

# **COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA**



## **REQUEST FOR TECHNICAL PROPOSALS**

**CONSULTANCY SERVICE FOR THE REVIEW OF JOB APPLICATIONS AND  
THE SHORT LISTING AND INTERVIEWS OF QUALIFIED CANDIDATES FOR  
THE ADVERTISED POSTS AT THE SECRETARIAT:**

**March 2021**

**DEADLINE OF SUBMISSION: 06<sup>TH</sup> APRIL 2021, 15.00 HOURS.**

**RFP Ref: CS/ADM/03/21.1**

## 1. Background

The Common Market for Eastern and Southern Africa (COMESA) is a Regional Economic Community comprising of 21 Africa States which agreed to promote regional integration through trade development and to develop their natural and human resources for the mutual benefit of all their peoples.

The Secretariat advertised for the following Professional positions. Please note that the Financial Proposals will be requested for from the Firms that will be selected from the Technical proposals evaluation and the number of applications will be indicated

S/N	NAME OF VACANT POST	GRADE
1.	Director Human Resources and Administration	P5
2.	Chief Internal Auditor	P4
3.	Legal Officer	P3
4.	Automated Information Systems Expert (ASYCUDA) and others	P3

The COMESA Secretariat now wishes to contract a Human Resource Recruitment Agency/HR Management Consulting firm to conduct the short listing for the Posts, based on the terms of reference given in the call for applications. This tender is open to only firms registered and operational in the COMESA region.

## 2. Specific Terms of Reference

The Consultant/Firm shall perform as per the following Specific Terms of Reference:

- (i) Review all the applications received;
- (ii) Prepare a Summary of Applications in the format provided by COMESA;
- (iii) Evaluate each candidates' application as per the criteria below:
  - a. Qualifications
  - b. Relevant experience
  - c. Years of experience
  - d. Understanding of Job description
  - e. Computer literacy- eligible candidates should be computer literate
  - f. Age
- (iv) Score each candidate and rank all applications
- (v) Short list a maximum of five (5) candidates for each post;
- (vi) Ensure that only one (1) candidate from anyone (1) country is shortlisted for any given post. In cases where two (2) or more candidates from one country are found to be qualified for the post, the best candidate among the candidates should be short listed;

- (vii) Prepare a short listing report and make recommendations with comprehensive justifications and rankings for all candidates (shortlisted or not shortlisted.);
- (viii) Sign and submit the short listing report within five (5) days of signing the contract.
- (ix) Once the report is approved, prepare both oral and written interview questions including a psychometric test;
- (x) Act as Secretary to the interview panel and prepare the interview report; and
- (xi) Present the interview report and recommendations to the Committee on Administrative and Budgetary Matters

### **3. Deliverables**

At the end of the assignment, the Consultant/Firm is expected to have delivered the following:

- (i) A final Shortlisting Report, containing a shortlist of not more than five (5) highly qualified candidates for each post who will be invited for interviews
- (ii) A final Interview Report, containing the recommendations of the Interview panels for suitable candidates for each post

### **4. Accountability and Responsibilities**

#### **i. COMESA Secretariat**

The Secretariat will provide the following documents to the Consultants:

- (a) All the Applications received
- (b) Terms of Reference for the advertised posts;
- (c) The Staff Rules and regulations and
- (d) The recruitment procedure
- (e) The Geographical Distribution

#### **ii. The Consultant**

The Consultant shall first submit a draft report to the COMESA Secretary General within 5 days of signing the contract. This report shall contain an analysis of the applications and details as stated at article 2 above, which should also include remarks as to why each applicant is short listed or not short listed for the post applied for. The Secretariat shall revert back to the Consultant with comments after three days of receiving the report.

### **5. Eligibility of Consultants**

This consultancy is open to reputable Human Resource Management Consultancy firms which have sufficient experience in recruitment and selection to undertake this assignment. Proof of having undertaken similar assignments is critical.

## 6. Commencement and Completion of Work

The assignment is expected to commence 14<sup>th</sup> April, 2021

. Details of completion of work and work schedule including reporting will be discussed further and agreed upon after signing of the contract.

## 7. Criteria for Evaluation of Consultants

Bidders must provide both Technical and Financial proposals. The evaluation shall be based on the following attributes:

- (i) The overall responsiveness and quality of the proposal in clearly stating an understanding of the work to be performed;
- (ii) Technical ability of the proposer to perform the required services;
- (iii) The experience and reputation of the proposer as represented in the response and the quality of the references;
- (iv) Cost of services. Fees and expenses will be a particularly important factor when all other evaluation criteria are relatively equal.

The Technical proposal will be assigned a weight of 80% and the financial proposal will be weighted at 20%.

	Evaluation attribute	Percentage Points
1	Firms Understanding of Client's requirements	<b>20</b>
2	Approach and methodology	<b>15</b>
3	Specific Experience of the firm in carrying out similar assignments	<b>40</b>
4	Qualifications and Experience of proposed team	<b>25</b>
	Team Leader 15marks	
	Support Expert(1No.) 10marks	
	Total	<b>100</b>

The proposed team should consist of a Team leader and a support expert. The Team Leader should have at least a master's degree in Human Resources Management, Organizational Development, Industrial Psychology or a related social science field.

The Support Expert should have at least a bachelor's degree in Human Resources Management, Bachelor of Commerce or Business Administration with a specialization in Human Resource Management or a related social science field. A Master's degree in Human Resources Management will be an added advantage.

The proposals must be submitted with a cover letter containing a confirmation that you have understood the Terms of Reference for the assignment

## **8. Submission of Applications**

The bidder shall submit the proposal in **online by email, in a pdf format to the following email:** [procurement@comesa.int](mailto:procurement@comesa.int) copy to: [smwesigwa@comesa.int](mailto:smwesigwa@comesa.int) Physical deliveries shall not be accepted. Bids should be addressed to the following address:

**THE CHAIRMAN -PROCUREMENT COMMITTEE  
COMESA SECRETARIAT  
BEN BELLA ROAD  
P.O BOX 30051  
LUSAKA, ZAMBIA  
Tel: 260 211 229725 - 32  
Attention: Mr. Silver Mwesigwa**

**NOTE:** Only technical proposals are required at this stage, and only successful firms which shall score over and above 70% in the technical evaluation shall be invited to submit financial proposals. The selection method to be used is CQBS using the 80/20 rule.

## **9. CLOSING DATE OF TENDER**

Tenders must be submitted to the COMESA Secretariat by email on or before 06<sup>th</sup> April 2021 at **15:00 hours LUSAKA TIME.**

## **10. AWARD OF CONTRACTS**

COMESA reserves the right to wholly or partially reject or award these contracts to any bidder and has no obligation to award this tender to the lowest bidder

## **13. Technical Queries**

Technical queries related to this tender should be submitted in writing to [procurement@comesa.int](mailto:procurement@comesa.int) with a copy to [smwesigwa@comesa.int](mailto:smwesigwa@comesa.int)

END