacity.

5. Application for registration as a practicing professional may be submitted for anyone of the following practices:-

- Practicing Architect
- Practicing Structural Engineer
- Practicing Sanitary Engineer
- Practicing Highway Engineer
- Practicing Pavement Engineer
- Practicing Location Engineer
- Practicing Bridge Engineer
- Practicing Material Engineer
- Practicing Foundation Engineer
- Practicing Irrigation Engineer
- Practicing Hydraulics Engineer
- Practicing Water Supply & Sewerage Engineer
- Practicing Hydrologist
- Practicing Construction Management
- Practicing mechanical (in lift,A.C, sanitary etc design work)
- Practicing professionals in two related fields

6. Application Form

The applicant shall submit satisfactory design experience and evidence relative to his educational background and work experience in accordance to form MoUDaC-CWS

7. Supporting documents

7.1 For local applicant:

a) Applicant shall submit photocopy of his degree, which needs to be pertinent to the field of practice, applied for.

b) Applicant shall submit satisfactory evidence for not less than eight years of relevant and progressive design experience obtained after acquiring the first degree.

c) Applicant shall submit an up dated professional License.

d) Applicant shall submit copies of project drawing, project reports and other professional in puts which could demonstrate nature and complexity.

7.2 For Foreign applicant.

a) Applicant shall submit letter from the Ethiopian Investment Authority

b) Applicant shall submit evidence for his residence permit

c) Applicant shall submit evidence for his work permit

d) Applicant shall submit photocopy of his authenticated degrees which needs to be pertinent to the field of practice applied for.

e) Applicant shall submit an updated professional license.

f) Applicant shall submit an authenticated satisfactory evidence of his professionalism for not less than eight years of relevant and progressive design experience obtained after acquiring the first degree.

g) Applicant shall submit copies of project drawing, project reports and other professional in puts which could demonstrate nature and complexity

8. Grading of Practicing Professionals (Building, Water Works, Road and Transport)

The applicant shall require to obtain a minimum grading of 80 points from the marking system given in Table 5.1 plus a B.Sc. degree from an accredited University in the field of practice applied for.

Table 5.1: Grading of Practicing Professionals

No	REQUIREMENT	B.Sc.	M.Sc.	PhD
Points 1	Relevant Education	40	50	65
Points 2	**Relevant Experience**			
	- Under supervision	3 points for every year		
	- Independent	4 points for every year		
	- Supervisory	5 points for every year		
Point 3	**Evaluation of design projects submitted**			
	- Independent (five best only)	1 point for every project		
	- In supervision capacity (five best only)	2 point for every project		
Point 4	Construction experience	1 point for every year (up to 8 years)		
Note: An applicant may aquire Practicing professional certificate in two areas so long as he fulfills the requirements independently. In such a case a certificate that bears both the competence shall be issued.				

9. Fields of Practice

9.1 Building Sector

Application for registration as a practicing professional may be submitted for anyone of the following practices:-

- Practicing architect
- Practicing structural engineer
- Practicing sanitary engineer
- Practicing electrical engineer
- Practicing mechanical engineer
- Practicing quantity surveyor
- Practicing surveyor
- Practicing professionals in two related fields(pp)

9.1.1 Application Form

The applicant shall submit satisfactory progressive design & supervision experience evidence relative to his educational background and **six** years works experience in accordance to form No. MoUDaC/Rpp.

9.2 water sector

9.2.1 Fields of Practice

Application for registration as a practicing professional may be submitted for one of the following practices:

- Practicing Irrigation Engineer;
- Practicing Hydraulics Engineer;
- Practicing Water Supply and Sewerage Engineer;
- Practicing Sanitary Engineer;
- Practicing Hydrologist.
- Practicing professionals in two related fields (pp)

9.2.2 Application Form

The applicant shall submit satisfactory design experience and evidence relative to his educational background and work experience in accordance with form No. MoUDaC**/RPP.**

9.3 Road Sector

9.3.1 FIELDS OF PRACTICE

Application for registration as a practicing professional may be submitted for anyone of the following practices.

- Practicing Highway Engineer
- Practicing Pavement Engineer
- Practicing Location Engineer
- Practicing Bridge Engineer
- Practicing Foundation Engineer
- Practicing Materials Engineer
- Practicing professionals in two related fields(pp)

9.3.2 APPLICATION FORM

An applicant shall submit satisfactory evidence relative to his education background and work experiences in accordance to form No. /MoUDaC/ Rpp.

9.4 Construction Management

"Construction Management" shall mean all works of engineering management related to infrastructure development, material supply, equipment allocation; and other services connected to management activities.

"Practicing Professional" means an individual registered with the MoUDaC after having fulfilled the various requirements specified in this Directive.

9.4.1 Fields of Activities for Construction Management and Infrastructure Planning Professional.

a.	Supervision	supervise periodically the execution of all works on site against the working plan schedule
b.	Inspection	Inspect the quality for works progress
		Inspect work measurement for payment
		Inspect the execution of all works on site against the designed and planned schedule.
		Inspect all construction projects and make recommendation to improvement.
		Key record of the volume and quality measure of construction.
c.	Engineering Project Management Service	Provide full Project Management Guidance & service, for all Engineering fields.
d.	Quantity Surveying	Measurement of price, quantity & not, for all aspects of Engineering & construction works.
e.	Construction Planning	Programming and planning of allocation of materials, equipments on site.
f.	Claim administration	All necessary studies & proposals connected to design & construction claims.
g.	Engineering Economic Study	General studies of new engineering technologies of construction materials.
h.	Construction Engineering advisory	Advice all information required for construction work programming and scheduling on all engineering activities.
i.	Monitoring and Evaluation of Projects	Monitoring and evaluating the execution of all project works against the planned schedule
		Monitor the availability of work & its progress
j.	Contract Document Preparation	Organize and coordinate contract document, which includes instruction to sitters, drawing specification and bill of quantities, standard condition of contract, projects particular condition of contract, contract agreement, and insurance guarantee formats and handling other necessary contract administrative document.
		Preparation of document with laws of Ethiopia
		Preparation of documents mutually explanatory.
k.	Housing the Urban Development Study	General Studies for the development of regional; town planning; basic service areas & housing improvement.
l.	Organization System Study	Provide full organization system and engineering management, which includes short and long term

		objectives of the organization.
m.	Enterprise Management Service	General Studies of construction management guidance, which includes defining short and long term objective of enterprises, reviewing manpower development and material supply and other related tasks connected to enterprise Management Service.
n	Infrastructure Development Study	General Studies of programming and Planning of different infrastructures. Provide appropriate research study for proper allocation of infrastructure development.

9.4.2 Application Form

The applicant shall submit satisfactory experience evidence relative to his education background in accordance to form MoUDaC/RPP

9.4.3 Grading of Practicing Construction Management Professionals

The applicant shall require to obtain a minimum grading of 80 points from the marking system below plus a B.Sc. degree from a credited university in the field of practice applied for:

No.	Requirement	B.Sc.	M.Sc.	PhD
Point 1	Relevant education	40	50	65
Point 2	Relevant experience in under supervision	3 points for every year		
Point 3	Relevant experience in related fields	1 point for every year (up to ten years)		
Point 4	Relevant experience in supervisory capacity	5 points for every year		
Point 5	Evaluation of document in related fields (in group or independently	Year 1 point for every project		

9.5 Registration Fees for Professionals

Registration Fee for professionals is shown in Table 1

PART VI

Licensing of Consulting Firms

1. Categories and Project Threshold

1.1 Category

Application for registration as a consultant in accordance with these Directive may be submitted in one of the following categories.

Building Sector
Water and Sewerage
Highway and Bridge
Construction Management

For applicants whose areas of involvement does not fall in one of the sub-categories under the aforementioned categories, their application may be considered as it comes and the Department prepares proposal for grades and requirements of the grades by using the participation of the relevant association/s and professionals. The proposal is to be approved by the minister before implementation.

1.2 Project Threshold

The project size for the different categories and classes of consultancy is depicted in Annex 15.

2. Registration of Joint Venture Companies

A joint venture is a grouping of two or more consultants who jointly and severally undertake to perform a construction works contract. The joint venture may not have to register. However, each partner of the joint venture must be registered separately.

3. Exceptions

Practicing Professionals organized in a team of minimum three with harmonized specialization may be eligible for class IV of the consultancy category that matches their area of specialization.

4. Professional, Equipment and Turnover Requirement

4.1 An applicant for registration as a consultant under these Directives shall submit:

- Professionals require for the category and grade/class he has applied for;

- Vehicle/s

- Number, type and capacity of office equipment.

- Office of the required area

- **Turnover.**

  For Class III and above peak of the previous five years annual turnover should be 30 per cent of the project size allowed for the Class to which the Application is made. For classes IV and below and also for the new entry of class I-III, no turn over requirement is required. The turnover is to be verified by acceptable audit statement.

  Where the contractors are female or the company is a PIC with majority members females the turnover requirement is reduced by 5 per cent.

5. Building Sector

5.1 General Classifications

Application may be submitted for registering as consulting office under one of the following classification.

5.1.1 Office for Consulting Architects and Engineers

Consultants registered in this classification may participate in the preparation of total design documents for building and civil projects befitting their category.

5.1.2 Office for Consulting Architects

Consultants registered in this classification may participate in the preparation of design of building project befitting their category.

5.1.3 Office for Consulting Engineers, General

Consultants registered in this classification may participate in the preparation of all engineering design works befitting their category.

5.1.4 Office for Consulting Engineers, Specialized
Application for registration may be submitted in the following specific fields of engineering:

- Structural

- Road
- Sanitary and Mechanical
- Foundation
- Electrical
- Quantity Surveying
- Surveying

Consultants registered in one of the above specialized fields may participate in the preparation of design projects befitting their category.

5.2 Application Form

Applicant shall submit MoUDaC/Rco duly filled out with all documentary evidences required therein. The Ministry reserves the right to ascertain any of these independently at any time during the validity of the registration.

5.3 Supporting Documents

5.3.1 Manager

Applicant shall submit satisfactory evidence that the manager at the applicant office is a registered practicing architect or engineer.

5.3.2 Facilities

Applicant shall submit satisfactory evidence that the firm or organization has comparable financial standing equipment office area and office facilities for classification befitting category of consulting office applied for. (Annex 5-8)

5.3.3 Minimum Staff Requirement

Applying offices shall submit satisfactory evidence showing that the firm has the minimum preferable number of registered staff as set out for the different categories of consulting offices shown in the tables below.

6. Water and Sewerage

6.1 General Classifications

Applications may be submitted for registering a consulting office under one of the following classification.

6.1.1 Office for Water Supply and Sewerage Engineering Consultancy.

Consultants registered in this classification may participate in the preparation of total design and supervision documents for water supply, sewerage and related projects befitting their category.

6.1.2 Office of Irrigation, Drainage and Flood Control Consultancy.

Consultants registered in this classification may participate in the preparation of total design and supervision documents for irrigation, drainage, flood control and related projects befitting their category.

6.1.3 Office for Sanitary Installation Constancy

Consultants registered in this classification may participate in the preparation of total design and suppression documents for sanitary, building projects befitting their category.

6.1.4 Office for Hydraulics Engineering Consultancy

Consultants registered in this classification may participate in the preparation of total design and supervision documents of hydraulics engineering projects befitting their category.

6.1.5 Office for Consulting Water Works (Consultancy General Water Resources)

Consultants registered in this classification may participate in the preparation of all water engineering design works and supervision befitting their category.

6.1.6 Office of Consulting Hydro and Geo-Engineers (related to water works) specialized

Application for registration may be submitted in the following specific field of water engineering.

- Hydro geologist
- Engineering Geologist (related to water works)

Consultants registered in one of the above specialized fields may participate in the preparation design of projects befitting their category.

6.1 Application Form

Application shall submit to the Ministry dully filled out with all documentary evidences required there in. The Ministry reserves the right to ascertain any of these independently at any time during the validity of the registration.

6.3 Supporting Documents

6.3.1 Manager

Applicant shall submit satisfactory evidence that the manager of the applicant office is a registered practicing irrigation, hydraulics, water supply, sewerage or sanitary engineer.

6.3.2 Facilities

Applicant shall submit satisfactory evidence that the firm or organization has comparable financial standing, equipment office area and office facilities for classification befitting category of consulting office applied for..

6.3.3 Minimum Staff Requirement

Applying offices shall submit satisfactory evidence showing that the firm has the minimum preferable number of registered staff as set out for the different categories of consulting offices shown in Annex 1-4)

7. HIGHWAY & BRIDGE

7.1 Applications may be submitted for registering a Highway & Bridge Consulting Office in the preparation of design & supervision of projects befitting their category.

7.2 Application form

Applicant shall submit dully filled out with all documentary evidences required therein. The Authority reserves the right to ascertain any of these independently at any time during the validity of the registration.

7.3 Supporting Documents

Applicant shall submit satisfactory evidence that the owner Manager or Manager of the applicant office is a Registered Practicing Hishway Engineer.

7.4 Facilities

Applicants shall submit satisfactory evidence that the firm or organization has comparable financial standing, equipment office area and office facilities for classification befitting category of Highway & Bridge Consulting Office applied.

7.5 Minimum Staff Requirement

Applying offices shall submit satisfactory evidence showing that the firm has the minimum preferable number of registered staff as set out for the different Categories of Highway & Bridge Consulting Offices shown in the Annex 11.

8. Construction Management

Consultants Registered in this classification may participate in the work of supervision construct document preparation; Project Management Service, Quantity Surveying, Construction Planning, claim administration, engineering economics construction engineering, engineering management, infrastructural development study documents for building, highway, Railway, Harbor and Civil Projects befitting their category.

8.1 Application Form

Applicant shall submit MoUDaC/RCO duly filled out with all documentary evidence required therein. The Ministry reserves the right to ascertain an of the independently at any time during the validity of the registration.

8.2 Supporting Documents

Applicant shall submit satisfactory evidence that the Manager of the applicant office is a registered practicing construction Management Professional.

8.3 Facilities

Applicant shall submit satisfactory evidence that the firm or organization has comparable financial standing, office equipment area and office facilities for classification befitting category of consulting office applied for.

8.4 Requirement

Applying offices shall submit satisfactory evidence showing that the firm has the minimum preferable member of registered staff as set out for the different categories of Construction Management Consulting Office shown in the Annex10-15.

Annex 1: Office for Water Resource Consultancy

		CAPITA	**OFFIC**		

CAT.	STAFF	L (BIRR)	E AREA (M^2)	OFFICE FACILITY	QTY. (No)
III	1 Practicing Professional Water supply or Sewerage or Environmental Engineer	200,000	100	Computer	5
				Plotter	2
	1 Professional Hydraulic Engineer			Sets of Chairs and Tables	8
				Laptop	3
	1 Professional Engineer				
				Vehicles (pick up)	2
	1 engineering Aides				
				Theodolite	1
	1 Secretary				
	or equivalent staffing strength			Photocopy machine or scanner	1
				A3 size printer	1
IV	1 Practicing Professional Water supply	100,000	75	Computer	4
	or sewerage or Environmental Engineering			Poltter	1
				Sets of Chairs and Tables	6
	1 Professional Hydraulic Engineer			Laptop	2
				Vehicle (pickup)	1
	1 Associate/Graduate Engineer				
	1 Engineering Aide			Photocopy machine or scanner	1
	1 Secretary or equivalent staffing strength			A3 size printer	1
V	1 Practicing Professional Water supply or Sewerage or Environmental Engineering	75,000	30	computer	3
				Sets of Chairs and Tables	5
	1 professional Hydro-Geologist			Laptop	1
	1 Associate/Graduate Engineer			Vehicles (pickup)	1
	1 Secretary or equivalent staffing strength			Photocopy machine or scanner	1
				A3 size printer	1
VI	1Practicing Professional Water supply	50,000	20	computer	2
	or sewerage or Environmental Engineering			Sets of Chairs and Tables	4
	1 Graduate Hydro-Geologist or Geologist			Photocopy machine or scanner	1
	1 Engineering Aide			A3 size printer	1
	1 Secretary or equivalent staffing strength				

Annex 2: Office for Irrigation, Drainage & Flood Control Consultancy

CAT.	STAFF	CAPITAL IN BIRR	OFFICE AREA (M^2)	OFFICE FACILITY	QTY. (No)
III	2 Practicing Professional Water Supply or Sewerage or Environmental Engineering	75,000	50	Computer	6
				Plotter	2
	1 Professional Hydraulic Engineer			Sets of Chairs and Tables	9
				Laptop	2
	1 professional Engineer				
				Vehicles	2
	1 Engineering Aide				
	1 Secretary			Photocopy machine or scanner	1
	or equivalent staffing strength				
				A3 size printer	1
IV	1 Practicing Professional Water Supply or Sewerage or Environmental Engineer	50,000	30	Computer	4
				Sets of Chairs and Tables	6
	1 Professional Hydraulic Engineer			Plotter	2
	1) Associate/Graduate Engineer			Vehicles	1
				Laptop	1
	1 Secretaries				
	or equivalent staffing strength			Photocopy machine or scanner	1
				A3 size printer	1
V	1 Practicing Professional Water Supply Sewerage or Environmental Engineering	30000	30	Computer	4
				Sets of Chairs and Tables	6
	1 Graduate Engineering Geologist				
				Vehicles	1
	1 Engineering Aide				
	1 Secretary			A3 size printer	1
	or equivalent staffing strength				
VI	1 Practicing Professional Water Supply or Sewerage or Environmental Engineer	20,000	20	Computer	2
	1 Engineering Aide			Sets of Chairs and Tables	4
				A3 size printer	1

Annex 3: Office for Sanitary Engineering Consultancy

CAT.	STAFF	CAPITAL (BIRR)	OFFICE AREA (M^2)	OFFICE FACILITY	QTY. (No)
III	2 Practicing Professional sanitary or Environmental Engineering 1 Professional Hydraulic Engineer 1 Associate /Graduate Engineer 1 Secretary or equivalent staffing strength	75,000	50	Computer Sets of Chairs and Tables Plotter Lap top Vehicles Theodolite Photocopy machine or scanner A3 size printer	5 7 2 2 2 1 1 1
IV	1 Practicing Professional sanitary or Environmental Engineering 1 Professional Hydraulic Engineer 1 Associate/Graduate Engineer 1 Secretary or equivalent staffing strength	50,000	30	Computer Sets of Chairs and Tables Plotter Vehicles Photocopy machine or scanner A3 size printer	3 5 1 1 1 1
V	1 Practicing Professional or Environmental Engineering sanitary 1 Graduate Sanitary or Mechanical Engineer 1 Engineering Aide Secretary or equivalent staffing strength	30,000	30	Computer Sets of Chairs and Tables Vehicles A3 size printer	2 4 1 1
VI	1 Practicing Professional sanitary or Environmental Engineering 1 Engineering Aide	20,000	20	Computer Sets of Chairs and Tables A3 size printer	1 2 1

Annex 4: Office for Hydraulics engineering Consultancy

CAT.	STAFF	CAPITAL (BIRR)	OFFICE AREA (M^2)	OFFICE FACILITY	QTY. No
III	1Practicing Prof. Hydraulics Engineer	150,000	100	Computer	5
	1 Prof. Hydraulics Engineer			Sets of Chairs and Tables	7
				Plotter	2
	1 Professional Hydrologist Engineer			Vehicles	2
	1 Engineering Aide			Theodolite	1
				Lap Top	2
	1 Secretary			Photocopy machine(or scanner)	1
	or equivalent staffing strength				
				Plotter	1
					1
				A3 size printer	1
IV	1 Practicing Prof. water supply	100,000	75	Computer	4
	or sewerage or environmental engineering			Sets of Chairs and Tables	6
				Plotter	1
	1 Professional Hydraulic Engineer			Vehicles	1
				Lap top	1
	1 Associate/Graduate Engineer			Photocopy machine(or scanner)	1
	1 Secretary			A3 size printer	1
	or equivalent staffing strength				
V	1 Practicing Professional Hydraulics Engineer	75,000	50	Computer	3
				Sets of Chairs and Tables	5
	1 Professional Hydraulics Engineer			Lap top	1
	1 Engineering Aide			Vehicles	1
	1Secretary or equivalent staffing strength			A3 size printer	1
VI	1 Practicing Professional Hydraulic Engineer	20,000	25	Computer	2
				Sets of Chairs and Tables	4
	1 Engineering Aide				
				A3 size printer	1

Annex 5: MINIMUM REQUIREMENT FOR THE VARIOUS CATEGORIES OFFICE FOR ARCHITECTURAL & ENGINEERING CONSULTANTS

Cat.	Staff	Capital (Birr)	Office Area (M^2)	Office Facility	Qty
1	1 practicing professional Architect 1 practicing professional structural Engineer 1 professional Architects 1 professional structural Engineer 1 Professional Electrical Engineer 1 Professional Sanitary Engineer 2 Associate/ Graduate Engineers 1 Graduate Architect 1 Secretary or equivalent staffing strength	800,000	300	Computer Plotter Blue print machine Laptop Sets of tables and chairs vehicles photocopy machine or scanner A3 size printer	8 3 1 4 12 3 1 1
II	1 practicing professional Architect / Structure 1 professional Architect 1 professional structural Engineer 1 Professional Sanitary Engineer 1 Graduate Architect 1Associate Engineer 1 Secretary or equivalent staffing strength	400,000	225	Computer Plotter Blue print machine Sets of tables and chairs Laptop vehicles photocopy machine or scanner A3 size printer	6 2 1 10 3 2 1 1
III	1 practicing professional Architect / Structure 1 professional Architect 1 professional. Structural Engineer 1 Engineering Aide 1 Secretary or equivalent staffing strength	200,000	150	Computer Sets of tables and chairs Plotter vehicles photocopy machine or scanner Blue print machine A3 size printer	5 8 2 1 1 1
IV	1 practicing prof. Arch/Eng. 1 professional Architect 1 professional Structural Eng. 1 Engineering Aide 1 Secretary or equivalent staffing strength	100,000	75	computer Sets of tables and chairs Plotter vehicles A3 size printer	4 6 1 1 1
v	1 practicing Prof. /Arch./Engineer 1 Graduate Architect / Engineer 1 Engineering Aide	50,000	40	computer Sets of tables and chairs A3 size printer	3 5 1

Note: For Cat. IV, the practicing professional may replace either the professional Architect or Professional Engineer

Annex 6: OFFICE FOR CONSULTING ENGINEERS

Cat.	Staff	Capital (Birr)	Office Area (m2)	Office Facility	Qty. No.
I	1 practicing Engineer PPAR or PPST or PPCM	200,000	75	Computer Plotter A3 printer	8 2 1
	1 professional Structural Engineer			blue print machine	1
	1 professional Electrical			Sets of tables and chair	12
	1 Professional Sanitary Engineer			vehicles	3
	2 Associate Engineers			Lap top	3
	1 Engineering Aide			photocopy machine or scanner	1
	1 Secretary or equivalent staffing strength				
II	1 practicing Engineer	100,000	60	Computer Plotter A3 Printer	7 1 1
	1 professional Structural Engineer			blue print machine	1
	1 professional Electrical Engineer			Sets of tables and chair	10
	1 Professional Sanitary Engineer			vehicles	2
	1 Associate/Graduate Engineer			Lap top	2
	1 Engineering Aide			photocopy machine or scanner	1
	1 Secretary or equivalent staffing strength				
III	1 practicing Engineer	75,000	50	computer	4
	1 professional Structural Engineer			Plotter A3 printer	1 1
				blue print machine Laptop	1 1
	1Engineering Aide			Sets of tables and chair	6
	1 Secretary			vehicles	1
	or equivalent staffing strength			photocopy machine or scanner	1
IV	1 practicing Engineer	50,000	30	computer	4
	1 professional Structural Engineer			A3 printer	1
				Sets of tables and chair	6
	1 Engineering Aide			vehicles	
	1 Secretary or equivalent staffing strength			photocopy machine or scanner	1
PP	1 practicing Engineer	30,000	30	computer	2
				A3 printer	1
				Sets of tables and chair	4
	1 Engineering Aide				

Annex 7: OFFICE FOR CONSULTING ARCHITECTS

Se No	Category	Capital (birr)	Office Area (m2)	Office Facility	Qty
1	1 practicing Architect	250000	150	Computer	5
				Plotter	2
				A3 Printer	1
	1 professional Architect			Blue print machine	1
	1 Graduate Architect			Lap top	3
	1 Engineering Aide			Sets of tables and chair	8
	1 Secretary				
	or equivalent staffing strength			vehicles	2
				photocopy machine or scanner	1
II	1 practicing Architect	175,000	90	Computer	5
				Plotter	1
				A3 Printer	1
	1 professional Architect			Blue print machine	1
	1 graduate Architects			Sets of tables and chair	7
	1 engineering Aides			Lap top	2
	1 Secretary			vehicle	1
	or equivalent staffing strength			photocopy machine or scanner	1
III	1 practicing Professional Architect	140,000	70	Computer	5
				A3 printer	1
	1 professional Architect			Blue print machine	
	1 Graduate Architects			Lap top	2
	1 Engineering Aide			Sets of tables and chair	8
	1 Secretary			vehicle	1
	or equivalent staffing strength			photocopy machine or scanner	1
IV	1 Practicing Architect	75,000	50	Computer	4
	1 Professional Architect			A3 Printer	1
	1 Engineering Aide			Sets of tables and chair	6
	1 Secretary				
	or equivalent staffing strength				
v	1 (1) Practicing Architect	20,000	30	Computer	4
				A3 Printer	1
	1 (0) Professional Architect			Sets of tables and chair	6
	1 (1)Graduate Architect				
	1 (1) Engineering Aide			photocopy machine or scanner	1
	1 (1) Secretary				
	or equivalent staffing strength				
PP	1 (1) practicing Architect	10,000	20	Computer	2
	1(1) Engineering Aide			A3 printer	1
	1 (1) Secretary			Sets of tables and chair	3
	or equivalent staffing strength			photocopy machine or scanner	1

Annex 8: OFFICE FOR CONSULTING ENGINEERS, GENERAL

Cat.	Staff	Capital (Birr)	Office Area (M^2)	Office Facility	Qty. No.
1	1 practicing Engineer	250,000	130	Computer	7
				Plotter	2
	1 professional Structural Engineer			A3 Printer	1
	1 professional Electrical Engineer			Blue print machine	1
	1 professional Sanitary Engineer			Lap top	3
	1 Associate. Graduate Engineer			Sets of tables and chair	10
	1 Engineering Aide				
	1 Secretary			vehicles	2
	or equivalent staffing strength				
				photocopy machine or scanner	1
II	1 practicing Engineer	175,000	90	Computer	6
				Plotter	1
	1 professional Structural Engineer			A3 Printer	1
	1 professional Electrical Engineer			Lap top	2
	1 professional Sanitary Engineer			Blue print machine	1
	1 Engineering Aide			Sets of tables and chair	8
	1 Secretary				
	or equivalent staffing strength			vehicle	1
				photocopy machine or scanner	1
III	1 practicing Engineer	140,000	70	computer	5
	1 professional Structural Engineer			Plotter	1
	1 Associate. Graduate Engineer			A3 Printer	1
	1 Engineering Aide				
	1 Secretary			Sets of tables and chair	7
	or equivalent staffing strength				
				vehicle	1
				photocopy machine or scanner	1
IV	1 practicing Engineer	75,000	50	Computer	4
	1 professional Structural Engineer			A3 Printer	1
	1 Engineering Aide			Sets of tables and chair	6
	1 Secretary				
	or equivalent staffing strength			photocopy machine or scanner	1
pp	1 practicing Engineer	30,000	30	Computer	3
	1 Engineering Aide			A3 Printer	1
	1 Secretary			Sets of tables and chair	1
	or equivalent staffing strength				

Annex 9: OFFICE FOR CONSULTING SPECIALIZED

Cat.	Staff	Capital in Birr	Office Area in M^2	Office Facility	Qty
III	1 practicing Engineer	150,000	100	Computer A3 Printer	4 1
	1 professional Engineer			Sets of tables and chair	7
	1 Graduate Engineer			Plotter	1
				vehicle	1
	1 Secretary			Laptop	2
	or equivalent staffing strength				
				photocopy machine or scanner	1
IV	1 practicing Engineer	75,000	30	Computer A3 Printer	4 1
	1 Graduate Engineer			Sets of tables and chair	6
	1 Engineering Aide			Plotter	1
	1 Secretary			Laptop	1
	or equivalent staffing strength			photocopy machine or scanner	1
V	1 practicing Engineer	30,000	30	Computer A3 Printer	3 1
	1 Engineering Aid			Sets of tables and chair	5
	1 Secretary				
	or equivalent staffing strength			photocopy machine or scanner	1
pp	1 practicing Engineer	25,000	20	Computer A3 Printer	2 1
	1 Engineering Aide			Sets of tables and chair	4
	or equivalent staffing strength			photocopy machine or scanner	1

Annex 10: OFFICE FOR CONSTRUCTION MANAGEMENT

CAT.		STAFF	CAPITAL IN BIRR	OFFICE AREA IN M^2	OFFICE FACILITY
II	1	1 Practicing Professional in Engineering Management and Planning	100,000	75	Photocopy Machine or scanner (1)
	2	1 Professional Engineer in Construction Supervision			Computer (6)
					Sets of tables and chair (8)
	3	1 Associate Engineer			Vehicles (1)
	4	1 Engineering Aide			Lap top (3)
	5	1 Secretary			
	6	or equivalent staffing strength			A3 size printer (1)

CAT.		STAFF	CAPITAL IN BIRR	OFFICE AREA (M^2)	OFFICE FACILITY
III	1	1 Practicing Professional in Engineering Management and Planning	15,000	50	Computer (4)
	2	1 Professional Engineer in Construction Supervision			Sets of tables and chair (8)
	3	1 Associate Engineer			Lap top (3) Vehicles (1)
	4	1 Secretary or equivalent staffing strength			A3 size printer (1) Photocopy Machine or scanner (1)
IV	1	1(1) Practicing Professional in Engineering Management and Planning	10,000	30	Computer (3) Sets of tables and chair (6)
	2	1(1)Professional Engineer in Construction Supervision			A3 size printer (1)
	3	1(1) Associate Engineer			Photocopy Machine or scanner (1)
	4	1(1)Secretary or equivalent staffing strength			

CAT.	STAFF	CAPITAL IN BIRR	OFFICE AREA IN M^2	OFFICE FACILITY
V 1	1 Practicing Professional in Engineering Management	30,000	30	Computer (3)
				Sets of tables and chair (6)
2	1 Associate Engineer			
3	Secretary (1)			
	or equivalent staffing strength			A3 size printer (1) scanner (1)

CAT.	STAFF	CAPITAL IN BIRR	OFFICE AREA IN M^2	OFFICE FACILITY
PP 1	Practicing Professional (1)	5,000	$10m^2$	Computer (2)
				Sets of tables and chair (4)
	Secretary (1)			
				A3 size printer (1)
				Photocopy Machine or scanner (1)

Annex 11: HIGHWAY & BRIDGE CONSULTANTS

Cat.	Staff	Capital (Birr)	Office Area (m2)	Office Facility	Qty. (No)
1	1Practicing Highway Engineer	200,000	250 75)	Computer	6
				Blue print machine	1
	1 Road Engineer			4-wheel drive	3
	1 Professional Material Engineer			Photocopy machine or scanner	1
	1 Professional Geologist			Theodolite	2
				plotter	2
	1 Professional Bridge Engineer			A3 size printer	1
	1 Associate /Graduate Engineer			Sets of tables and chair	9
	1 Engineering Aide			Lap top	2
	1 Secretary				
II	1 Practicing Highway Engineer	150,000 (100,000)	200 (60)	Computer	5
	1Professional Material Engineer			Blue print machine	1
	1Professional material Engineer / Geologist			4-wheel drive	2
	1 Professional Bridge Engineer			Photocopy machine or scanner	1
				Theodolite	2
	1 Engineering Aide			plotter	1
				A3 size printer	1
	1 Secretary			Sets of tables and chair	8
	1 Computer Operator			Lap top	2

Note:- Bridge Engineer can be substitute with professional Structural Engineer with a minimum of two years of Bridge design experience. If freelancer a minimum of 3 approved Bridge design Projects.

Category	Staff	Capital in Birr	Office Area	Office Facility	Qty.
III	1 Practicing Highway Engineer	100,000	100	Computer	5
	1 Professional Material Engineer			Blue print machine	1
	1 Professional Bridge Engineer			4-wheel drive	2
	1 Professional Road con. Engineer			Photocopy machine or scanner	1
	1 Associate or Graduate Engineer			Theodolite	2
	1 Engineering Aides/with Road Cons. Experience			plotter	1
	1 Secretary			A3 size printer	1
				Sets of tables and chair	8
IV	1 Practicing Highway Engineer	75,000	75	Computer	4
	1 Professional Material Engineer				
	1 Professional Bridge Engineers			4-wheel drive	1
	1 Professional Road con. Engineers			Photocopy machine or scanner	1
				Theodolite	1
	1 Engineering Aides/with Road Cons. Experience				
	1 Secretary			A3 size printer	1
				Sets of tables and chair	6
V	1 Practicing Highway or Bridge Engineer	50,000	50	Computer	4
	1 Professional Material Engineer				
	1 Engineering Aide/with Road Construction experience /or Associate Engineer			4-wheel drive	1
	1 Secretary			Photocopy machine or scanner	1
				Theodolite	1
				A3 size printer	1
				Sets of tables and chair	6

Annex 13: Registration and Renewal Fee for Design Professionals

Category	REGISTRATION (BIRR)	RENEWAL (BIRR)
Practicing Professionals	200	200
Other Professionals	200	200

Annex 14: Registration and Renewal Fee for Consultants

Class	NEW REGISTRATION AND UPGRADING (BIRR)	RENEWAL (BIRR)
1	500	300
2	400	200
3	400	200
4	200	100
5	200	100
6	200	100
PP	200	100

Annex 15: Threshold Project for Different Categories and Classes of Consultancy

Ser. No	Category	Class and Project Size (mill. Birr)						
		I	II	III	IV	V	VI	PP
1	Water Resources Consultancy	350+	350	250	150	100	75	50
2	Irrigation, Drainage and Flood Control Consultancy	350+	350	250	150	100	75	50
3	Sanitary Engineering Consultancy	120+	120	100	80	60	40	20
4	Hydraulics Engineering Consultancy	350+	350	250	150	100	75	50
5	Architectural and Engineering Consultancy	120+	120	100	80	60	40	20
6	Engineering Consultancy (general)	350+	350	250	150	100	75	50
7	Architectural Consultancy	120+	120	100	80	60	40	20
8	Specialized Consultancy	120+	120	100	80	60	40	20
9	Consultancy in Construction Management	350+	350	250	150	100	75	50
10	Highway and Bridge Consultancy	350+	350	250	150	100	75	50

9. Effective date

These directives shall into force as of Hamle 1,2005.

Mekuria Haile

Ministry of Urban Development & Construction

Minister