**REQUEST FOR EXPRESSION OF INTEREST**

**SELECTION OF INDIVIDUAL CONSULTANTS**

**REFERENCE NUMBER:** **CS/PROC/EDF/8.3/10/2021/14TPL**

**REQUEST FOR SERVICES TITLE: DEVELOP/EXPAND LEGAL METROLOGY LEGISLATIVE FRAMEWORK FOR ESWATINI, ETHIOPIA AND MALAWI IN LINE WITH INTERNATIONAL ORGANISATION FOR LEGAL METROLOGY (OIML) AND WORLD TRADE ORGANISATION (WTO) REQUIREMENTS**

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

**DEVELOP/EXPAND LEGAL METROLOGY LEGISLATIVE FRAMEWORK FOR ESWATINI, ETHIOPIA AND MALAWI IN LINE WITH INTERNATIONAL ORGANISATION FOR LEGAL METROLOGY (OIML) AND WORLD TRADE ORGANISATION (WTO) REQUIREMENTS**

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 22,500 *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/8.3/10/2021/14TPL -DEVELOP/EXPAND LEGAL METROLOGY LEGISLATIVE FRAMEWORK FOR ESWATINI, ETHIOPIA AND MALAWI IN LINE WITH INTERNATIONAL ORGANISATION FOR LEGAL METROLOGY (OIML) AND WORLD TRADE ORGANISATION (WTO) REQUIREMENTS*”***, 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:

***30 APRIL 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:** 01 APRIL 2021

**ANNEX 1: TERMS OF REFERENCE**

**TERMS OF REFERENCE – REGIONAL CONSULTANCY**

**DEVELOP/EXPAND LEGAL METROLOGY LEGISLATIVE FRAMEWORK FOR ESWATINI, ETHIOPIA AND MALAWI IN LINE WITH INTERNATIONAL ORGANISATION FOR LEGAL METROLOGY (OIML) AND WORLD TRADE ORGANISATION (WTO) REQUIREMENTS**

1. **Background information**

Measurement is fundamental to practically all the processes we carry out, both large and small, from commodity trading, manufacturing, environmental monitoring, health diagnostics, medical treatment, global navigation, public safety and law enforcement to just about every daily activity we perform. The demand for reliable, accurate and comparable measurement and test results continues to grow rapidly in industrial production, in trade or in society, and in areas such as food safety, health care, environmental studies, forensic science and security.

COMESA Member States have varying levels of measurement infrastructure placing them at a disadvantage with their trading partners. One of the reasons is the lack of a proper quality infrastructure, without which it is difficult to manufacture to international specifications and tolerances, to ensure the integrity of export commodities, to apply quality control for the acceptance of fresh produce at the port of arrival, to lock out unsafe imports, to ensure the health and safety of the population, and to effectively prevent crime and enforce the law. There are an increasing number of examples of the refusal of food products by importing countries due to the non-acceptance of measurement and test results carried out by the exporting countries, or by a lack of any measurement and test result at all.

The metrological control is limited to length, volume, and mass. However, measurements among other trading areas including land, water and electricity utilities are exempted from control. Due to such limitations, metrological control of safety, health, and environment measurements as well as evidential testing instruments is not enforceable. This leaves the general public vulnerable to unfair or risky determinations.

The lack of traceability in areas such as mass, volume, flow, temperature and chemical measurements, being measurements of direct importance for many products traded by countries in the COMESA region, is hindering the development of the economy in these countries.

In response, the metrology project sub-component under the 11 EDF Trade Facilitation Programme, aims at strengthening and upgrading the Regional Metrology Infrastructure through addressing the key measurement gaps as well as enhancing the capacity, capability, competence and international recognition of national metrology organisations in the COMESA Region. A baseline technical assessment of the status of metrology infrastructure in the COMESA region was undertaken in August 2020 and the validated recommendations from the report laid the foundation for intervention measures to address the identified gaps.

One key recommendation from the validated metrology assessment report reaffirmed the important role of legislation as a fundamental building block for a country’s measurement infrastructure, specifically for: ***development/expansion*** ***of Legal Metrology legislation to areas of trade not currently covered as well as health, safety and environment and law enforcement for Eswatini, Ethiopia and Malawi.***

The development/expansion of the Legal Metrology Legislation will assist in opening scope as well as positioning the three countries for global competition in line with requirements of the International Organisation for Legal Metrology and World Trade Organisation

**2. Description of the Assignment**

**2.1 Objective and scope of the consultancy**

The overall objective of the assignment is to assist Eswatini, Ethiopia and Malawi to develop/expand Legal Metrology Legislation in line with International Organisation for Legal Metrology (OIML) and World Trade Organisation (WTO) requirements

1. Detailed assessment of the existing weights and measures/trade metrology legislation in Eswatini, Ethiopia and Malawi.
2. Revise and expand the existing weights and measures/Trade Metrology legislation to expand the scopes of metrological control and verification of measuring instruments, including health, safety and environment and law enforcement for Eswatini, Ethiopia and Malawi.
3. Engagements (virtual) with national stakeholders in legal metrology in the three Member States
4. Best practices benchmarking research in the region and internationally
5. Develop new Legal Metrology Legislations that are harmonised with regional and international practices
6. Conduct stakeholders’ validation workshops on the draft legislation
7. Compile and submit final report

**2.2. Deliverables**

1. Inception report, incorporating the methodology and draft work-plan to undertake the assignment
2. Evaluation matrix on the status of existing weights and measures/trade metrology legislation in the three countries
3. Draft Legal Metrology legislative framework for Eswatini, Ethiopia and Malawi.
4. Final Legal Metrology Legislations that are harmonised with regional and international best practices for the three Member States
5. Draft report and facilitation of a Regional validation workshop
6. Final report

**3. Reporting**

The regional consultant will work closely with the COMESA TBT Expert, the Trade Facilitation Team Leader and Member States legal metrology organizations and report to the Director for Industry and Agriculture at the Secretariat.

**4. Timeline of activities**

The tasks will be carried out over a 45 - day period between May to July 2021 by virtual means

**5. Qualifications and skills**

1. Graduate degree in Engineering; Physics, Chemistry. Postgraduate degree an advantage
2. At least ten (10) years experience in development and implementation of legal metrology legislation at a senior/management level
3. Experience with management and operations of legal metrology organisations
4. Knowledgeable in Trade facilitation and Quality Infrastructure Systems (SQAM),
5. Good understanding of the COMESA and Africa wide legal metrology system and current challenges
6. Understanding of the International Legal Metrology System and its requirements under the OIML/BIML and CIPL
7. Presentation skills and fluency in writing, speaking, and reading English

**6 Source of funding**

The consultancy fee will be funded from the EDF 11 Trade Facilitation Programme, TBT component budget (RA 4, Intervention 4.2.1, activity 4.2.1.1)

**7. Remuneration**

Daily fee of Eur 500/day for an all-inclusive consultancy fee of Eur 22,500

1. 30% at the beginning of the assignment upon submission of the inception report
2. 70% upon completing the assignments and submission of final report(s)

**8. Documents**

Any documents required will be provided upon signature of contract for appropriate backgroundinformation 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/8.3/10/2021/14TPL.

REQUEST FOR SERVICES TITLE: **DEVELOP/EXPAND LEGAL METROLOGY LEGISLATIVE FRAMEWORK FOR ESWATINI, ETHIOPIA AND MALAWI IN LINE WITH INTERNATIONAL ORGANISATION FOR LEGAL METROLOGY (OIML) AND WORLD TRADE ORGANISATION (WTO) REQUIREMENTS**

[*Location, Date*]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the ***DEVELOP/EXPAND LEGAL METROLOGY LEGISLATIVE FRAMEWORK FOR ESWATINI, ETHIOPIA AND MALAWI IN LINE WITH INTERNATIONAL ORGANISATION FOR LEGAL METROLOGY (OIML) AND WORLD TRADE ORGANISATION (WTO) REQUIREMENTS*** in accordance with your Request for Expression of Interests number *CS/PROC/EDF/8.3/10/2021/14TPL,* 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/8.3/10/2021/14TPL - DEVELOP/EXPAND LEGAL METROLOGY LEGISLATIVE FRAMEWORK FOR ESWATINI, ETHIOPIA AND MALAWI IN LINE WITH INTERNATIONAL ORGANISATION FOR LEGAL METROLOGY (OIML) AND WORLD TRADE ORGANISATION (WTO) REQUIREMENTS

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)