**REQUEST FOR EXPRESSION OF INTEREST**

**SELECTION OF INDIVIDUAL CONSULTANTS**

**REFERENCE NUMBER:** **CS/PROC/EDF/8.3/10/2021/16TPL**

**REQUEST FOR SERVICES TITLE:** **SHORT TERM CONTRACT FOR A CUSTOMS EXPERT TO FACILITATE IMPLEMENTATION OF CUSTOMS CAPACITY BUILDING ACTIVITIES AND WTO TRADE FACILITATION AGREEMENT MEASURES**

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

**SHORT TERM CONTRACT FOR A CUSTOMS EXPERT TO FACILITATE IMPLEMENTATION OF CUSTOMS CAPACITY BUILDING ACTIVITIES AND WTO TRADE FACILITATION AGREEMENT MEASURES**

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/8.3/10/2021/16TPL -SHORT TERM CONTRACT FOR A CUSTOMS EXPERT TO FACILITATE IMPLEMENTATION OF CUSTOMS CAPACITY BUILDING ACTIVITIES AND WTO TRADE FACILITATION AGREEMENT MEASURES*”***, 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:

***10 MAY 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:** 16 APRIL 2021

**ANNEX 1: TERMS OF REFERENCE**

**SHORT TERM CONTRACT FOR A CUSTOMS EXPERT TO FACILITATE IMPLEMENTATION OF CUSTOMS CAPACITY BUILDING ACTIVITIES AND WTO TRADE FACILITATION AGREEMENT MEASURES**

1. **Introduction**

The Common Market for Eastern and Southern Africa, COMESA is a regional economic body comprising 21 Member States. 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 mandated its Parties to implement several provisions that, among others, include Advance Rulings, Risk Management, Post Clearance Audit, Authorised Economic Operators and Customs to Business Cooperation.

The 35th Council at its meeting of December 2015, in Lusaka, Zambia, decided that there should be a regional approach to implementing WTO TFA, particularly category C obligations. Following that decision, the Secretariat has developed several training materials and has conducted demand-driven capacity building activities in some Member States.

The development and implementation of capacity building activities have hitherto been disjointed and as such it has been difficult to have a consolidated measure of the impact created by the support interventions so far conducted.

The Secretariat, under the COMESA Trade Facilitation Programme is intending to implement a coordinated approach to Customs Capacity Building and implementation of WTO TFA measures that envisages preparation of technical papers by a Capacity Building Expert, review of such material by a Technical Working Group that has recently been established by Council and consideration by Member States of such capacity building measures and interventions.

COMESA Secretariat is therefore seeking services of an Expert to undertake the assignment of supporting implementation of Customs capacity building activities to enhance effectiveness of support interventions and coordinate implementation of WTO TFA Measures.

1. **Objective of the Consultancy Service**

The main objectives of the consultancy service are to facilitate implementation of the WTO TFA activities and provide technical assistance to Member States on Customs capacity building activities.

This involves development of e-learning materials, development of framework for Customs to Business engagement framework and conducting of Customs Capacity Building activities in selected areas of the WTO TFA.

Other activities involve providing technical support to Member States in the implementation of WTO TFA Measures and development of a regional approach to resource mobilization for implementation of WTO TFA Category C measures

1. **Expected Results**

The expected key result of this Consultancy Service is to help Member States implement WTO TFA obligations, particularly those initiatives aimed at reducing dwell-time of Customs clearances both at border posts and other ports of entry which include:

1. Developing training manuals in prioritized areas as identified by the TWG;
2. developing e-learning training materials;
3. Monitoring Member States implementation of their Category B Measures and providing Technical Assistance and Capacity Building on request; and
4. developing a regional project proposal for the mobilization of Technical Assistance and Capacity Building Assistance to support COMESA Member States in the implementation of their Category C Measures.
5. **Duties and Tasks**

The Consultant shall undertake the following duties:

1. Prepare and maintain an updated Inventory of measures Member States have undertaken to implement:
   1. Advance Rulings,
   2. Risk Management,
   3. Post Clearance Audit,
   4. AEO Scheme, and
   5. Other Customs Training Manuals that have been developed by COMESA in the last 20 years;
2. Develop e-learning training materials in identified priority subject areas; and
3. Facilitate activities of the Technical Working Group on Customs Capacity Building to develop a COMESA Customs Capacity Building strategy and Training Modules in identified priority subjects;
4. develop a regional project proposal for the mobilization of Technical Assistance and Capacity Building Assistance to support COMESA Member States in the implementation of their Category C Measures.
5. **Key Deliverables**

The Consultant will deliver the following outputs:

1. An updated Inventory of the Member States that have implemented the initiatives listed in paragraph (a) above under Key deliverables;
2. Developed e-training materials in identified priority subjects;
3. Facilitated development of a Customs Capacity Building strategy and 2 additional training modules as prioritized by the TWG on Customs Capacity Building;
4. Provided Technical Assistance and Capacity Building to Member States on implementation of Category B Measures on request
5. Developed a regional project proposal for the mobilization of Technical Assistance and Capacity Building Assistance to support COMESA Member States in the implementation of their Category C Measures.
6. Monthly reports on work done and achievements of that month; and

Final Report detailing all the achievements made, description of the challenges encountered, and recommendations for better success in future work.

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

1. **Place of Assignment**

The Consultant will be stationed at the Headquarters of the Secretariat, in Lusaka, Zambia with travel to Member States.

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 Expert to undertake the Consultancy service should have relevant academic qualification, preferably with a Masters degree 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, WCO Framework of Standards, WTO’s Trade Facilitation Agreements and related legal instruments;
3. Have a minimum of ten (10) years’ experience in Customs work and preferably with hands-on experience in such fields as Advance Rulings, Risk Management, PCA and AEO;
4. Must have proven record of being a trained trainer and having conducted either customs training or at a tertiary institution;
5. Good writing and presentation skills in English;
6. Ability to work under pressure with tight deadlines; and
7. Proven record of successful completion of similar projects.
8. **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.

The Secretariat will pay for the travel to Lusaka for assumption of duty. In addition, when travelling on duty for purposes of this contract, the Consultant will be entitled to per diem allowance at the COMESA ruling rate for missions that will be undertaken as per the Terms of Reference. Where an authorized travel is sponsored by another organization or institution, the ruling rate of that institution shall apply.

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/8.3/10/2021/16TPL.

REQUEST FOR SERVICES TITLE: **SHORT TERM CONTRACT FOR A CUSTOMS EXPERT TO FACILITATE IMPLEMENTATION OF CUSTOMS CAPACITY BUILDING ACTIVITIES AND WTO TRADE FACILITATION AGREEMENT MEASURES**

[*Location, Date*]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the ***SHORT TERM CONTRACT FOR A CUSTOMS EXPERT TO FACILITATE IMPLEMENTATION OF CUSTOMS CAPACITY BUILDING ACTIVITIES AND WTO TRADE FACILITATION AGREEMENT MEASURES*** in accordance with your Request for Expression of Interests number *CS/PROC/EDF/8.3/10/2021/16TPL,* 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/8.3/10/2021/16TPL - SHORT TERM CONTRACT FOR A CUSTOMS EXPERT TO FACILITATE IMPLEMENTATION OF CUSTOMS CAPACITY BUILDING ACTIVITIES AND WTO TRADE FACILITATION AGREEMENT MEASURES

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)