**REQUEST FOR EXPRESSION OF INTEREST**

**SELECTION OF INDIVIDUAL CONSULTANTS**

**REFERENCE NUMBER:** **CS/PROC/EDF/8.3/10/2021/02TPL**

**REQUEST FOR SERVICES TITLE:** **CONSULTANCY SERVICES TO CONDUCT STUDY ON ASSESSMENT OF BUSINESS SERVICES IN COMESA**

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

**CONSULTANCY SERVICES TO CONDUCT STUDY ON ASSESSMENT OF BUSINESS SERVICES IN COMESA**

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/8.3/10/2021/02TPL -CONSULTANCY SERVICES TO CONDUCT STUDY ON ASSESSMENT OF BUSINESS SERVICES IN COMESA*”***, 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 – REGIONAL CONSULTANCY**

**STUDY ON ASSESSMENT OF BUSINESS SERVICES IN COMESA**

**1. Background**

COMESA Member States completed the first round of negotiations for trade in services liberalization in four priority sectors, namely communications, financial (insurance and banking), tourism and transport in 2014. Thereafter, the second round of negotiations in the three additional priority sectors of Business services, Energy services and Construction and Related Engineering services started and are still on going.

The COMESA Member States have now started negotiations on Business Services. Trade in Business (Professional) Services is often aligned with the negotiations on the movement of persons and at the same time negotiated under Trade in Services. This has often resulted in lack of clarity and reluctance by countries on liberalization of professional services. At COMESA level, there are provisions covering the free movement of persons broadly which include professionals but do not specifically relate to the professional services.

Thus whilst preparing to effectively negotiate in this sector it is important to have an understanding of the existing practices for trade in construction and related engineering services in the region, juxtaposed to the WTO, other Regional Economic Communities (REC) and bilateral country practices and also assess the various challenges for services providers, opportunities for increased trade and frameworks that can facilitate services liberalization in COMESA in this sector.

COMESA is therefore seeking to engage a Consultant to toundertake a study on Business Services in COMESA.

**2. Description of the Assignment**

1. The objective of the study is to compile and complement existing information on trade in Business Services with the view of assisting COMESA Member States’ participation in the regional negotiations on trade in services.

**3. Scope of Work**

The study will cover Business Services, as covered in the WTO W/120 classification and the UN CPC Version 2 for a detailed classification.

The Consultant will be expected to conduct analytical work on business services within COMESA covering the following:

1. the current state of trade in this sector in the region;
2. commitments of Member States in the sector at WTO under GATS and other RECs;
3. the regulatory regime and trade openness, structure of the sector and level of competition, and level of liberalization across in each of the COMESA Member States;
4. current state and practice of development of mutual recognition agreements in the COMESA region;
5. identification of priority sectors where MRAs should be developed for negotiations; and
6. drawing from best practices including from other RECs and the WTO template recommended MRA guidelines appropriate to be adopted by COMESA in order to promote better coordination.

**4. Deliverables**

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

1. Undertake desk research of relevant literature on Business Services, in the region;
2. In order to complement, update and verify any missing information, prepare a data collection tool (such as a questionnaire or discussion questions), collect and analyze the data; and
3. Based on the outcome of the above activities prepare a draft report.
4. Submit the draft report for stakeholder validation and for comments by the Secretariat.
5. Refine the draft report based on the comments from the sectoral stakeholders and the Secretariat; and
6. submit a final report (in soft and hardcopy) after taking into account comments from stakeholders and the Secretariat.

The study should be finalized within 4 calendar months with an effort of 40-man days.

**5. Expected output**

A Study Report on Business Services in COMESA.

**6. 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 Economics, Law, or equivalent. A PhD in the specified fields will be an added advantage,
2. at least 7 years of professional experience in economic analysis and regional economic integration with a specific focus on trade in services in the COMESA or comparable region and research experience with Business Services markets in the COMESA region, and
3. be fluent in written and spoken English and be computer literate. Fluency in French and/or Arabic would be an asset.

**7. Place of Assignment:**

Flexible, provided that skype calls and a video conference are possible with at least two travel missions to Lusaka, Zambia (presentation of draft, validation workshop, etc).

**8. 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. Overall reporting will be to Director of Trade and Customs. All reports shall be in electronic format in MS Word, Excel or PowerPoint as the case may be.

**9. Duration**

The tasks will be carried out over 40 man-days within a four months period from contract signature.

**10. Remuneration**

1. A consultancy fee of Eur 20,000.00.
2. 30% of the consultancy fee upon submission of the Inception Report
3. 70% upon completing the assignment and submission of final report.
4. The COMESA Secretariat will cover the costs of tickets and subsistence allowances for approved travel in the region.

**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/8.3/10/2021/02TPL

REQUEST FOR SERVICES TITLE:**CONSULTANCY SERVICES TO CONDUCT STUDY ON ASSESSMENT OF BUSINESS SERVICES IN COMESA**

[*Location, Date*]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the ***CONSULTANCY SERVICES TO CONDUCT STUDY ON ASSESSMENT OF BUSINESS SERVICES IN COMESA*** in accordance with your Request for Expression of Interests number *CS/PROC/EDF/8.3/10/2021/02TPL,* 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/8.3/10/2021/02TPL - CONSULTANCY SERVICES TO CONDUCT STUDY ON ASSESSMENT OF BUSINESS SERVICES IN COMESA

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)