



TECHNICAL ASSISTANCE FACILITY (TAF) GUIDELINES

11TH EDF REGIONAL ENTERPRISE COMPETITIVENESS
AND ACCESS TO MARKETS PROGRAMME (RECAMP)

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Abbreviations

CfA	Call for Applications
COMESA	Common Market for Eastern and Southern Africa
EC	European Commission
EU	European Union
EDF	European Development Fund
FTA	Free Trade Agreement
M&E	Monitoring and Evaluation
NAO	National Authorizing Officer
NIMCC	National Inter-Ministerial Coordination Committee
NTBs	Non-Tariff Barriers
PMR	Progress Monitoring Report
RAO	Regional Authorizing Officer
REI	Regional Economic Integration
RISM	Regional Integration Support Mechanism
RISP	Regional Integration Support Programme
SMEs	Small and Medium-Sized Enterprises
RECAMP	Regional Enterprise Competitiveness & Access to Markets Programme
TAF	Technical Assistance Facility



1. Background and key elements of the Technical Assistance Facility



1.1 Introduction

COMESA's main focus from its inception was on market integration. However, the 2006 Summit was a turning point with the meeting emphasizing the critical role of improved production, industrial linkages, value addition and diversification of production base in the regional economic integration agenda. The new emphasis has been accompanied by the development of specific policies and programmes by COMESA Secretariat on industrialisation and private sector- Micro Small and Medium Enterprises (MSMEs) development. The private sector in the COMESA region continues to face numerous challenges that hamper their ability to grow and expand their businesses and to compete favourably in regional and international markets.

The European Union (EU) supports COMESA in implementing and advancing the regional economic integration in various areas. The Regional Enterprise Competitiveness and Access to Markets programme (RECAMP), signed on 29 November 2019, uses funds from the 11th European Development Fund (EDF) to assist in the implementation of the objective 3 under the Regional Indicative Programme aimed at the development of Regional Value Chain and support to the private sector

The RECAMP intends to focus on challenges that affect value chain actors, both small and large enterprises, and that are relevant to regional economic integration and to efforts to increase intra-regional and international trade of value added and manufactured products. An analytical study was carried out at the identification stage on specific value chains for the programme support and the following three value chains were selected: (i) horticulture; (ii) leather and leather products; and (iii) agro-processing - as having potential to contribute to the region's industrialisation drive as espoused in the COMESA Industrialisation Strategy.

Therefore, the Technical Assistance Facility (TAF) was established to enhance a structured cooperation between the COMESA Secretariat and Member States.

The TAF is expected to contribute to the improved implementation of the RECAMP activities components by Member States through submission of project proposals to the Secretariat¹.

1.2 What is the TAF

The TAF is a facility funded by the EU and managed by the COMESA Secretariat to provide Member States with the necessary technical and financial resources to assist them in implementing activities under the RECAMP. The main aim is to strengthen the process of regional integration in COMESA and to enhance the region's productivity and-trade competitiveness globally as well as promote trade with the EU.

The TAF has been designed to provide additional support to COMESA countries to implement the programme at the national level for commitments related to Result Area 1 of the RECAMP programme. This facility is meant to leverage on existing and past programmes and complement other support mechanisms at national level, which are available for both the Secretariat and for Member States in advancing, monitoring and implementing the regional integration agenda (for instance the EU-funded Regional Integration Support Mechanism (RISM), the Regional Integration Support Programme (RISP). The TAF application procedures are flexible with the purpose of assisting Member States with small targeted activities that can remove bottlenecks to private sector growth and competitiveness in specific areas in the targeted value chains.

¹ Updates of the TAF guidelines will be undertaken based on its performance and reviews that will be conducted accordingly

Overall Objective: To contribute to the deepening of regional economic integration in the COMESA region.

Specific Objective: To increase private sector participation in sustainable regional and global value chains

Expected results : The expected key results of the TAF (and related indicators) are aligned to the ones of the overall RECAMP and specifically Result Area 1, and sub-results two sub results, 1.1 and 1.2.

Result 1: The competitiveness and market access of SMEs and other firms in the targeted value chains/sectors are sustainably enhanced.

Sub-result 1.1: Market access and business linkages in the targeted sectors are enhanced

Sub-result 1.2: Capacities of beneficiary firms related to SPS and regional standards and quality management are improved

Sub-result 1.3: Budget Allocation. The total TAF budget amounts to €1, 346,591 for the COMESA Member States over a period of four years (2020 – 2023).



2. Eligibility to the TAF



2.1 Criteria for application for funds (administrative eligibility of Member States)

In order to be eligible for support under the TAF, Member States must fulfil the following criteria:

- Be a Member of COMESA and;
- Fully have ratified their instruments prior to applying for funding

The requests will be presented to COMESA, where required line ministries and technical institutions through the COMESA Coordinating Ministry.

2.2 Thematic areas and activities eligible for support

The thematic area and types of activities which can be supported by the TAF are limited owing to the size of the facility. Only interventions related to result area one of the programme are eligible for support as illustrated below:

Result Area 1: The competitiveness and market access of SMEs and other firms in the targeted value chains/sectors are sustainably enhanced.

- **Sub-result 1.1:** Market access and business linkages in the targeted sectors are enhanced
- **Sub-result 1.2:** Capacities of beneficiary firms related to SPS and regional standards and quality management are improved, including social and environmental standards required under the WTO and/or EU market

Eligible activities: studies, technical services (i.e. consultancy, STE), capacity building training and workshops, and business fora public-private dialogues.



2.3 Financial thresholds of the TAF

The maximum threshold for any Member State application will be Euro150,000 (US\$ equivalent to be calculated), while the minimum threshold will be Euro50,000 (USD \$), per year. The amounts will thereby be adjusted depending on the balance of non-committed funds available in the TAF, which will be calculated at the end of each year.

3. The TAF Structure

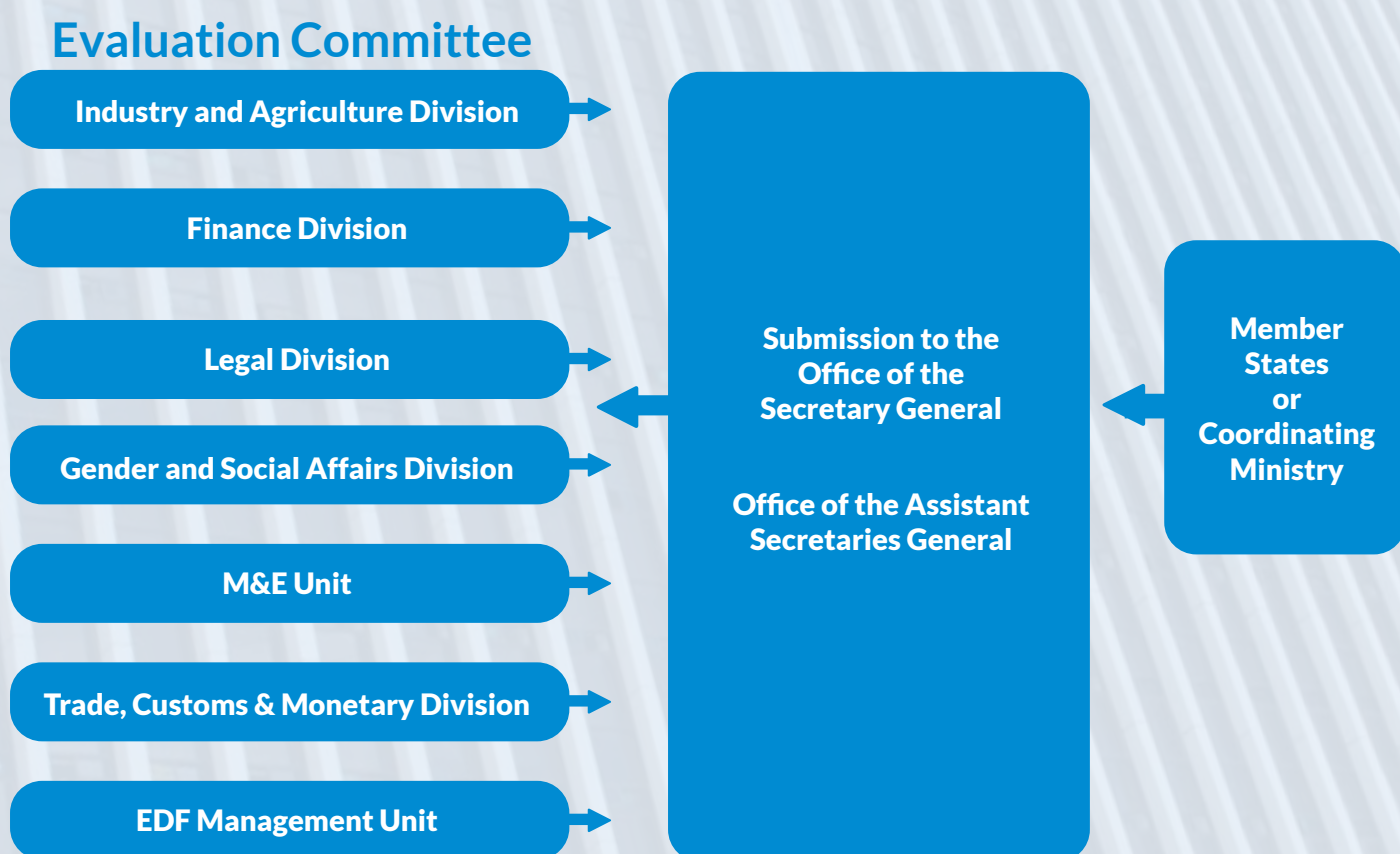


This part provides an overview of the steps that constitute the TAF project cycle and the role of the different stakeholders involved in the TAF.

3.1 Organizational structure

The main programme of the TAF is the Regional Enterprise Competitiveness and Access to Markets Programme (RECAMP). The programme falls under the Division of Industry and Agriculture, headed by the Director of Industry and Agriculture and comprising other stakeholder Divisions/Unit and COMESA institutions as well as the EDF Programme Management Unit. Figure one below is the institutional framework of the TAF.

Figure 1. TAF Institutional Framework



Other participating stakeholders on a case by case basis will include Divisions/Units and COMESA institutions comprised of CBC, RIA, FEMCOM, ALLPI, Statistics Unit, whose staff may be engaged in the TAF committee, alongside the COMESA Secretariat's other organs, such as the Assistant Secretary General - Programme, Division for Budget and Finance, and the Legal and Corporate Affairs Division. At the Member State level, the whole process will be done by or through the COMESA Coordinating Ministry.

3.1.1 The TAF function: The Industry and Agriculture Division at the COMESA Secretariat will facilitate the implementation of the overall RECAMP. While the EDF programme Management Unit will provide support by ensuring that an effective, efficient, and coordinated approach is applied amongst stakeholders. The Finance and Administrative and Procurement functions will be performed by the EDF Finance expert and Procurement expert under the overall supervisions of the COMESA's Finance and Budgeting Division and Procurement Unit respectively.

3.1.2 The Evaluation Committee: An Evaluation Committee will be established as the governance structure of the TAF at the most senior level.

In line with the COMESA Procurement rules, the evaluation committee will be composed of a chairperson, a secretary, and a minimum of 3 members from the Secretariat, depending on the number and thematic scope of the national requests to be considered. Members from the COMESA Secretariat will be drawn from the following units or divisions.

- Industry and Agriculture Division (Director of IAD as Chairperson of the committee and the RECAMP Team Leader to act as secretary);
- EDF Programme Manager;
- Gender and Social Affairs Division (Senior Social Expert);
- Trade and Customs Division (Senior Trade Expert);
- Monitoring and Evaluation Unit (Head of Monitoring and Evaluation Unit);
- Legal Division (Legal Officer)
- Procurement Unit
- Other stakeholders from COMESA institution to be invited as part of the committee depending on the thematic area of the proposal.

In the absence of a member, an appointed representative will be delegated to be part of the committee on behalf of the division/unit. The EU will also participate in the Committee as an observer, with no voting rights.

A member of one of the thematic areas will serve as the chairperson for each evaluation session. The Committee will meet in person every month from the launch of the call for applications, unless there are no applications to evaluate in the particular month.



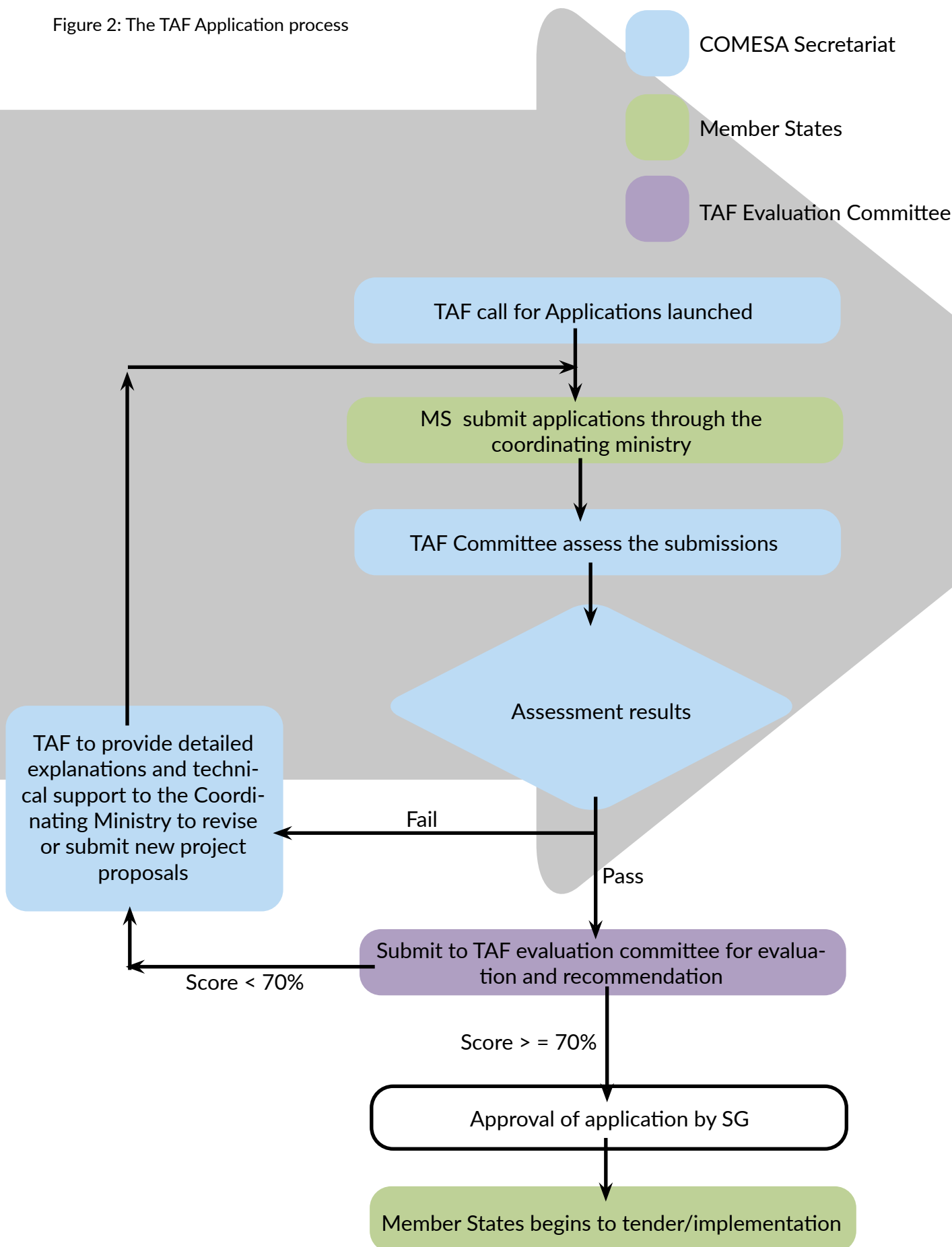
4. The Process Flow



4.1 The Application Processes

The application process is presented in the flow diagram below.

Figure 2: The TAF Application process



Once a country's request for support has been approved, then the following activities take place:

- Preparation of tender dossier for a service contract (the I&A division in collaboration with EDF Programme manager/ RECAMP Team Leader/ COMESA procurement unit with COMESA Coordinating Ministry)
- Launch of Tender (by COMESA Coordinating Ministry and advertised on COMESA Website)
- Screening and Evaluation of Tenders by COMESA TAF Committee & Coordinating Ministry
- Submission of Results to COMESA Secretariat (COMESA Coordinating Ministry)
- Final review of procedures and results (by TAF Committee)
- Award of Contract (by TAF Committee)
- Implementation and monitoring of progress (by COMESA Coordinating Ministry, Industry and Agriculture Division and relevant TAF team)
- Technical and Progress Reports (using templates provided) submitted to Industry and Agriculture division and TAF team and to COMESA Coordinating Ministry (Service Provider)
- Final payments to the Service Provider by COMESA secretariat (based on reports/invoices from Service Provider and the COMESA Coordinating Ministry)
- Reporting on performance of the activities and TAF in general (by Director, Industry & Agriculture Division, RECAMP Team leader/ EDF programme Manager).

4.2 Call for Applications (CfA)

The Call will be launched twice a year on the EDF Programmes platforms, COMESA Website, e-newsletter and communicated to all Member States through the COMESA Coordinating ministries. The CfA will include:

- These TAF guidelines;
- Documents for country applications (documents to download application form, template for the detailed work plan, template for the detailed budget, template for progress report)
- COMESA procurement manual.
- TAF contact details for further information and exchange of communication.

4.3 Completion and submission of the applications

Member States can submit applications any time of the year from the launch of the CfA, but not later than 30th November. A copy of the Application Form is given in Annex 3.

Submissions will be sent by post, email or hand delivered, addressed to the COMESA Secretariat/ Procurement in one copy. Within a working day after receiving the submission, the TAF team will acknowledge receiving the application.

4.4 Administrative review

The Industry and Agriculture Division (IAD)/RECAMP team together with the EDF Programme Manager will assess the eligibility of the requests, namely whether the submitting country fulfils the administrative criteria outlined in section 2.1, whether the application is overall in line with the TAF thematic scope, proposed eligible activities and financial thresholds and, at last, whether the application is complete and conformed with the required templates and make the Assessment report to

inform the Evaluation Committee. If the application passes this eligibility test, the IAD/RECAMP team will distribute copies of the application to the TAF evaluation Committee. The projects that fail the eligibility test will be rejected and the IAD/RECAMP team will inform the applicant Member State within two weeks about this decision.

4.5 Evaluation of the Application

Evaluations of the applications which have passed the eligibility stage will take place on a monthly basis, as indicated above. The RECAMP team leader will distribute copies of the applications to all the evaluation committee members so that they can study them in preparation for the evaluation meeting.

The Chairperson appointed for each evaluation session may be from any of the thematic areas, i.e. the Industry and Agriculture, Gender Division etc, depending on the subject of the country submission. This person will chair the meeting, discuss the results of the evaluation grid, which had been completed independently by each voting member of the Evaluation Committee.

Each voting member of the Evaluation Committee will give his/her points for each criterion according to his/her assessment. After each member has done this process, the average score of the application will be calculated as a simple arithmetic average of the total score of each voting member (unweighted).

A project achieving an aggregate score of 70% and above in the technical evaluation will have passed², subject to the clarification by the Member State for all possible issues/questions raised during the evaluation. In the case of any project which has been rejected, the Evaluation Committee will clearly state the areas that need review and improvement and send the report back to the Member State for the review and re-submission at any time.

4.5.1 Evaluation criteria : The applications submitted to the TCF will be evaluated on the basis of the following criteria:

- The application must identify clear problems/priority needs related to Result 1 of the TAF;
- The application must contain detailed information showing the expected positive impact and contribution of the project with respect to the objectives and result areas of the TAF;
- The application must include specific targets, milestones and indicators which are clear, realistic and measurable;
- The application must be well targeted/focused and include detailed activities, a detailed budget and a detailed work plan/timeline (based on the proposed templates), which should not go beyond the implementation period of RECAMP (31 December 2024);
- The application must explain clearly who are the different relevant stakeholders involved and what will be their respective role (including Non-State Actors when/if relevant);
- Sustainability: the application should (where applicable) outline how the proposed activities will help the country build its national capacity in a sustainable way (beyond the implementation of the project);
- The application (where applicable) should be gender sensitive in its identification, design and implementation;
- Coordination/complementarities: in the case of similar activities, applications must declare when, to whom and for what specific activity, the Member States requested assistance from other sources/donors and explain how the requested support from the TAF would be complementary and not overlap with existing or potential support demanded from other programmes.

The evaluation criteria are detailed in Annex 6 (Evaluation Grid).

² The 70% threshold is set out in the COMESA (2013) Procurement Manual

4.6 Informing the successful Member State

If the results of the evaluation are positive (70% or above), the process continues. The final approval of the applications under the TAF rests under the COMESA Secretary General upon recommendation from the Assistant Secretary General - Programme.

Within five (5) working days after approval, the COMESA Secretariat will notify the successful Member State about the result. The Member State will be required to provide a letter of acknowledgment to confirm acceptance of the terms and conditions of the support. The Member State will then work with the TAF team in order to prepare the tender dossier for project implementation.



5. Project Implementation



5.1 General Principle

The contracting authority for the TAF shall be the Regional Authorizing Officer (RAO)³ based in the COMESA Secretariat (which has the sole and full responsibility “vis-à-vis” the EU as regards the implementation of this facility). Nevertheless, the Coordinating Ministry will collaborate with the RECAMP Team Leader as regards the preparation of the public call for tenders and the screening/assessment of tenders, as well as the overall monitoring/reporting of the project.

The COMESA Secretariat will be responsible for controls ex ante and ex post of all the procurements to ensure that the COMESA procurement rules, and procedures have been strictly adhered to. Tender dossiers will be prepared, and the payments will be executed by the COMESA Secretariat following the COMESA procurement rules and procedures.

5.2 Tendering phase

Within 30 working days after the project has been approved, the TAF manager will prepare the tender dossier in close collaboration with the applying Member State. The tender dossier will be advertised on local media or websites and on the COMESA website. The tender dossier will follow the COMESA procurement requirements and will provide sufficient time for tenderers to respond. The rules for tenders are set out in the COMESA procurement rules⁴. These include that in the following cases:

Mode of procurement of goods:

- Procurement up to COM \$3000
>Request for quotations (Rule 16)
- Procurement from COM \$3000 up to COM \$ 30,000
>Request for quotations (Rule 16) or Direct Procurement (Rule 14)
- Procurement between COM \$30,001 to COM \$200,000
>Tender in the local market framework contract (Rule 31B)

Mode of procurement of services;

- Procurement up to COM \$3,000
>Direct procurement (Rule 14) or Request for quotations (Rule 16)
- Procurement between COM \$30,001 To COM \$200,000
>Request for proposals through regional competitions within the Member States (Rule 15)

The COMESA Secretariat has guidelines with regard to the advertisement of tenders, which are:

- | | |
|--|---------|
| • Expression of interest | 21 days |
| • Time limits for request for quotations | 7 days |
| • Direct Procurement | 7 days |

³ Regional Authorizing Officer is the Secretary General

⁴ COMESA procurement Rules and Regulations of October 2013 edition

Attached to these TAF guidelines is the COMESA Procurement Manual which details the procurement methods (chapter 4). Annex A shows the procurement thresholds and annex B shows the estimate timelines.

5.3 Award of Tenders

The COMESA Coordinating Ministry will evaluate the submitted tenders on the basis of the tender dossier requirements/specificities and in conformity with the overall COMESA procurement rules. The evaluation results and scores will be submitted to the TAF secretary (RECAMP team leader) who submitted the tabulated scores to the TAF Committee, so that the COMESA Secretariat can do an ex-post control, approve the results and prepare the contract award.

5.4 Release of Funds

If the TAF Evaluation Committee is satisfied with the performance of the service provider (on the basis of the ToRs), the COMESA Secretariat will then release the necessary payments to the Service Provider, ensuring that reimbursable funds are realistic and in line with the budget submitted during the tender process.

5.5 Start of implementation of projects

Service providers should start implementing the projects with the beneficiary stakeholders as soon as possible once the award is signed.

5.6 Monitoring

During implementation of the activities under the TAF, the monitoring of progress towards the planned outputs and outcomes will be the responsibility of the COMESA Coordinating Ministry of the country concerned. The TAF team (IAD, RECAMP and EDF Programme Management unit) will also randomly conduct verification exercise to ensure due diligence and monitoring of progress in selected countries towards planned output and outcomes of approved projects.

5.7 Progress reports and closure

The service provider will submit technical and/or progress reports related to the implementation of the planned activities to both the concerned COMESA Coordinating Ministry and the TAF Committee, in accordance with the schedule requested in the ToRs. Invoices will be submitted directly to the TAF manager with copy to the COMESA Coordinating Ministry.

The concerned Member State will have to endorse these technical/progress reports to the TAF Committee. The TAF Committee will then appraise the submitted reports from the Member State and decide on the payments accordingly. If the TAF Committee is not satisfied with the reports, it will not recommend the release of the remainder of funds and consider the following:

- Request additional explanations from the Member State or Service Provider
- Terminate the contract if there are strong indications that the Service Provider is incapable or may not be able to continue with the project for any reason.
- When there is a breach of contract by the Service Provider, recover from it any advance that has not been properly justified.

Upon completion of the activities, the TAF manager takes appropriate measures to finalise the project following established procedures. If the project activities are achieved with fewer inputs and/or with inputs lower than cost estimated, the unspent fund will be returned to the TAF account and will be re allocated to new projects.



6. Mid-term and Final Review of the Technical Assistance Facility

A mid-term review will be conducted (as part of the overall RECAMP mid-term review) for assessing the level of uptake of this innovative mechanism by COMESA Member States, the capacity and the ability the responsible coordinating ministries to identify their priority needs and formulate good quality proposals, as well as for evaluating preliminary results/impacts and the overall operational management of the TAF.

If necessary, the first mid-term evaluation may also lead to amendments to areas of interventions, eligibility/assessment criteria, financial thresholds and operational features of the TAF, as well as make recommendations for additional funding (from EU or other donors) in light of any changes in demand.

A final evaluation will be undertaken as part of the final evaluation of the RECAMP.

7. Communication and visibility aspects

Communication and visibility activities for each approved application will be carried out at least in the beneficiary country concerned, acknowledging the source of the funding (EDF and COMESA).

Moreover, communication and visibility activities related to the TAF are part of the overall RECAMP strategic communication plan with an earmarked budget. Best cases will be given visibility through the most appropriate COMESA means (e.g. webpage, success story publication, annual report, etc).

8. Contact details for more information regarding the TAF

Detailed information about the TAF project can be found on the following platforms.

- <https://twitter.com/ComesaEu>
- <https://www.linkedin.com/in/eu-comesa-trade-and-business-bba9701b6/>
- <https://www.facebook.com/EU-Comesa-Trade-Business-101295638453398>
- <https://www.youtube.com/channel/UCI4K34NDUOG3ydk0NIGJFKQ>
- <https://www.comesa.int/>

Annexes



Annex 1 : Logical Framework – RECAMP FED/2019/407-838

The activities, the expected outputs and all the indicators, targets and baselines included in the log frame matrix are indicative and may be updated during the implementation of the action, no amendment being required to the financing decision. When it is not possible to determine the outputs of an action at formulation stage, intermediary outcomes should be presented, and the outputs defined during inception of the overall programme and its components. The indicative log frame matrix will evolve during the lifetime of the action: new lines will be added for including the activities as well as new columns for intermediary targets (milestones) for the output and outcome indicators whenever it is relevant for monitoring and reporting purposes. Note also that indicators should be disaggregated by sex whenever relevant.

	Results Chain	Indicators	Baselines	Targets	Sources & means of Verification	Assumptions
Overall objective: Impact level	To contribute to deepening of economic integration in the COMESA region.	1. Agriculture Value added as % of GDP (regional average)	1. To be established at inception phase	1. To be established at inception phase	World Bank, IMF reports	
		2. Global competitiveness score (regional average)** 5 (RF, L1 #29)	2. ECA report on Africa regional integration index, 2019	2. To be established at inception phase	Global competitiveness report/World Economic Indicators COMSTAT	
Specific Objective	To increase private sector participation in sustainable regional and global value chains.	1. Exports as a % of COMESA intra-regional trade**	1. COMESA trade statistics report 2018	1. To be established at inception phase	Global competitiveness report/World Economic Indicators COMSTAT	Political will from COMESA MSs to adopt policies that are conducive to the development of private sector and to implement the regional policies
		2. Growth in regional or international exports from supported Small and Medium Enterprises (disaggregated by sex) (*)6	2. To be determined during year 2 implementation	The targets are yet to be determined	Global competitiveness report/World Economic Indicators COMSTAT	
		3. # of additional jobs created by supported SMEs in specified sector (disaggregated by sex)(*)	3. To be determined during year 2 implementation	The targets are yet to be determined	COMESA Statistics COMSTAT	

5 Indicators aligned to the EU Results Framework marked with ‘**’.

6 Indicators aligned to the Regional Indicator Programme for ESA-IO Programming document marked with ‘*’.

	Results Chain	Indicators	Baselines	Targets	Sources & means of Verification	Assumptions
<p>Result 1:</p> <p>Competitiveness and market access of SMEs and other selected players in the targeted value chains/sectors are sustainably enhanced.</p>	1.1 - Market Access Business linkages in the targeted sectors are enhanced	1.1.1. Market information platform fully operational and utilised by private sector.	1.1.1. CBC BIZNET hosts 4000 companies in 8 countries end 2018	6 countries listed regionally per year	COMESA Annual programme progress reports	<p>Continued support by MS governments to implement complementary PSD programmes at national level.</p> <p>The key value chain players correctly identified and are willing to work with producers and agents in the sectors</p>
		1.1.2. COMESA seed information system developed and utilised by private sector.	1.1.1. Fifteen	Fifty	COMESA Annual programme progress reports	
		1.1.3. Number of SMEs trained in business aspects for inclusion in value chain (management, identification of partnership opportunities, negotiation - disaggregated by sex)	1.1.1. Between 2016- 2019- 1000 SMEs trained in 10 countries And 14 buyers identified during this period	250 entrepreneurs trained per year. 6 contracts secured per year	COMESA Annual programme progress reports	
		1.1.4. Data base compiled on key value chain players to participate in business linkages (disaggregated by sex)	1.1.4. CBC BIZNET hosts 3000 companies in 8 countries end 2018	2. To be established at inception phase	COMESA Annual programme progress reports	
		1.1.5. Number of partnerships/agreements that formalise relationships between SMEs & other VC actors (input suppliers, processors, buyers) in COMESA and EU	1.1.5. CBC hosts annual business forums and sectoral dialogues. The 2019 Source 21 Business Forum brought together 11 partnerships, 500 high level businesses, 51 exhibitors and 1500 visitors.	3. Five partnerships secured per year 30 companies participate in International forums	COMESA Annual programme progress reports	
	1.2 – Capacities of beneficiaries firms related to SPS, regional standards & quality	1.2.1. Regional harmonised SPS/TBT practice guides & value chain risk assessment tools developed, adopted and published.	1.2.1 To be determined during year 2 implementation	1.The targets are yet to be determined	COMESA Annual programme progress reports	<p>There is sufficient market demand in the region for the products and SMEs are committed to</p>
		1.2.2. Number of SMEs complying with SPS/TBT requirement, i.e GFSI benchmarked certifications (disaggregated by sex)	1.2.2 To be determined during year 2 implementation	2.The targets are yet to be determined	COMESA Annual programme progress reports	

Result 2: Business environment is improved for SMEs and other private sector players in the value chains.	Results Chain	Indicators	Baselines	Targets	Sources & means of Verification	Assumptions
	management are improved	1.2.3. Number of private sector positions and trade concerns raised at national and regional and WTO SPS/TBT committees.	1.2.3 To be determined during year 2 implementation	3. The targets are yet to be determined	WTO, SPS Reports, COMESA Annual programme progress reports	Participate in the programme
		1.2.4. Standard Operation Procedures for harmonised seed regulations developed (and adopted?).	1.2.4. 50 existing harmonised seed regulation, COMSHIP, Seed variety catalogue	4.100	COMESA Annual programme progress reports	
	2.1 – Business Environment is improved for SMEs and other private sector in the selected value chains.	2.1.1. Number of policy papers addressing key VC constraints submitted to governments.	2.1.1 To be determined during year 2 implementation	The targets are yet to be determined	COMESA Annual programme progress reports	An effective public – private sector forum that meets regularly to resolve issues affecting business in Member States
		2.1.2. Number of countries that have improved their 'doing business score' compared to previous year.	2.1.2. To be determined during inception phase	2. To be established at inception phase	World Bank reports, COMESA Annual programme progress reports	
		2.2.1. Number of countries that have domesticated and implemented regional sector policies, relevant for this action.	2.2.1. Seven	Ten	COMESA Annual programme progress reports	MS governments are committed to engage with private sector & show a sustained resolve to undertake reforms that support industrialisation
		2.2.3. Rate of adoption and implementation of Regional guidelines on industrial zones/ cluster/SEZ by Member States.	2.2.3 To be determined during year 2 implementation	The targets are yet to be determined	COMESA Annual programme progress reports	
		2.2.4. Percentage of FDI and cross border investment realised as a result of support from the programme.	2.2.4 To be determined during year 2 implementation	The targets are yet to be determined	COMESA Annual programme progress reports COMESA investment report	
		2.2.5. Number of countries that have signed, reviewed and implemented bilateral investment agreements.	2.2.5 To be determined during year 2 implementation	The targets are yet to be determined	COMESA Annual programme progress reports	
		2.2.6. Number of double taxation agreements reviewed/ signed by Member States.	2.2.6 To be determined during year 2 implementation	The targets are yet to be determined	COMESA Annual programme progress reports	



Annex 2

TECHNICAL ASSISTANCE FACILITY FIRST CALL FOR APPLICATIONS (CfA)

What is the Technical Assistance Facility?

The Technical Assistance Facility (TAF), a four-year COMESA facility funded by the European Union (EU) under the 11th EDF (European Development Fund), Regional Enterprise Competitiveness and Market Access Programme (RECAMP). The TAF seeks applications from eligible COMESA Member States to get support for the domestication and effective implementation of COMESA's support to the private sector development programme related to the increase of the private sector participation in sustainable regional and global value chains by increasing access to markets and improving business climate.

Who can apply?

COMESA Member States can apply for assistance as long as they are members of the ACP group. The National COMESA Coordinating Ministry (or equivalent coordination body) is the organ through which applications have to be prepared and submitted to TAF team at the COMESA Secretariat.

What can be funded?

Activities that are eligible for funding must be:

Result Area 1 The competitiveness and market access of SMEs and other firms in the targeted value chains/sectors are sustainably enhanced.

- Sub-result 1.1: Market access and business linkages in the targeted sectors are enhanced
- Sub-result 1.2: Capacities of beneficiary firms related to SPS and regional standards and quality management are improved, including social and environment standards required under the WTO and/or EU market.

(iii) For requests whose size is between COM \$50,000 and COM \$150,000 (EURO equivalent since programme budgets are in Euro).

When do applications need to be submitted by?

Member States can submit applications any time of the year from the launch of the CfA, but not later than 30th November.



Annex 3: The TAF Application form

Technical Assistance Facility

APPLICATION FORM

Member State	
Coordination body or Ministry in charge	
Responsible Officer and Title	

Date of application	Day	Month	Year

For official use only:

Application No.	
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Section A: Details of the Applicant/s

COMESA Coordinating Ministry	Name of contact person:
	Position:
	Postal Address:
	E-mail:
	Telephone:
	Fax:

If the applicant is not the COMESA Coordinating Ministry (or equivalent coordination body), please explain why and provide below the contact details of the Applicant:

Name of organization	
Type of organization	
Address	
Country	
Website	

Section B: Summary of the application

1. Request Title

Country	
Title of the request for which support is requested	
Expected duration – deadline for action	
Budget estimate	

2. Thematic Area (please tick)

Result Area 1: The competitiveness and market access of SMEs and other firms in the targeted value chains/sectors are sustainably enhanced

Sub-result 1.1: Market access and business linkages in the targeted sectors are enhanced

Sub-result 1.2: Capacities of beneficiary firms related to SPS and regional standards and quality management are improved, including social and environment standards required under the WTO and/or EU market

3. Describe briefly the specific activity for which support is being requested (please tick as many as apply)

Technical assistance/advisory services

Study/analytical work

Communication/Awareness campaign

Trainings

Surveys

Other:

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4. Please provide a brief description of the request, its background and rationale, why it was perceived as a priority need/action and who are the stakeholders that would benefit from it

5. In addition, please provide details of the current situation of the above request, including the current baseline data if available.

6. What are the overall and specific objectives and the results of the project?

7. Provide a summary of the anticipated key indicators for achieving the overall and specific objectives/results.

Objectives and Results	Baselines	Target	⁷ Indicators of progress	⁸ Sources of Verification
Overall objective:				
Specific objective:				
Result 1:				
Sub Result 1.1:				
Sub Result 1.2:				

⁷ Quantitative or qualitative factor or variable that provides a simple and reliable basis of assessing achievement, change or performance. A Unit of information measured over time that can help to show changes.

⁸ The expected source(s) of verification that can help answer the performance question or indicator

8. Briefly describe the project methodology for implementation (sufficient details should be provided in this section to illustrate how the project will be successfully implemented – Where applicable, it should include how Non-State Actors have been/ will be involved in the project, how the project is gender sensitive as well as how it will be sustainable over time)

9. Describe the flow of the project activities, indicating the beginning and end date, as well as major activity outputs. (Detailed work plan also attached)

Brief description of the activity	Period (from – to)	Key outputs anticipated	Risk and assumptions	Mitigation

10. Give a breakdown of the expected project costs (specifying resources used) in COM\$

Items/Activities	Expected costs (com \$)
Total Costs	

11. Provide information on other donor support requested or received in the last 12 months for similar activities in the same thematic areas.

12. Provide any further information/documents relevant to this application.

Please note that knowingly giving false information on the application form might lead to a legal case being brought by the COMESA Secretariat against the applicant in order to recover the expenses disbursed for the project's implementation.

Annex 4: DETAILED WORK PLAN TEMPLATE

OUTPUT/ACTIVITIES	2021/ MONTH											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Output 1												
Activity 1.1 Conduct Baseline survey to access best practices on Cluster Initiative												
Activity 1.2												
Activity 1.3												
Output 2												
Activity 2.1 Purchase cassava processing machines for SMEs in Lilongwe												
Activity 2.2												
Activity 2.3												
Output 3												
Activity 3.1												
Activity 3.2												
Activity 3.3												
Output 4												

Annex 5: DETAILED BUDGET TEMPLATE

Activity no	Activities	Means	Frequency (days/qty)	Unit cost	Total cost COM\$
1.1	Conduct Baseline survey to assess the best practices on Clusters Initiative	Consultancy fees (STE)	30	500	15,000
		Transport costs	1	1,200	1,200
		DSA	30	250	7,500
		Stationery costs	1	30	30
Total for Activity 1					23,730
2.1	Purchase of cas-sava processing machines	Manual Chipper	1	50,000	50,000
		Electric Chipper	1	100,000	100,000
Total for Activity 2					150,000
3.1					
FINAL TOTAL					173,730



Annex 6: PROGRESS REPORT TEMPLATE

Regional Enterprise Competitiveness and Access to Markets (RECAMP) Technical Assistance Facility Support

Progress Report

Country:

Date:

Introduction

Thematic area(s)

Overall objective

Activities undertaken

Achievements

Critical issues and explanation of any deviations from plans

Conclusion/ Recommendations

Annexes (list of outputs; workshop report, study report, mission report, consultants report etc)

Annex 7: The Evaluation grid (for TAF and Evaluation Committee use only)

Section I: Administrative and Financial Criteria (eligibility test)	Tick the relevant Column	
	Yes	No
1. Is the Member State a member of COMESA?		
2. Is the Member State an ACP Member state?		
3. Are the activities eligible for TAF support?		
4. Do the activities fall within result area one of the TAF?		
5. Is the size of the project within the permissible levels?		
6. Is the application complete/conform to the required templates?		

Proceed to section II if all the answers to the relevant questions above are Yes

Section II: Technical Evaluation	Score (1)	Max. possible score (2)	Weighted Score (3) [(1)x(2)]
1. Have the problems/priority needs been well identified?		10	
2. Does the application include clear objectives and results linked to the overall purpose of the TAF? Do these objectives and results address clearly the identified priority needs and problems?		20	
3. Are these objectives and results translated into specific indicators which are clear, realistic and measurable?		20	
4. Does the application contain a detailed set of activities to achieve the different objectives and results, with a detailed budget and timeframe?		15	
5. Are the relevant stakeholders (including NSAs when/if relevant) well identified and how clear are the stakeholders' respective roles in the implementation of the request for support?		10	
6. Is the request for support likely to lead to a sustainable impact?		10	
7. Is the request for support gender sensitive?		10	
8. Is the request for support complementary with/not duplicating other similar activities?		5	
Total score achieved (I) in Percentage Terms	N/A	100	

Evaluation Committee Members

No	Name	Designation	Score	Signature

Average score:	
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Overall comments and recommendations by Evaluation Committee: