**REQUEST FOR EXPRESSION OF INTEREST**

**SELECTION OF INDIVIDUAL CONSULTANTS**

**REFERENCE NUMBER:** **CS/PROC/EDF/8.3/10/2021/01TPL**

**REQUEST FOR SERVICES TITLE:** **CONSULTANCY SERVICES TO DEVELOP THE AUTHORISED ECONOMIC OPERATOR SCHEME FOR SEYCHELLES**

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

**CONSULTANCY SERVICES TO DEVELOP THE AUTHORISED ECONOMIC OPERATOR SCHEME FOR SEYCHELLES**

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 15,000 *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/8.3/10/2021/01TPL -CONSULTANCY SERVICES TO DEVELOP THE AUTHORISED ECONOMIC OPERATOR SCHEME FOR SEYCHELLES*”***, should be emailed to the following address:

***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******;***  ***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**

**SHORT TERM CUSTOMS EXPERT (INDIVIDUAL CONSULTANT) TO DEVELOP THE AUTHORISED ECONOMIC OPERATOR SCHEME FOR SEYCHELLES**

1. **INTRODUCTION**

The Common Market for Eastern and Southern Africa, COMESA is a regional economic body comprising 21 Member Countries. COMESA’s current strategy can be summed up in the phrase “economic prosperity through regional integration”. With a population of over 540 million and global trade in goods worth more than US$ 235 billion, COMESA forms a major marketplace for both internal and external trading.

1. **BACKGROUND**

The COMESA Secretariat is implementing a Trade Facilitation Programme under the EDF 11 Programme which aims at removal of non-tariff barriers (NTBs), lowering of trading costs at borders, improving trade and customs procedures, and generally reducing border delays. The actions planned under this Programme complement COMESA’s plans to have a regional approach to implementing WTO Trade Facilitation Agreement (WTO TFA) obligations, particularly Category C commitments.

The WTO TFA has, under Article 7, mandated parties to the Agreement to implement the Authorized Economic Operator (AEO) Scheme, Risk Management and Post Clearance Audit, among other trade facilitation instruments.

The Customs Division of the Seychelles Revenue Commission (SRC) wishes to establish an AEO Scheme which is intended to allow anyone involved in the international supply chain that carries out customs related activities to apply for AEO status irrespective of the size of their business. This includes manufacturers, importers, exporters, logistics operators, carriers, brokers and customs agents. For SRC to deliver its services effectively and at the highest level possible SRC staff who will be responsible for implementing and managing the AEO scheme require appropriate orientation and training. However, it is not only the staff that will require proper training, but stakeholders will equally need to be properly educated on how the AEO works and what they will benefit if they joined the scheme.

Seychelles as a member State approached COMESA for assistance in the design and implementation of the AEO scheme, training of Customs staff and roll out of the programme as well as stakeholder sensitizing and awareness raising.

COMESA Secretariat is therefore seeking the services of an appropriately qualified AEO Expert to undertake the assignment.

**OBJECTIVE OF THE CONSULTANCY SERVICE**

The main objectives of the consultancy service is to design an AEO scheme for Seychelles.

**Specific Objectives**

The consultant is expected to:

1. Design and develop a national AEO program
2. Develop implementation strategy
3. Develop procedure and training manuals for Seychelles in line with the guidelines provided in the COMESA manuals

**EXPECTED RESULTS**

The expected key result of this Consultancy Service is to introduce the AEO to the stakeholders and show all of them the benefits of the AEO Scheme which include:

1. AEO strategy and implementation guidelines
2. AEO implementation plan
3. Draft legislation and proposal for amendments of relevant Acts and regulations
4. AEO SOP’s, procedures and training manuals

**QUALIFICATIONS AND EXPERIENCE REQUIRED**

The Expert to undertake the Consultancy service should have relevant academic qualification, preferably with specialisation (BSC/MSC) in Customs law, International Trade Law, or related field. Knowledge in Customs administration and at least the following professional experience and skills:

1. Accredited by WCO/COMESA/SADC in Customs related fields;
2. Understanding of the WCO’s Revised KYOTO Convention, WTO’s Trade Facilitation Agreements and related legal instruments;
3. Good writing and presentation skills in English;
4. Ability to work under pressure with tight deadlines;
5. Ability to analyse policy documents and make constructive policy suggestions;
6. Have experience in Customs fields such as AEO, Risk and PCA;
7. Strong legislative drafting skills; and
8. Knowledge of COMESA regional economic integration would be an advantage
9. Traceable references of previous successful undertaking of similar assignments in COMESA or other RECs.

**OFFICIAL DUTY STATION**

The Consultant will be stationed at the Headquarters of the Seychelles Revenue Commission. However, the Secretariat may allow the Consultant to work from home or online due to the COVID-19 pandemic situations provided that the expected deliverables of the assignment will not be affected.

**DURATION OF THE CONTRACT AND WORKING SCHEDULE**

The Consultancy assignment is for a total duration of three (3) months effective from the date of signature with a possibility of extension under phase 2 of the implementation of the AEO programme. The contract can be executed under conditions to be agreed upon between the Seychelles Revenue Commission, COMESA Secretariat and Consultant.

**SUPERVISION**

Although the Contracting Authority is the COMESA Secretariat, management of the Consultant shall the SRC and the Commissioner General shall be responsible for receiving and clearing deliverables under this contract for onward submission to the Secretariat for necessary monitoring and payment process.

**REPORTING REQUIREMENTS**

|  |  |  |
| --- | --- | --- |
| **Name of report** | **Content** | **Time of submission** |
| Inception Report  | Work plan for the project | The report should be submitted 2 weeks after the beginning of the project  |
| Progress Reports  | Milestones against planned activities | Bi-monthly  |
| AEO strategy and implementation guidelines | Legislation, procedures and processes for a national AEO Scheme | Month 2 |
| AEO implementation plan | Implementation modalities and timelines | Month 2 |
| Procedure manuals, Training Manuals | Work-flow and rules and Customized modules | Month 3 |
| Draft Final Report  | Brief descriptions of achievements including problems encountered and recommendations  | The report must be submitted 3 weeks prior the end of the implementation period  |
| Final Report | Descriptions of achievements including problems faced and recommendations  | The report should be submitted 2 weeks after receiving comments on the draft final report |

# REMUNERATION

Costs for the consultation will be paid for under the COMESA Trade Facilitation Programme, financed under the 11 European Development Fund (EDF), Result Area 2 of the programme; Activity code 2.1.8:

1. The fee budget available for the assignment is Euro 15,000.00.
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 travel related to the assignment and the costs associated with capacity building workshops therein.

**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)

#

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

REFERENCE NUMBER: CS/PROC/EDF/8.3/10/2021/01TPL

REQUEST FOR SERVICES TITLE:**CONSULTANCY SERVICES TO DEVELOP THE AUTHORISED ECONOMIC OPERATOR SCHEME FOR SEYCHELLES**

[*Location, Date*]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the ***CONSULTANCY SERVICES TO DEVELOP THE AUTHORISED ECONOMIC OPERATOR SCHEME FOR SEYCHELLES*** in accordance with your Request for Expression of Interests number *CS/PROC/EDF/8.3/10/2021/01TPL,* 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***

#

# C. FINANCIAL PROPOSAL

**REFERENCE NUMBER:** CS/PROC/EDF/8.3/10/2021/01TPL - CONSULTANCY SERVICES TO DEVELOP THE AUTHORISED ECONOMIC OPERATOR SCHEME FOR SEYCHELLES

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)