**REQUEST FOR EXPRESSION OF INTEREST**

**SELECTION OF INDIVIDUAL CONSULTANTS**

**REFERENCE NUMBER:** **CS/PROC/EDF/8.3/10/2020/01TPL**

**REQUEST FOR SERVICES TITLE:** **CONSULTANCY ON TECHNICAL ASSESSMENT OF THE STATUS OF TECHNICAL REGULATIONS IN COMESA MEMBER STATES**

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

**CONSULTANCY ON TECHNICAL ASSESSMENT OF THE STATUS OF TECHNICAL REGULATIONS IN COMESA MEMBER STATES**

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 **US$20,000 *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.** Your application documents clearly marked and email bearing the subject **“****CS/PROC/EDF/8.3/10/2020/01TPL -CONSULTANCY ON TECHNICAL ASSESSMENT OF THE STATUS OF TECHNICAL REGULATIONS IN COMESA MEMBER STATES*”***, should be emailed to the following address:

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

6. The deadline for submission of your application, to the address indicated in Paragraph 5 above, is:

***10TH NOVEMBER 2020 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** | General qualifications | 20 |
| 2 | Adequacy for the assignment | 60 |
| 3 | Experience in the region | 20 |
|  | **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: ***Ted Peter Luka***

E-mail: [***tluka@comesa.int***](mailto:tluka@comesa.int)***;***  [***smwesigwa@comesa.int***](mailto:smwesigwa@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:** 26 October 2020

**ANNEX 1: TERMS OF REFERENCE**

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**TERMS OF REFERENCE – REGIONAL CONSULTANCY**

**TECHNICAL ASSESSMENT OF THE STATUS OF**

**TECHNICAL REGULATIONS IN COMESA MEMBER STATES**

1. **Background information**

Good regulations are required for good governance in these challenging times. Good regulations are also crucial for harnessing regional and national efforts and resources for competitiveness and sustained economic growth. This necessitates that regulations and the rule-making process keep pace with changing times and circumstances. Effective regulations achieved through a more robust process of analysis and consultation with stakeholders enhances efficiency and accountability and at the same time promotes greater participation, inclusiveness and ownership of the problem resolution process.

While significant progress has been made in dismantling tariffs within COMESA, trade within COMESA has barely kept pace with the region’s trade with the rest of the world. Thus, the challenge of regional integration in trade in goods lies far beyond tariff liberalisation. Amongst the key barriers to intra-COMESA trade, non-tariff barriers such as Technical Barriers to Trade (TBTs), and Sanitary and Phytosanitary (SPS) measures are still a significant concern. Analytical studies indicate that TBT and SPS measures account for over 70% of NTBs in the COMESA Region. These barriers arise mainly as a result of lack of harmonisation of standards, technical regulations and conformity assessment procedures.

As a means towards elimination of technical barriers to trade, Chapter 15, Article 113 of the COMESA Treaty motivates for the harmonization of standards and technical regulations in the region. Previous efforts have been focused on harmonisation of standards which culminated in some 375 COMESA Harmonised Standards (CHS) but no corresponding work has, to-date, been directed towards the more trade restrictive measures such as technical regulations. Towards this end, this study is meant to identify the technical regulations in COMESA Member States that are hindering trade – specifically for a technical assessment of the status of technical regulations for priority commodities in the COMESA region in order to inform work towards harmonisation efforts and the development and implementation of Mutual Recognition Agreements to address the key Technical Regulations.

1. **Description of the Assignment**

**2.1 Objective and scope of the consultancy**

1. Identify the technical regulations in COMESA Member States that are hindering intra-regional and international trade and where relevant, the standards on which they are based
2. Compile an inventory of institutions that are responsible for the promulgation of technical regulations related to exportation and importation of goods in each Member State;
3. Assess the enforcement capacity of the regulatory authorities in each Member State
4. Evaluate the current status of technical regulations for ***priority commodities*** in order to inform the design and implementation of Mutual Recognition Agreements (MRAs) among the Member States
5. Design a Regional Technical Regulation Framework in line with the Tripartite Free Trade Area TBT/SPS Annexes
6. Facilitate a regional validation workshop
7. Preparation of a final report

**2.2. Deliverables**

1. Inception report, incorporating the methodology and draft work-plan to undertake the assignment;
2. Inventory of key technical regulations in COMESA Member States that are hindering intra-regional trade; the standards on which they are based and the institutions that are responsible for the promulgation of technical regulations
3. Evaluation matrix on the current status of technical regulations for ***priority commodities*** in the region
4. Regional Technical Regulations Framework in line with the Tripartite Free Trade Area TBT/SPS Annexes.
5. Draft report and facilitation of a Regional validation workshop
6. Final report

**2.3. Reporting**

The regional consultant will work closely with the COMESA TBT Expert, the Trade Facilitation Team Leader and Member States Organisations responsible for measurement/metrology and report to the Director for Industry and Agriculture at the Secretariat.

**2.4. Qualifications and skills**

1. A university degree in a field of natural/physical sciences, engineering or economics
2. Relevant post-graduate degree would be an added advantage
3. At least ten (10) years working in a TBT/SQAM/SPS environment three (3) of which must have been at a managerial level.
4. At least ten (10) years’ experience in elaboration of technical regulations at a senior/management level
5. Experience with Implementation of SPS/TBT Trade Facilitation Instruments; Standards Harmonisation; Equivalence and Mutual Recognition Agreements
6. Strong participation and leadership in international/regional standards development and adoption processes; coordination of regional standards harmonization activities
7. Experience with Trade facilitation and Quality Infrastructure (SQAM), (standardization, quality assurance, accreditation and metrology)
8. Sound knowledge of the WTO TBT Agreement
9. Knowledge of the COMESA region and familiarity with regional trade issues

**2.5. Duration and Location**

The tasks will be carried out over a 40 day period between September to November 2020

**2.6 Source of funding**

Funds are available under the EDF 11 Trade Facilitation Programme TBT component budget (RA 4, Intervention 4.2.2, activity 4.2.2.3) to service the consultants’ contract.

**2.7. Remuneration**

1. A consultancy fee of Eur 500 daily fee amounting to Eur 20,000.
2. 30% at the beginning of the assignment upon submission of the inception report
3. 70% upon completing the assignments and submission of final report(s)

**3. Documents**

Any documents required will be provided upon signature of contract for appropriate background information and guidance of the consultant

**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)

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

REFERENCE NUMBER: CS/PROC/EDF/8.3/10/2020/01TPL

REQUEST FOR SERVICES TITLE: **CONSULTANCY ON TECHNICAL ASSESSMENT OF THE STATUS OF TECHNICAL REGULATIONS IN COMESA MEMBER STATES**

[*Location, Date*]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the ***CONSULTANCY ON TECHNICAL ASSESSMENT OF THE STATUS OF TECHNICAL REGULATIONS IN COMESA MEMBER STATES*** in accordance with your Request for Expression of Interests number *CS/PROC/EDF/8.3/10/2020/01TPL,* 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/EDF/8.3/10/2020/01TPL - CONSULTANCY ON TECHNICAL ASSESSMENT OF THE STATUS OF TECHNICAL REGULATIONS IN COMESA MEMBER STATES

|  |  |
| --- | --- |
| **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)