**REQUEST FOR EXPRESSION OF INTEREST**

**SELECTION OF INDIVIDUAL CONSULTANTS**

**REFERENCE NUMBER: CS/PROC/EDF/8.3/10/2021/18TPL – REISSUE**

**REQUEST FOR SERVICES TITLE:** **CONTRACT TO CONDUCT CAPACITY BUILDING OF FISH TRADERS AND SPS/TBT BORDER REGULATORY AUTHORITIES ON SELF REGULATION AND RISK-BASED APPROACHES TO REGULATION**

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

**CONTRACT TO CONDUCT CAPACITY BUILDING OF FISH TRADERS AND SPS/TBT BORDER REGULATORY AUTHORITIES ON SELF REGULATION AND RISK-BASED APPROACHES TO REGULATION**

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 20,000 *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/8.3/10/2021/18TPL - REISSUE -CONTRACT TO CONDUCT CAPACITY BUILDING OF FISH TRADERS AND SPS/TBT BORDER REGULATORY AUTHORITIES ON SELF REGULATION AND RISK-BASED APPROACHES TO REGULATION*”***, 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:

***21 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******;***  ***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:** 23 APRIL 2021

**ANNEX 1: TERMS OF REFERENCE**

**TERMS OF REFERENCE – REGIONAL CONSULTANCY**

**Capacity Building of Fish Traders and SPS/TBT BORDER Regulatory Authorities on Self regulation and risk-based approaches to regulation**

1. **BACKGROUND**

COMESA recognizes the importance of small-scale cross border trade, and Informal Cross Border Trade (ICBT), and has developed several policies and mechanisms to facilitate it, including the Simplified Trade Regime (STR) and the COMESA Green Pass (GP)

Under the Cross-Border Trade Project, the SPS/TBT component of the project focuses on overcoming bottlenecks in intra-regional trade by applying these existing trade facilitation instruments. COMESA has developed the Green Pass, - a certification system meant to support trade in agricultural commodities – which is currently under implementation. The Green Pass is a risk-based certification system to specific SPS requirements meant to facilitate and simplify trade for Small Scale Cross Border Traders under the COMESA Simplified Trade Regime (STR). It is being piloted on dried/salted fish originating from Luangwa District of Zambia, which is traded across several borders, including DR Congo through Kasumbalesa border post.

Several activities are foreseen in order to facilitate pilot implementation of the Green Pass Certification initiative, including the following:

1. Capacity building of stakeholders along the fish value chain, including fish farmers; fish traders (associations/cooperatives); SPS/TBT Agencies and CBTOs/TIDOs on self-regulation/co-regulation model.
2. Capacity building of Regulatory Authorities’ at the borders for district level personnel (Ministries of Health, Agriculture/Fisheries and District Council/Local Authority) on risk-based approaches to regulation.
3. Design and development of a manual on self-regulation and standard operating procedures (SoPs) for fish traders for their daily reference and use, and translated into local languages
4. Design and development of the Green Pass Certificate and GP label for affixing on verified consignments as proof of compliance to requirements

Analytical work from studies conducted by COMESA under the STDF funded ***Breaking Barriers Facilitating Trade Project*** as well as under the AfDB funded Tripartite project on ***Border Assessments*** reveal that current SPS/TBT practices at most borders in the region are perceived by scale cross border traders as being unpredictive in nature who then resort to using informal routes. In addition, food safety issues surrounding the Luangwa fish came to the fore a few years ago relating to the use of unsafe products for preservation of the fish.by fish farmers and traders. The GP has been planned for pilot implementation in this region in response to these key challenges.

1. **DESCRIPTION OF THE ASSIGNMENT**
	1. **Objective and scope of the consultancy**
2. Development of training material/modules on self-regulation/co-regulation model
3. Development of training material/modules on risk-based approaches to regulation
4. Capacity building training sessions on self-regulation/co-regulation model for stakeholders along the fish value chain (fish farmers; fish traders associations/cooperatives; SPS/TBT Agencies and CBTAs/TIDOs)
5. Capacity building training sessions on risk-based approaches to regulation for Regulatory Authorities’ at the borders/district level personnel (Ministries of Health, Agriculture/Fisheries and District Council/Local Authority).
6. Design and development of a manual on self-regulation and standard operating procedures (SoPs) for fish traders for their daily reference and use, and translated into local languages
7. Prepare final report
	1. **Deliverables**
8. Inception report, outlining the approach to the assignment and draft work-plan
9. Training materials on risk-based approaches to regulations for district level regulatory authorities
10. Training materials on self-regulation/co-regulation for fish traders
11. Fish value chain stakeholders trained on self-regulation/co-regulation
12. Border SPS/TBT Regulators trained on risk-based approaches to regulation
13. Manual and standards operating procedures for self-regulation for fish traders
14. Final Report

**3. Timeline of Assignment**

|  |  |  |
| --- | --- | --- |
| No | Description of Activities | Work days |
| 1 | Inception Report | 5 |
| 2 | Development of training materials on self-regulation/co-regulation model and risk-based approaches to regulations | 15 |
| 3 | Capacity building training sessions on risk-based approaches to regulation | 3 |
| 4 | Capacity building training sessions on self-regulation/co-regulation model | 2 |
| 5 | Design and development of a manual on self-regulation and standard operating procedures (SoPs) for fish traders | 10 |
| 6 | Final report | 5 |
| 7 | **Total** | **40** |

The tasks will be carried out over a period of 40 days between May to July 2021, with travel to Luangwa District for on-site training. However, considering the Covid-19 situation, training material and other required document preparatory will be developed remotely while the onsite training will be conducted following consultations and guidance from COMESA Executive Management and Zambia Health Ministry.

**4. Reporting**

The regional consultant will work closely with the COMESA SPS/TBT Coordinator, the SSCBTI Team Leader and report to the Director for Industry and Agriculture at the Secretariat.

**5. Qualifications and Skills**

1. Post-graduate degree in Food Science/Technology, Veterinary Science, Chemical and Biological Sciences
2. At least ten (10) years experience in training and mentoring Micro, Small and Medium Enterprises (MSMEs) on implementation of food safety standards
3. Demonstrated experience in design and implementation of risk-based approaches to regulation.
4. Demonstrated experience in design and implementation of self-regulation/co-regulation interventions for MSMEs/informal sector.
5. Sound kknowledge of the COMESA region and familiarity with regional SPS/TBT trade issues
6. Fluent in vernacular language common in the Luangwa District (Nyanja)

**NB**: Written evidence of competences in c) and d) is a requirement.

**6 Source of funding**

The consultancy fee will be funded from the EDF 11 Small Scale Cross Border Trade Initiative, Green Pass component budget (Activity 1.5)

**7. Remuneration**

1. A consultancy fee of Eur 500 daily fee amounting to Eur 20,000.
2. 30% at the beginning of the assignment upon submission of the inception report
3. 70% upon completing the assignments and submission of final report

**8. Documents**

Any documents required will be provided upon signature of contract for appropriate background information 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/8.3/10/2021/18TPL – REISSUE

REQUEST FOR SERVICES TITLE: **CONTRACT TO CONDUCT CAPACITY BUILDING OF FISH TRADERS AND SPS/TBT BORDER REGULATORY AUTHORITIES ON SELF REGULATION AND RISK-BASED APPROACHES TO REGULATION**

[*Location, Date*]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the ***CONTRACT TO CONDUCT CAPACITY BUILDING OF FISH TRADERS AND SPS/TBT BORDER REGULATORY AUTHORITIES ON SELF REGULATION AND RISK-BASED APPROACHES TO REGULATION*** in accordance with your Request for Expression of Interests number *CS/PROC/EDF/8.3/10/2021/18TPL - REISSUE,* 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/8.3/10/2021/18TPL - REISSUE - CONTRACT TO CONDUCT CAPACITY BUILDING OF FISH TRADERS AND SPS/TBT BORDER REGULATORY AUTHORITIES ON SELF REGULATION AND RISK-BASED APPROACHES TO REGULATION

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)