**REQUEST FOR EXPRESSION OF INTEREST**

**SELECTION OF INDIVIDUAL CONSULTANTS**

**REFERENCE NUMBER:** **CS/PROC/EDF/8.3/10/2020/03TPL**

**REQUEST FOR SERVICES TITLE:** **CONSULTANCY TO DEVELOP OPERATIONAL STRUCTURE/MECHANISM AND MODALITIES FOR THE OPERATIONALIZATION OF THE COMESA REFERENCE LABORATORY SYSTEM**

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

**CONSULTANCY TO DEVELOP OPERATIONAL STRUCTURE/MECHANISM AND MODALITIES FOR THE OPERATIONALIZATION OF THE COMESA REFERENCE LABORATORY SYSTEM**

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/8.3/10/2020/03TPL -CONSULTANCY TO DEVELOP OPERATIONAL STRUCTURE/MECHANISM AND MODALITIES FOR THE OPERATIONALIZATION OF THE COMESA REFERENCE LABORATORY SYSTEM*”***, 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**

**Develop operational Structure/Mechanism and modalities for the OPERATIONALIZATION OF THE COMESA Reference Laboratory System**

1. **BACKGROUND**

The lack of adequate diagnostic and analytical capacities for animal and plant diseases and pests, food and feed safety risks among Member States, weakens monitoring and availability of quality data on which to base equivalence agreements or harmonization. This often translates into unintended trade barriers and a constraint to trade in agricultural and food products.

With the adoption of the COMESA SPS Regulations in 2009, the Twenty Sixth Meeting of the Council of Ministers designated Central Veterinary Research Institute (CVRI) in Zambia; Kenya Plant Health Inspectorate Service (KEPHIS) in Kenya and Food Technology Laboratory (FTL) in Mauritius as Regional Reference Laboratories for Animal Health, Plant Health and Food Safety respectively. However, these reference laboratories have not performed their roles as reference laboratories ever since. This is mainly due to absence of a clearly defined framework and operational structure/mechanism with defined roles and responsibilities for the reference and satellite laboratories functions.

In January 2017, an Expert Group Meeting drawn from the Member States came up with the following recommendations for operationalization of the COMESA Reference Laboratories System:

1. Development of COMESA Reference Laboratory Operational Structure/Mechanism with clearly defined mandates, roles and responsibilities for Reference and Satellite Laboratories.
2. The reference laboratory operational structure/mechanism should be based on specific analytical parameters/commodities in which the laboratories have competency in as opposed to the current general classification under food safety, animal health and plant health reference laboratories, given especially the large scope of parameters under each field.
3. Develop a framework that ensures easy accessibility of reference laboratories to satellite and national laboratories through a clustered loop taking into account the huge geographical spread of COMESA Member States (North Africa, Horn of Africa; East Africa; Southern Africa; and the Indian Ocean Islands)

Towards this end, some interventions under the COMESA SPS/TBT Component of the Trade Faciliattion Programme (TFP,11 EDF) have been designed with the objective of operationalising the COMESA Referencne Laboratory model taking into cognisance previous related work and recommendations from the 2017 Technical Experts meeting. In this regard, it is imperative that COMESA engages a consultant to develop the operational Structure/Mechanism and modalities for the COMESA Reference Laboratory System and initiate activities for its operationalization

1. **DESCRIPTION OF THE ASSIGNMENT**
   1. **Objective**

Development of the operational Structure/Mechanism and modalities for the COMESA Reference Laboratory System and initiate activities for its operationalization

* 1. **Scope of work**

1. Conceptualize and develop the operational structure/mechanism for the COMESA Reference Laboratory System comprising reference and satellite laboratories with clearly defined mandates, roles and responsibilities of the reference and satellite laboratories in the context of the operational structure/mechanism.
2. Develop a Guide and Criteria for designation of laboratories and satellite laboratories,
3. Develop a strategy for sustainability of COMESA Reference Laboratories System
4. Develop a communications strategy for enhanced access and use by MS of the reference laboratories infrastructure;
5. Facilitate a regional stakeholders’ workshop to validate:
   1. the operational structure, mandates and roles and responsibilities of the reference and satellite laboratories
   2. the Guide and Criteria for designation of reference and satellite laboratories
   3. strategy for sustainability of operations for COMESA Reference Laboratory System
   4. communications strategy
   5. **Deliverables**
6. Inception Report detailing the methodology, work-plan and conceptualizing the overall operational structure/mechanism of the COMESA Reference Laboratories taking into consideration COMESA priority commodities and geographical spread of COMESA Membership
7. COMESA Reference Laboratory operational structure/mechanism with clearly defined roles and responsibilities of reference and satellite laboratories and national laboratories
8. Guide and Criteria for the designation of reference and satellite laboratories
9. Strategy for sustainability of COMESA Reference/satellite Laboratories operations
10. Communications Strategy to enhance Member States access to the designated reference laboratories and use of the infrastructure
11. Final report
    1. **Timeline of Assignment**

|  |  |  |
| --- | --- | --- |
|  | Description of activities | Workdays |
|  | Inception Report, detailing the approach and methodology | 8 |
|  | Development of Operational Structure/Mechanism for COMESA Reference Laboratory, Guide and Criteria for designation and Sustainability Strategy | 23 |
|  | Presentation of Draft Operational Structure, Guide and Criteria for designation and Sustainability Strategy | 1 |
|  | Facilitation of validation workshop | 2 |
|  | Final report | 6 |
|  | Total No. of Days | 40 |

The tasks will be carried out over a period of 40 days between November 2020 and February 2021 by virtual means.

**2.3. Reporting**

The regional consultant will work closely with the COMESA SPS/TBT Experts, the Trade Facilitation Team Leader with guidance from the Director for Industry and Agriculture at the Secretariat.

**2.4. Qualifications and Skills**

1. Post-graduate degree in Food Science/Technology; Chemistry, Biochemistry, Biological Sciences/Micro-biology; Public Health and Agricultural Sciences
2. At least ten (10) years experience in laboratory operations and management;
3. Experience in technical infrastructure (SQAM), (standardization, quality assurance, accreditation and metrology);
4. Experience in setting up laboratory collaboration/cooperation mechanisms/arrangements and sustainable management of laboratories;
5. Good understanding of the existing laboratories infrastructure in COMESA region
6. Knowledge of existing successful reference laboratory models around the world.
   1. **Remuneration**
7. A consultancy daily fee of Eur 500, amounting to a total of Eur 20,000.
8. 30% at the beginning of the assignment upon submission of the Inception Report
9. 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/8.3/10/2020/03TPL

REQUEST FOR SERVICES TITLE: **CONSULTANCY TO DEVELOP OPERATIONAL STRUCTURE/MECHANISM AND MODALITIES FOR THE OPERATIONALIZATION OF THE COMESA REFERENCE LABORATORY SYSTEM**

[*Location, Date*]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the ***CONSULTANCY TO DEVELOP OPERATIONAL STRUCTURE/MECHANISM AND MODALITIES FOR THE OPERATIONALIZATION OF THE COMESA REFERENCE LABORATORY SYSTEM*** in accordance with your Request for Expression of Interests number *CS/PROC/EDF/8.3/10/2020/03TPL,* 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/8.3/10/2020/03TPL - CONSULTANCY TO DEVELOP OPERATIONAL STRUCTURE/MECHANISM AND MODALITIES FOR THE OPERATIONALIZATION OF THE COMESA REFERENCE LABORATORY SYSTEM

Please insert your Total Financial Offer in both words and figures.

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