**REQUEST FOR EXPRESSION OF INTEREST**

**SELECTION OF INDIVIDUAL CONSULTANTS**

**REFERENCE NUMBER:** **CS/PROC/EDF/8.3/10/2021/11TPL**

**REQUEST FOR SERVICES TITLE:** **SHORT TERM CONSULTANCY CONTRACT FOR A COMESA MIGRATION EXPERT**

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

**SHORT TERM CONSULTANCY CONTRACT FOR A COMESA MIGRATION EXPERT**

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 30,000 *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/8.3/10/2021/11TPL -SHORT TERM CONSULTANCY CONTRACT FOR A COMESA MIGRATION EXPERT*”***, 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:

***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******;***  ***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:** 27 March 2021

**ANNEX 1: TERMS OF REFERENCE**

**COMESA MIGRATION EXPERT - SHORT TERM CONSULTANCY**

1. **Background**

The Common Market for Eastern and Southern Africa (COMESA) is a Regional Economic Integration Community of twenty-one Member States with the aim of promoting regional integration through trade and the development of natural and human resources for the mutual benefit of all people in the region. Under Article 164 of the COMESA Treaty, COMESA Member States agreed to individually adopt, at bilateral or regional levels, measures necessary to achieve progressively the free movement of persons, labour and services and to ensure the enjoyment of the right of establishment and residence by their citizens within the Common Market. In order to implement theCOMESA Free Movement of Persons programme, COMESA Member States have adopted two protocols as legal frameworks namely the COMESA Protocol on the Gradual Relaxation and Eventual Elimination of Visas (hereinafter referred to as the “Visa Protocol”) and the COMESA Protocol on the Free Movement of Persons, Labour, Services, Right of Establishment and Right of Residence (hereinafter referred to as the “Free Movement Protocol”). Furthermore, the COMESA Member States also agreed under Article 164 of the Treaty that the Visa Protocol which is currently in force shall remain in force until such time that the Free Movement Protocol has entered into force.

1. **Objective of the COMESA Trade Facilitation Project in Relation to Free Movement of Persons**

In order to enhance the implementation of the COMESA trade and trade facilitation programmes, COMESA has developed a Trade Facilitation Project which is being implemented with the financial support of the European Union under the 11th EDF. The objective of the project among other things include the deepening of the COMESA regional integration programme and improving inclusive regional economic growth and enhancing the competitiveness of the COMESA region by reducing transaction costs and facilitating trade and building the capacity of Member States and the Trade Facilitation Programme has a component on Free Movement of Persons.

In terms of Movement of Persons, Under Result Five (5) of the project, the project aims at achieving the following :

1. Finalizing the design for adoption of the COMESA business Visa and piloting it in a selected number of Member States as a model within the Region;
2. Building the capacity of National Monitoring Committees, border officials and other port agencies in Member States to implement the legal instruments of COMESA and Decisions of the COMESA Council of Ministers;
3. Raise awareness among stakeholders of the COMESA Legal instruments on Free Movement of Persons;
4. Mobilization of signatures and ratification instruments for the entry into force of the COMESA Free Movement Protocol; and
5. Promote migration dialogue on among stakeholders in order to enhance the implementation;
6. Development of a people mobility coordinated border management system and enhancing use of Information Technology (IT) and automation of infrastructure along the major transit corridor

COMESA is therefore seeking to engage a Consultant to to initiate and implement activities on Free Movement of Persons under the Trade Facilitation Project.

1. **Scope Of Work/Methodology**

Working towards the objectives, the Consultant is expected to, ascertain all the information that is required from desk review, field missions and consultations with stakeholders in the Member States through virtual meetings and other forms of engagement in order to facilitate implementation of the COMESA Migration programme within the Trade Facilitation Project.

The Consultant shall carry out the following tasks:

1. Review and revise the action plan for implementing migration activities under the Trade Facilitation project;
2. Provide Technical support to the COMESA Regional Consultative Platform (RCP) (MIDCOM);
3. Development of a strategy for mobilizing signatures and ratification instruments for the COMESA Free Movement Protocol;
4. Produce a status report on the implementation of the COMESA Visa Protocol;
5. Development of Draft Regulations for the implementation of the COMESA Business Visa;
6. Finalizing the design for adoption of the COMESA business Visa and piloting it in a selected number of Member States as a model within the Region;
7. Building the capacity of National Monitoring Committees, border officials and other port agencies in Member States to implement the legal instruments of COMESA and Decisions of the COMESA Council of Ministers;
8. Raise awareness among stakeholders of the COMESA Legal instruments on Free Movement of Persons;
9. Promote migration dialogue on among stakeholders in order to enhance the implementation;
10. Provide Technical assistance to the development of a coordinated border management system on the aspect of migration issues and enhancing use of Information Technology (IT) and automation of infrastructure along the major transit corridor;
11. Prepare and submit monthly Progress Reports on the implementation of the Migration activities under the Trade Facilitation project;
12. Organise capacity building workshops and produce workshop report; and
13. Any other work that may be assigned to you by the Team Leader or the Director of Trade and Customs from time to time.
14. **Deliverables**

The Consultant is expected to deliver the following:

1. Revised Action Plan for the Implementation of Migration Activities within the Trade Facilitation Project;
2. Draft Action Plan for Capacity Building and awareness creation under migration activities;
3. Draft Regulations for implementing the COMESA Business Visa;
4. Report of the COMESA Regional Consultative Platform (MIDCOM);
5. Status Report on the implementation of the COMESA Visa Protocol by Member States.

All reports to be submitted by the Consultant shall be of acceptable quality and standard to COMESA.

All documents are to be submitted in English unless prior approval is obtained from COMESA to submit in reports in French or Arabic.

1. **Supervision and Reporting**

The Consultant shall work under the direct supervision of the Team leader (Trade Facilitation) and the overall guidance of the Director Trade and Customs Division with technical support from Legal and Corporate Affairs. It is expected that the Consultant will work very closely with IOM as an implementing partner of Migration activities under the Small-Scale Cross Border Traders Project (SSCBT) in order to ensure synergies between the two projects and avoid duplication of activities. The Consultant is expected to work with minimal supervision and be available at short-notice for this project and is able to accommodate short-notice changes to either timelines, report or travel needs.

1. **Place of Assignment**

The Consultant’s duty station shall be agreed on at Inception. The Consultant may be required to travel to some of the borders for assessment of prevailing conditions and at least three travel missions to Lusaka, Zambia (Inception meeting, presentation of draft report, and validation workshop).

Given the prevailing outbreak of Covid-19, all assessments and meetings may be held virtually.

1. **Expert Required**

COMESA now invites eligible and qualified consultants to provide the required services. Interested Consultants must provide information indicating that they are qualified to perform the services giving a description of similar assignments undertaken within the region or elsewhere.

The successful Consultant will have the following qualifications and experience:

a) A master’s degree in Migration, Regional Integration, International Trade and Law or related field.

b) A PhD in the above will be an added advantage.

c) Proven and traceable experience in Migration and Regional Integration.

d) Experience of working in the COMESA or similar region(s).

e) Ability to communicate orally and in writing in English. Ability to communicate in French or Arabic will be an added advantage.

f) Knowledge of CBM, STR, WTO FTA and other trade related legal instruments, immigration and customs enforcement.

1. **Remuneration**

The selected Consultant will be paid an all-inclusive fee of Euro 5,000 per month from the EDF 11 Fund – Trade Facilitation Budget Line.

1. **Duration**

The consultant shall be engaged for a period of six (6) months.

**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/8.3/10/2021/11TPL

REQUEST FOR SERVICES TITLE: **SHORT TERM CONSULTANCY CONTRACT FOR A COMESA MIGRATION EXPERT**

[*Location, Date*]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the ***SHORT TERM CONSULTANCY CONTRACT FOR A COMESA MIGRATION EXPERT*** in accordance with your Request for Expression of Interests number *CS/PROC/EDF/8.3/10/2021/11TPL,* 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/8.3/10/2021/11TPL - SHORT TERM CONSULTANCY CONTRACT FOR A COMESA MIGRATION EXPERT

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)