

**COMMON MARKET FOR
EASTERN AND SOUTHERN AFRICA**



**REQUEST FOR PROPOSALS FOR INDIVIDUAL CONSULTANCY DEVELOP THE
COMESA COORDINATED BORDER MANAGEMENT GUIDELINES AND
IMPLEMENTATION STRATEGY.**

Tender Ref: EH/18/08/20

Closing Date: 9th September 2020

A. BACKGROUND

Background

Several studies have shown that the border environment in the COMESA region is characterised by lack of coordination between and among the national government agencies and their sister organizations from across the border. There is a lot of duplication of functions at each side as well as across the border which results in inefficient cargo processing systems. Furthermore, at most of the borders, lead agencies have not been assigned or designated which at times results in disagreements as to whose functional authority should prevail in deciding on the fate of conveyances and or goods. It has been noted that each agency has its own system of dealing with clearance of goods under its mandate that does not link or co-relate to the systems of the other agencies and all the national systems do not speak to each other. It has further been found that it is not only the national procedures that are not harmonized but so too are the procedures of adjoining countries which share borders.

The current incidence of Covid-19 which requires urgency in the movement of essential goods and services across the borders to provide timely interventions has further exposed the problems associated with the absence of Coordinated Border Management (CBM) at the crossing points. Most of the borders that are open during the period of the lockdowns are dealing with commercial traffic only, which in the main, would be transporting goods that are urgently required to provide relief in the fight against Covid-19. Despite this, delays spanning into days have been experienced where trucks and cargo are kept at the borders for long periods leading to overcrowding which further exposes the truck crews and the border community to a potential spread or transmission of the virus.

COMESA and the European Union signed a 48.3 Million Euros COMESA Trade Facilitation Programme (CTFP) on 21 November 2018. The Trade facilitation programme aims at, among other things, implementation of Coordinated Border Management (CBM), creation and or enhancement/operationalization of One Stop Border Posts (OSBPs), Single Window (SW), Joint Border Committees (JBCs) modernization of border posts and simplification/harmonization of procedures.

Five border posts were targeted for piloting of the initiatives. These are Chirundu between Zambia and Zimbabwe, Nakonde/Tunduma linking, Zambia and Tanzania, Mwami/Mchinji linking Zambia and Malawi, Moyale linking Ethiopia and Kenya and Galafi linking Djibouti and Ethiopia.

In order to operationalize CBM, there is need to develop regional CBM Guidelines and Implementation strategy which will be piloted at the selected border posts and deployed at the regional level. COMESA is therefore seeking to engage an Individual Consultant for the development of the regional CBM Guidelines and Implementation Strategy.

The Guidelines will elaborate on the three levels of Coordinated Border Management being:

- a) Intra-agency coordination addressing interactions within the boundaries of one Border Agency;

- b) Inter-agency cooperation between separate Border Control Agencies or between the Agencies and relevant Ministries or Government bodies; and
- c) International Cooperation among Border Control Agencies at both sides of a border/frontier or among Government agencies on cross-border issues.

The Guidelines should cover the six key management areas of Coordinated Border Management being:

- (i) Legal and regulatory framework that defines the necessary legal basis for inter-agency and international cooperation and exchange of information;
 - (ii) Institutional framework which provides the organizational setting for CBM;
 - (iii) Procedures for cooperation;
 - (iv) Human resources and training, dealing with recruitment and education/training issues in the framework of coordination and cooperation;
 - (v) Communication and information exchanges providing guidance on how best to create standardized and efficient flows and exchanges of information; and Infrastructure and equipment explaining how equipment and facilities support cooperation and coordination at all levels.
- 1) with the use of event filters.

B. OBJECTIVES OF THE ASSIGNMENT

Main Objective:

To prepare COMESA regional Coordinated Border Management Guidelines and an implementation strategy targeting the 5 border posts prioritized under the Trade Facilitation Programme.

Specific Objectives

- a) The Consultant is expected to prepare COMESA Coordinated Border Management Guidelines and Implementation Strategy
- b) Develop National Implementation Plans for the implementation of the Guidelines in Djibouti, Ethiopia, Kenya, Malawi, Tanzania, Zambia and Zimbabwe
- c) Train CBM Implementation teams from the countries on the implementation of the CBM Guidelines to facilitate piloting of the CBM principles at the 5 priority border posts under the TFP.

C. SCOPE OF WORK / METHODOLOGY

Working towards the objectives, the consultant is expected to, ascertain all the information that is required from desk research and initiatives being taken in the target Member States to prepare the Guidelines and Implementation strategy.

In developing the Guidelines and Implementation Strategy, the Consultant is expected to review, the initiatives already put in place by COMESA, nationally by the Member States,

CBM Guidelines developed by Other REC's, the WCO CBM Strategy, the WCO CBM Compendium, and the Revised Kyoto Convention and other initiatives such as the AEO, the OSBP concept including the legal and regulatory frameworks thereof should be considered.

Under the direct supervision of the Team Leader Trade Facilitation Program and overall guidance of the Director of Trade and Customs the consultants shall:

- a) Establish requirements for implementing CBM in the COMESA Member States and at the selected five border crossings.
- b) In consultation with the Secretariat and or Member States, develop COMESA CBM Guidelines and Implementation strategy.
- c)

D. EXPERT REQUIRED

COMESA now invites eligible and qualified individual consultants to provide the required services. Interested consultants must provide information indicating that they are qualified to perform the services giving a description of similar assignments undertaken within the region or elsewhere.

The successful consultant will have the following qualifications and experience:

- a) A master's degree in a field related to Trade Policy, Trade Facilitation or Customs Administration and Management
- b) A PhD in the above will be an added advantage
- c) Proven and traceable experience in trade facilitation, regional economic integration or development of strategic guidelines
- d) Experience of working in the COMESA or similar region(s)
- e) Ability to communicate orally and in writing in English ability to communicate in French or Arabic will be an added advantage
- f) Knowledge of cross-border operations and logistics management

E. PLACE OF ASSIGNMENT:

Flexible to be agreed on at Inception. There may be travel to the borders for assessment of prevailing conditions and at least three travel missions to Lusaka, Zambia (Inception meeting, presentation of draft report, and validation workshop).

Given the prevailing outbreak of Covid-19, all meetings may be held virtually.

F. SUPERVISION AND REPORTING:

It is expected that the Consultant will work in very close coordination with the COMESA Secretariat, providing regular, unsolicited updates, and responding promptly and flexibly to the needs and demands of COMESA Structures and the corresponding timelines. It is expected that the consultant be available at short-notice for this project and is able to accommodate short-notice changes to either timelines, report or travel needs. Overall reporting will be to Director of Trade and Customs with Technical support from the Team leader of the Trade Facilitation Program.

G. DELIVERABLES

The consultant is expected to carry out the following activities in order to deliver the expected results of the assignment:

- a. Compile and submit an Inception report
- b. Develop draft COMESA CBM Guidelines and Implementation strategy
- c. Present draft strategy for validation by member states
- d. Conduct a 5-day capacity building workshop on the Guidelines and Implementation strategy to TWG Members from Member States who will supervise implementation at the 5 targeted border posts
- e. Submit the final CBM Guidelines and Implementation strategy in soft and hardcopy after taking into account comments from Member States and the Secretariat.
- f. Present final report

The development of the Strategy should be finalized within three (3) calendar months the date of contract signing with an effort of 40-man days.

All documents are to be submitted in English unless agreed upon differently with COMESA. Deliverables have to be submitted as soft copies, as one document in both PDF and MS- Word.

H. AMENDMENTS OF PROPOSAL DOCUMENTS

At any time prior to the deadline for submission of Bids, COMESA, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Proposal Documents by issuing an addendum.

All addenda shall send to the shortlisted firms.

In order to afford shortlisted Bidders reasonable time in which to take the amendments into account in preparing their offers, COMESA may, at its discretion, extend the deadline for the submission of Proposals.

I. FORMAT AND SEALING OF BIDS

The bidder shall submit the proposal by either physical delivery or by email. For physical or courier delivery, bids must be submitted in **one external envelope containing inside two sealed envelopes** by the closing date set forth in paragraph no. J below to the following address.

Chairman - Procurement Committee,
COMESA Secretariat,
Ben Bella Road,
P.O. Box 30051,
Lusaka, Zambia,
Attention: Procurement Unit

The outer envelope should be clearly marked in the top right-hand corner “CONSULTANCY TO DEVELOP COMESA COORDINATED BORDER MANAGEMENT – RFP No. EH/18/08/20” DO NOT OPEN BEFORE **9th September 2020** at 15.00 Hours **Lusaka time**.

NOTE: *If the envelopes are not sealed and marked as per the instructions in this clause, COMESA will not assume responsibility for the proposal’s misplacement or premature opening and may – at its discretion – reject the proposal.*

This first internal sealed envelope, which will be clearly marked “TECHNICAL PROPOSAL” must contain two (2) hard copies of the technical proposal with one marked ‘original’ and the other marked ‘copy’. The second internal envelope, which will be clearly marked “FINANCIAL PROPOSAL”, should contain the original and copy of the financial proposal. The envelope containing the financial proposal will ONLY be opened if the technical offer attains the pass score of seventy per cent (70%).

In the event of any discrepancy between the original and the copy, the original shall govern.

J. DEADLINE FOR SUBMISSION OF PROPOSALS

The deadline for the submission of proposals is **9th September 2020** at 15.00 Hours Lusaka Time (GMT+2). The tenders will be opened immediately thereafter in the presence of bidder’s representative who choose to attend.

K. LATE TENDERS

Any Tender received by COMESA after the deadline for submission of Bids shall be rejected. There shall be no exception to this requirement.

L. EVALUATION AND COMPARISON OF PROPOSALS

To assist in the examination, evaluation and comparison of Bids, COMESA may ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

COMESA will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidder does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

Prior to the detailed evaluation, the Procurement Committee will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP).

For purposes of these Clauses, a substantially responsive Proposal is one, which conforms to all the terms and conditions of the RFP without material deviations. COMESA's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by the COMESA and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

The bids will be evaluated as follows:

- The envelopes containing the sealed technical and financial offers will be opened.
- The envelope marked "TECHNICAL PROPOSAL" will be opened and the technical proposal will be evaluated.
- If the technical proposal is evaluated as 70 per cent or above the envelope marked "FINANCIAL PROPOSAL" will be opened.
- The Bidder that has offered what is adjudged to be the best technical and financial offer will be offered the contract.
- If the Bidder that offered what was adjudged to be the best technical and financial offer declines to accept the offer, then the Bidder that is adjudged to have offered the second best technical and financial offer will be offered the contract.

The bids from only service providers holding registration certificate in a Member State of COMESA, for purposes of medical scheme/insurance, shall be evaluated based on technical evaluation (with weight of 80%) and financial evaluation (with weight of 20%). Technical bids shall be evaluated based on the following criteria;

Table 1: Criteria for Overall Technical Evaluation

Criteria		%
T1	Understanding of the Terms of Reference	10
T2	Relevant experience in similar assignments	30
T3	Proposed methodology, approach and implementation plan	20
T4	Qualifications and professional experience	40
	Total	100

The tender shall be awarded to the best candidate, with a score of 70% and above.

COMESA Secretariat does not bind itself to accept any bid and reserves the right to accept the whole or partially any of the submitted bids.

M. TECHNICAL QUERIES

For any technical queries related to terms of reference, kindly contact the Procurement Unit on the following email: procurement@comesa.int.