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**REQUEST FOR EXPRESSION OF INTEREST**

**SELECTION OF INDIVIDUAL CONSULTANTS**

**REFERENCE NUMBER:** **CS/PROC/EU /SC.01**

**REQUEST FOR SERVICES TITLE:** **BORDER MARKET INFRASTRUCTURE: CONSULTANT TO CARRY OUT FEASIBILITY STUDY INCLUDING ENVIRONMENTAL AND SOCIAL IMPACT ASSESSMENT, GEOTECHNICAL SURVEY, TOPOGRAPHICAL SURVEY, SITE SURVEY INCLUDING WATER/SEWER RETICULATION, DRAINAGE, ELECTRICITY ETC**.

1. ***The COMESA Secretariat*** is inviting Individual Consultants to submit their CV and Financial Proposal for the following services:

**BORDER MARKET INFRASTRUCTURE: CONSULTANT TO CARRY OUT FEASIBILITY STUDY INCLUDING ENVIRONMENTAL AND SOCIAL IMPACT ASSESSMENT, GEOTECHNICAL SURVEY, TOPOGRAPHICAL SURVEY, SITE SURVEY INCLUDING WATER/SEWER RETICULATION, DRAINAGE, ELECTRICITY ETC.**

The Terms of Reference defining the minimum technical requirements for these services are attached as Annex 1 to this Request for Expression of Interest.

**2. Only Individual Consultants are eligible for this assignment**

**3.** The maximum budget for this contract is **USD 15,000 *for expert service/consultants’ fees only.*** Proposals exceeding this budget will not be accepted.

**4**. Your Expression of Interest must be presented as per Expression of Interest Forms attached as Annex 2 to this Request for Expression of Interest, in the English language and be accompanied by copies of all the indicated supporting documents. If the supporting documents are not in English, these shall be accompanied by a certified translation into English.

**5**. **“CS/PROC/EU/SC.01** **BORDER MARKET INFRASTRUCTURE: CONSULTANT TO CARRY OUT FEASIBILITY STUDY INCLUDING ENVIRONMENTAL AND SOCIAL IMPACT ASSESSMENT, GEOTECHNICAL SURVEY, TOPOGRAPHICAL SURVEY, SITE SURVEY INCLUDING WATER/ SEWER RETICULATION, DRAINAGE, ELECTRICITY ETC**. **”** should be emailed to the following address:

[***tenders@comesa.int***](mailto:tenders@comesa.int)

**6**. The deadline for submission of your application, to the address indicated in Paragraph 5 above, is: ***13th February 2023 AT 16:00 hours***

**7**. ***Physical submission of applications is NOT allowed.***

**8.** Your CV will be evaluated against the following criteria.

|  |  |  |
| --- | --- | --- |
|  | **Criteria** | **Maximum points allocated** |
| **1** | Academic Qualifications | 20 |
| 2 | Understanding the Assigment and Methodology | 15 |
| 3 | Skills and experience relevant to assignment | 40 |
| 4 | Regional experience | 25 |
|  | **Total** | **100** |

**9.** Your proposal should be submitted as per the following instructions:

(i) PRICES:

The financial proposal shall be inclusive of all expenses deemed necessary by the Individual Consultant for the performance of the contract.

(ii) EVALUATION AND AWARD OF THE CONTRACT:

Expressions of Interest determined to be formally compliant to the requirements will be further evaluated technically.

An Expression of Interest is considered compliant to the requirements if:

* It fulfils the formal requirements (see Paragraphs 2,3,4,5,6 and 7 above),
* The financial proposal does not exceed the maximum available budget for the contract.

The award will be made to the applicant who obtains the highest technical score. Expressions of Interest not obtaining a minimum score of 70% will be rejected.

(iii) VALIDITY OF THE EXPRESSION OF INTEREST:

Your Expression of Interest should be valid for a period of 90 days from the date of deadline for submission indicated in Paragraph 6 above.

10. The assignment is expected to commence within two (2) weeks from the signature of the contract.

11. Additional requests for information and clarifications can be made until 3 working days prior to deadline indicated in the paragraph 6 above, from:

The Procuring entity: ***COMESA Secretariat***

Contact person: ***Sandra M Chola and Tasara Muzorori***

E-mail: [***SChola@comesa.int***](mailto:SChola@comesa.int)***;***  [**TMuzorori@comesa.int**](mailto:TMuzorori@comesa.int)

[***SMmwesigwa@comesa.int***](mailto:SMmwesigwa@comesa.int)***;***

The answers on the questions received will be sent to the Consultant and all questions received as well as the answers to them will be posted on the COMESA Secretariat’s website at the latest 7 working days before the deadline for submission of applications.

**ANNEXES:**

ANNEX 1: **Terms of Reference**

ANNEX 2**: Expression of Interest Forms**

**Sincerely,**

**Name:** Silver Mwesigwa

**Title:** Head of Procurement

**Date:** 22nd January 2023

**ANNEX 1: TERMS OF REFERENCE**

**Consultancy Services:** Border Market Infrastructure: Consultant to carry out feasibility study including environmental and social impact assessment, geotechnical survey, topographical survey, site survey including water/sewer reticulation, drainage, electricity etc.

**Duration of Assignment:** A total of forty working days over a two month period.

1. **INTRODUCTION**

This consultancy forms part of a COMESA project entitled ***‘The COMESA Cross-Border Trade Initiative: Facilitating Small-scale Trade Across Borders.’*** This project is financed by the European Union under the 11th European Development Fund. The project aims to increase formal small-scale cross-border trade flows in the COMESA region, leading to higher revenue for governments, as well as greater security and higher incomes for small-scale cross-border traders. Result Area Five of the project seeks to ensure that *‘adequate gender-sensitive infrastructures”* are designed and effectively implemented at selected border areas namely Kasumbalesa between Zambia and Democratic Republic of Congo, Mwami/Mchinji between Zambia and Malawi, Nakonde/Tunduma between Zambia and Tanzania and Moyale between Kenya and Ethiopia.

The COMESA Secretariat is seeking the services of a Consultant with expertise in border infrastructure, particularly, border markets, that can be used by small-scale cross-border traders to trade within the vicinity of the border areas. The consultant will investigate the feasibility of the providing a border market at the specific locations as provided by the relevant Member State through their Local Authority or Cross Border Trade Association. The assignment will be undertaken under the overall supervision of the Director of Trade and Customs, COMESA Secretariat and the direct supervision of the Infrastructure Expert. This consultancy will take place over a two-month period.

1. **BACKGROUND**

The cross-border international trade is usually carried out by small scale traders who carry the goods on bicycles, pushcarts or by buses or trucks. Congestion at the borders causes delays in clearance times, pushes up the cost and reduces market time, with traders often facing long and slow passenger queues in the formal goods clearance channel. There is inadequacy of specific basic infrastructure at the border to cater for the needs of small-scale traders that compounds the overall constraints resulting from lack of access to electricity, transport, storage and telecommunications. Proper border infrastructures, such as markets, storage/warehouses, health and sanitary facilities (especially for women), decentralised SPS certification centres, accommodations, security lightings or pedestrian lanes, are often missing at border areas, making these places very chaotic and unsafe. The lack of market infrastructure near borders reduces the connection between traders and customers. In addition, poor quality, or absence of, storage facilities often result in traders selling perishable stock at losses to prevent spoilage. Women cross border traders who deal primarily with low value, perishable primary products are particularly susceptible to this occurrence. This is clearly not conducive to competitive business.

1. **OBJECTIVE**

The general objective of the CBTI of which this contract will be a part of is to increase formal small-scale cross-border trade flows in the COMESA/tripartite region, leading to higher revenue collection for governments at the borders as well as increased security and higher incomes for small-scale cross-border traders.

1. **PURPOSE**

The purpose of this contract is specifically to carry out a feasibility study at Mchinji in the Republic of Malawi and develop a costed border specific activity plan for the provision of a border market as one of the tools that will be used to increase formal small-scale cross border trade. The feasibility study will inform the detailed design, construction and operation of the proposed cross border market at Mchinji in the Republic of Malawi. To this effect the assignment shall be in accordance with Malawian laws and Regulations apart from the COMESA/ EU procedure.

1. **TASK**
2. **Inception:**

The consultant will be expected to prepare an inception report, including methodology for how they will approach and deliver the assignment. This will include a breakdown of work, timelines and an overview of stakeholders to be engaged during the assignment;

1. **Site work to investigate site specific issues for the provision and operation of the border market:**

The consultant will carry out site specific work and consult with a cross section of stakeholders, such as District and local authorities, Border agencies, Relevant Ministries, Cross border traders’ associations, among others. These engagements will provide an opportunity for the consultant to gain firsthand experience and understanding of wider and local issues and figure out what is needed for replication or improvement of these practices at the identified site at Mchinji in the Republic of Malawi

1. **Analysis and recommendations:** The consultant will provide a technical analysis, recommendations and cost for the provision of a border market at the identified site at Mchinji in the Republic of Malawi.
2. **Validation of findings:** The Consultant will be expected to share their draft report with COMESA for review and validation. Moreover, they will be expected to participate and present outcomes of the study at agreed technical and strategic platforms to discuss, validate the findings and recommendations.
3. **Final Report:** The Consultant will produce a final written report, which will be a synthesis of the desk review, sitework, analysis, and recommendations and validated findings.

*N.B. The Consultant will be expected to prepare a written report on sections i) Inception Report; ii) Desk Review; iii) Site Work on the Designated Land and iv) Analysis and Recommendations, as above.*

1. **SCOPE OF WORK**

Taking into account climate change and sustainability, the feasibility study will include:

1. **Environmental and Social Impact Assessment**: Impact analysis for the border market documenting the assessed benefits /opportunities, both economic and social (including gender).

Highlight and elaborate the political, legal and environmental dynamics specific to Mchinji in the Republic of Malawi. and its environs that are likely to affect the construction and operation of the market and (if adverse) how they are to be mitigated or what modifications need to be done to address them.

1. **Location and site analysis:** Carry out an assessment of the physical characteristics, infrastructure connectivity requirements for the utilities needed like power and water:

* Proposal for solid waste material and waste water disposal,
* Proposal for utilities supply e.g. water, electricity supply to the site and the routing,
* Topographical survey and mapping to include roads, site access and egress, e.g. the location should be easily accessible not imposing extra costs on traders and customer. Also, should accommodate loading and offloading areas for goods.
* Proposal for fire protection and prevention,
* Prepare guidelines for implementation of master plan,
* Regularly liaise with the focal point officers in the development.

1. **Market Type:** Assess and determine the type(s) of the market suitable for Mchinji in the Republic of Malawi border noting that it is desired that the market be integrated within the local master plan and sits on the pre-designated land.
2. **Climate change and sustainability:** Identify opportunities for climate change adaptation and mitigation in the project design. Provide recommendations for green approach in the market design e.g. renewable energy options, green building design, water efficiency etc.
3. **Risk Analysis:** A project risk analysis for the border market at Mchinji in the Republic of Malawi will be conducted to identify and assess potential risks specific to the project covering technical (construction and operations related), commercial (for instance market demand)
4. **Preliminary Construction Costs:** based on recommended optimum market type.
5. **Geology:** Site investigation including soil surveys, water-table surveys to inform detailed design of the sub-structure and super-structure.

The above list is not exhaustive. The consultant may include other aspects that may add value to the study, and these will be discussed, agreed and added to the scope of works at the inception meeting.

1. **DELIVERABLES AND TIMELINES**
2. Inception Report by 21 February 2023
3. Draft Report: to include Sitework, Analysis and Recommendations by 7th March 2023.
4. Terms of Reference for Detailed Design by 21 March 2023.
5. Presentations / briefings at COMESA and related forums by 4th April 2023
6. Final report by 18th April 2023.
7. **GEOGRAPHICAL AREA TO BE COVERED**

The site as provided and offered by the district with the jurisdiction. (Attached)

1. **TARGET GROUPS**

The target group in the project include:

1. District and local authorities
2. Border agencies
3. Relevant Ministries
4. Cross border traders
5. **LOGISTICS AND TIMING**

Start date & Period of implementation of tasks:

The intended start date is 18th February 2023 and the period of implementation of the contract will be two months from this date.

1. **ASSUMPTIONS & RISKS**
2. Assumptions underlying the project:

* Timely approval of the tender dossiers to facilitate a quick procurement process,

1. Risks

* Natural disaster

1. **QUALIFICATIONS AND EXPERIENCE**

COMESA is seeking applications from Consulting firms or Consortia. The successful consultant should have a minimum of the following qualifications and experience:

1. An advanced university degree in Civil or Structures Engineering, Economics, or Trade and international development related field;
2. Extensive knowledge and expertise in delivering infrastructure/structures feasibility and environmental impact assessments; Construction related field. Architecture, Quantity Surveying, Structural /Civil Engineering, Mechanical/ Electrical Engineering, Landscape Architects) Environmental & Social Experts.
3. A minimum of 10 years of relevant professional experience working for infrastructure, construction consulting or contracting firms;
4. Proven previous working experience in developing border infrastructure.
5. Full computer literacy, including familiarity with research and analytical tools;
6. Adequate IT knowledge;
7. Excellent written and spoken and good command in English. Experience of drafting documents for Governments will be an added advantage; and
8. Demonstrated ability to work in a multicultural environment and establish harmonious and effective relationships. Experience in the COMESA region is a distinct advantage.
9. **HOW TO APPLY**

Applications must be sent by email to [procurement@comesa.int](mailto:procurement@comesa.int) no later than **13th February 2023 at 16:00hrs**. Applications should contain:

1. **Technical proposal** including a letter of motivation, methodology, initial understanding of the payment solutions, work plan, detailed curriculum vitae;
2. **The budget for this services is USD15,000 all inclusive**. COMESA has a cost benchmark for professional services Abnormally low bids will be rejected; and
3. **Proof of previous related work** - at least two examples of written work of a similar scope and at least two traceable references.

**ANNEX 2: Expression of Interest Forms**

[A. COVER LETTER FOR THE EXPESSION OF INTEREST FOR THE PROJECT…11](#_Toc267927845)

[B. CURRICULUM VITAE …..13](#_Toc267927846)

[C. FINANCIAL PROPOSAL 17](#_Toc267927847)

# A. COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT

REFERENCE NUMBER: CS/PROC/EU/SC.01

**REQUEST FOR SERVICES TITLE**: **“BORDER MARKET INFRASTRUCTURE: CONSULTANT TO CARRY OUT FEASIBILITY STUDY INCLUDING ENVIRONMENTAL AND SOCIAL IMPACT ASSESSMENT, GEOTECHNICAL SURVEY, TOPOGRAPHICAL SURVEY, SITE SURVEY INCLUDING WATER, SEWER RETICULATION, DRAINAGE, ELECTRICITY ETC’’**

[*Location, Date*]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the in accordance with your Request for Expression of Interests number ***CS/PROC/EU/SC.01*****BORDER MARKET INFRASTRUCTURE: CONSULTANT TO CARRY OUT FEASIBILITY STUDY INCLUDING ENVIRONMENTAL AND SOCIAL IMPACT ASSESSMENT, GEOTECHNICAL SURVEY, TOPOGRAPHICAL SURVEY, SITE SURVEY INCLUDING WATER, SEWER RETICULATION, DRAINAGE, ELECTRICITY ETC***,* dated [*insert date*] for the sum of [*Insert amount(s) in words and figures*]. This amount is inclusive of all expenses deemed necessary for the performance of the contract in accordance with the Terms of Reference requirements.

I hereby declare that all the information and statements made in my CV are true and accept that any misinterpretation contained in it may lead to my disqualification.

My proposal is binding upon me for the period indicated in Paragraph 9(iii) of this Request for Expression of Interest.

I undertake, if my Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph 10 of the Request for Expression of Interest, and to be available for the entire duration of the contract as specified in the Terms of Reference.

I understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature [*In full and initials*]:

Name and Title of Signatory:

B. CURRICULUM VITAE

***[insert full name]***

|  |  |
| --- | --- |
| 1. **Family name:** | *[insert the name]* |
| 1. **First names:** | *[insert the names in full]* |
| 1. **Date of birth:** | *[insert the date]* |
| 1. **Nationality:** | *[insert the country or countries of citizenship]* |
| 1. **Physical address:** 2. **Postal address** 3. **Phone:** 4. **E-mail:** | *[insert the physical address]*  *[Insert Postal Address]*  *[insert the phone and mobile no.]*  *[Insert E-mail address(es)* |
| 1. **Education:** |  |
| **Institution:**  **[Date from – Date to]** | **Degree(s) or Diploma(s) obtained:** |
| *[indicate the month and the year]* | *[insert the name of the diploma and the specialty/major]* |
| *[indicate the month and the year]* | *[insert the name of the diploma and the specialty/major]* |

**10. Language skills:** (Indicate competence on a scale of 1 to 5) (1 – excellent; 5 – basic)

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading** | **Speaking** | **Writing** |
| *[insert the language]* | *[insert the no.]* | *[insert the no.]* | *[insert the no.]* |
| *[insert the no.]* | *[insert the no.]* | *[insert the no.]* | *[insert the no.]* |

|  |  |
| --- | --- |
| **11. Membership of professional bodies:** | *[indicate the name of the professional body]* |
| **12. Other skills:** | *[insert the skills]* |
| **13. Present position:** | *[insert the name]* |
| **14. Years of experience:** | *[insert the no]* |
| **15. Key qualifications:** (Relevant to the assignment)  *[insert the key qualifications]* | |

**16. Specific experience in the region:**

|  |  |
| --- | --- |
| **Country** | **Date from - Date to** |
| *[insert the country]* | *[indicate the month and the year]* |
| *................* | *......................* |
| *[insert the country]* | *[indicate the month and the year]* |

**17. Professional experience:**

| **Date from – Date to** | **Location of the assignment** | **Company& reference person (name & contact details)** | **Position** | **Description** |
| --- | --- | --- | --- | --- |
| *[indicate the month and the year]* | *[indicate the country and the city]* | ***Name of the Company:***  ***Address of the company:***  ***Phone:***  ***Fax:***  ***Email:***  ***Name and title of the reference person from the company:*** | *[indicate the exact name and title and if it was a short term or a long term position]* | ***Name of the Assignment:***  ***Beneficiary of the Assignment:***  ***Brief description of the Assignment:***  ***Responsibilities:*** |
| .............. | …… | …………… | ……… | ………………………………………………………………………….. |
| *[indicate the month and the year]* | *[indicate the country and the city]* | ***Name of the Company:***  ***Address of the company:***  ***Phone:***  ***Fax:***  ***Email:***  ***Name and title of the reference person from the company:*** | *[indicate the exact name and title and if it was a short term or a long term position]* | ***Name of the Assignment:***  ***Beneficiary of the Assignment:***  ***Brief description of the Assignment:***  ***Responsibilities:*** |

1. **Other relevant information:** (e.g. Publications)

***[insert the details]***

***19. Statement:***

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I hereby declare that at any point in time, at the COMESA Secretariat’s request, I will provide certified copies of all documents to prove that I have the qualifications and the professional experience as indicated in points 8 and 14 above**[[1]](#footnote-1),** documents which are attached to this CV as photocopies.

By signing this statement, I also authorize the COMESA Secretariat to contact my previous or current employers indicated at point 14 above, to obtain directly reference about my professional conduct and achievements.

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

**ATTACHMENTS:** ***1) Proof of qualifications indicated at point 9***  
 ***2) Proof of working experience indicated at point 15***

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# C. FINANCIAL PROPOSAL

**REFERENCE NUMBER:** **CS/PROC/EU /SC/01**-**BORDER MARKET INFRASTRUCTURE: CONSULTANT TO CARRY OUT FEASIBILITY STUDY INCLUDING ENVIRONMENTAL AND SOCIAL IMPACT ASSESSMENT, GEOTECHNICAL SURVEY, TOPOGRAPHICAL SURVEY, SITE SURVEY INCLUDING WATER, SEWER RETICULATION, DRAINAGE, ELECTRICITY ETC**

|  |  |
| --- | --- |
| **TOTAL FINANCIAL OFFER** |  |

*[Please insert the Total Financial Offer in words]*.

Signature [*In full and initials*]:

Name and Title of Signatory:

1. ***The proof of stated qualifications shall be in the form of the copies of the degrees and diploma obtained, while for the professional experience the proof shall be either acknowledgement letters from the previous employers or copies of the Purchase Order/ Contract signed with them.***  [↑](#footnote-ref-1)