**REQUEST FOR EXPRESSION OF INTEREST**

**SELECTION OF INDIVIDUAL CONSULTANTS**

**REFERENCE NUMBER:** **CS/PROC/EDF/8.3/10/2021/05TPL**

**REQUEST FOR SERVICES TITLE:** **CONSULTANCY CONTRACT FOR THE DEVELOPMENT OF COMESA REGIONAL TRADE AND TRANSPORT CORRIDOR MONITORING SYSTEM**

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

**CONSULTANCY CONTRACT FOR THE DEVELOPMENT OF COMESA REGIONAL TRADE AND TRANSPORT CORRIDOR MONITORING 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 **Euro 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/8.3/10/2021/05TPL -CONSULTANCY CONTRACT FOR THE DEVELOPMENT OF COMESA REGIONAL TRADE AND TRANSPORT CORRIDOR MONITORING 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:

***2 FEBRUARY 2021 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 7 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 3 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:** 11 February 2021

**ANNEX 1: TERMS OF REFERENCE**

**TERMS OF REFERENCE**

COMESA REGIONAL TRADE AND TRANSPORT CORRIDOR MONITORING SYSTEM

# Background

A number of studies in the COMESA region have concluded that lack of coordinated border controls, seamless exchange of information as well as Trade and Transport Corridor Monitoring Systems (TTCMS) are a major cause of the relatively high freight costs in the COMESA region compared with other regions with similar characteristics, such as Asia and Latin America.

In order to decrease freight costs, increase competitiveness and fully exploit the economic potential of the COMESA region, trade policy liberalisation and infrastructure improvements need to be accompanied by improved trade and transport corridor monitoring and coordinated border management systems encompassing the whole supply chain.

In the region, goods are transported through 10 major corridors, namely Northern, North– South, Dar Central, Dar es Salaam, Nacala, Beira, Maputo, Trans Kalahari, Trans Caprivi, and Trans Cunene. The large number of border posts and roadblocks along those corridors and the inefficiency of the processes and procedures are overwhelmingly costly to traders and businesses.

The border environment in the COMESA region is characterised by lack of coordination between and among the multiple government agencies on both sides of borders and duplication of procedures at each border which results in inefficient cargo processing systems. Furthermore, the lack of computerised corridor and customs management systems results in lengthy and inefficient manual operations carried out by traders and officials at borders.

COMESA has put in place a number of innovative trade and transport facilitation instruments such as the Regional Customs Transit Guarantee (RCTG) and the COMESA Virtual Transit Facilitation System (CVTFS). These instruments need to be effectively rolled-out along selected corridors in the COMESA region.

It has been observed that under the current situation regarding the movement of traffic through the corridors, performance of government agencies and efficiency of interventions is not properly documented. Whatever documentation exists is fragmented as it is done for organizational reasons as opposed to national and regional priorities. Customs authorities conduct Time Release Studies, trucking companies use tracking devices for security reasons, Customs administrations also use Electronic Cargo Tracking System (ECTS) for enforcement of transit operations; Vehicle Inspectors use weighbridges to manage freight loads and police mount roadblocks to check on adherence to road traffic regulations. Data collected by these agencies and others is not shared thus it is not used for high level decision making aimed at improving the performance of the corridors. Time taken at the various check points is not documented but could also be contributing to the high cost of moving goods through the corridors.

In order to get factual information of what obtains in the corridors linking the five selected border posts of 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, there is need to develop a system of gathering information that will be used to make high level decisions for expediting the flow of goods through the corridors to enhance trade facilitation. The methodology should be derived from the UN/CEFACT Recommendation 42 on Trade and Transport Facilitation Monitoring Mechanisms (TTFMM) which is a United Nations publication issued by the Economic Commission for Europe ECE/TRADE/437 in 2017 and addresses issues related to institutional arrangements and methodology in designing and implementing TTFMM.

COMESA and the European Union signed a 48.3 Million Euros COMESA Trade Facilitation Programme financed under the 11 European Development Fund (EDF), aimed, among other activities to support the development and implementation of a Trade and Transport Corridor Monitoring System, implementation of Coordinated Border Management (CBM), creation and or operationalization of One Stop Border Posts (OSBPs), Single Window System (SWS), Joint Border Committees (JBCs) modernization of border posts and simplification/harmonization of procedures.

# OBJECTIVES OF THE ASSIGNMENT

## Main Objective:

To conduct diagnostic and feasibility studies for the development and implementation of a COMESA Trade and Transport Corridor Performance Monitoring System at regional and national levels and prepare design specifications for the system

## Specific Objectives

1. Assess existing Corridor Performance management systems and other monitoring and performance management tools used by Government agencies, transporters and other relevant stakeholders in the transport supply chain;
2. Assess the feasibility of development of a regional TTCMS that will integrate existing corridor performance management system and produce information that can be used for assessment of the efficiency of operations of all players involved in the Corridor logistics chain and inform future BPR processes
3. Develop a Business case and functional requirement specifications that will inform the development of an ICT based TTCMS

# Scope of Work / Methodology

Working towards the objectives, the consultant is expected to, ascertain the information that is required and how it will be collected along the corridors in order to come up with a Trade and Transport Corridor Monitoring System. In designing the system, the consultant shall give due regard to information obtained from Time Release Studies, Electronic Cargo Tracking systems, Weighbridges, Police check points and other official requirements on the corridors and make proposals for the design of the system with a view to integrating all the information into it. The consultant shall work with and in consultation with COMESA Member States, Transporters and Clearing Agents and all relevant stakeholders and players in the corridors.

Under the direct supervision of the Team Leader Trade Facilitation Program and overall guidance of the Directors of Trade and Customs Division and Information Technology and Networking Division, the consultant shall:

1. In consultation with Member States, carry out assessment of the existing performance management systems along the identified corridors documenting requirements thereof and baseline performance times;
2. Establish requirements for a regional Corridor Performance Management System and information collection system;
3. Develop a business case for the TTCMS, the required policy, legal and regulatory framework, operational and capacity building requirements;
4. Hold a validation workshop for COMESA member states
5. Develop the User Requirements for the TTCMS to automate the system
6. Prepare ToRs for ICT consultant to automate the proposed TTCMS
7. **Qualifications and Experience Required**

The Consultant to undertake the task should have at least the following qualifications and experience:

1. A master’s degree in Trade, Transport, Information Technology or other ICT related discipline
2. Knowledge on regional integration issues in Eastern and Southern Africa
3. Experience in developing Corridor Performance Monitoring Systems and or similar work such as Time Release Studies and corridor assessment and performance evaluation
4. Experience in preparation of functional and technical specifications for IT systems will be an added advantage
5. Can collect and analyze data
6. Ability to speak French and or Arabic will be an added advantage.

# Place of Assignment:

While this will be detailed and agreed upon at inception phase, there may be travel to the corridors for data collection and to present the draft report in validation workshop Taking into consideration of the limitations associated with COVID-19 pandemic, some activities will be undertaking virtually .

# Duration and Deliverables

The duration of the consultancy will be for 4 months The Consultant is expected to carry out the following activities in order to deliver the expected results of the assignment:

1. Compile and submit an Inception report within 7 days of the start of the assignment;
2. Develop a business case and functions requirements specifications for the TTCMS and draft report 3 months after the start of the assignment;
3. Hold a validation workshop for COMESA Member States
4. Submit a final report, (in soft and hardcopy) after taking into account comments from Member States and the Secretariat.

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

# Remuneration

The consultancy will be for a duration of 4 months after signing of contract, and financed under the 11 EDF Trade Facilitation programme, sub result area 3.2. The fee budget available for the assignment is Eur 20,000.00 and will be paid as follows;

1. 30% of the consultancy fee upon submission of the Inception Report; and
2. 70% upon completing the assignment and submission of final report.

**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/8.3/10/2021/05TPL

REQUEST FOR SERVICES TITLE:**CONSULTANCY CONTRACT FOR THE DEVELOPMENT OF COMESA REGIONAL TRADE AND TRANSPORT CORRIDOR MONITORING SYSTEM**

[*Location, Date*]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the ***CONSULTANCY CONTRACT FOR THE DEVELOPMENT OF COMESA REGIONAL TRADE AND TRANSPORT CORRIDOR MONITORING SYSTEM*** in accordance with your Request for Expression of Interests number *CS/PROC/EDF/8.3/10/2021/05TPL,* 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/8.3/10/2021/05TPL - CONSULTANCY CONTRACT FOR THE DEVELOPMENT OF COMESA REGIONAL TRADE AND TRANSPORT CORRIDOR MONITORING 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)