**REQUEST FOR EXPRESSION OF INTEREST**

**SELECTION OF INDIVIDUAL CONSULTANTS**

**REFERENCE NUMBER:** **CS/PROC/APSA/SC.01**

**REQUEST FOR SERVICES TITLE:** **RECRUITMENT OF A CONSULTANT TO IDENTIFY DYNAMIC DATA ON CHILDREN INVOLVEMENT IN ARMED CONFLICT FOR INCORPORATION INTO THE COMESA CONFLICT EARLY WARNING SYSTEM (COMWARN) STRUCTURAL VULNERABILITY ANALYSIS**

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

**CONSULTANCY TO IDENTIFY DYNAMIC DATA ON CHILDREN INVOLVEMENT IN ARMED CONFLICT FOR INCORPORATION INTO THE COMESA CONFLICT EARLY WARNING SYSTEM (COMWARN) STRUCTURAL VULNERABILITY ANALYSIS**

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 **USD 10,000 *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/APSA/SC.01 - CONSULTANCY TO IDENTIFY DYNAMIC DATA ON CHILDREN INVOLVEMENT IN ARMED CONFLICT FOR INCORPORATION INTO THE COMESA CONFLICT EARLY WARNING SYSTEM (COMWARN) STRUCTURAL VULNERABILITY ANALYSIS *”***, 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:

***16TH JUNE 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** | Academic Qualifications | 25 |
| 2 | Understanding the Assigment and Methodology | 15 |
| 3 | Skills and experience relevant to assignment | 40 |
| 4 | Regional experience | 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 3 working days prior to deadline indicated in the paragraph 6 above, from:

The Procuring entity: ***COMESA Secretariat***

Contact person: ***Sandra M Chola***

E-mail: [***schola@comesa.int***](mailto:schola@comesa.int)***;***  **ratwaru@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 7 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:** 21st May 2021

**ANNEX 1: TERMS OF REFERENCE**

****

**TERMS OF REFERENCE**

1. ***INTRODUCTION AND BACKGROUND***
2. The Common Market for Eastern and Southern Africa (COMESA) is the largest regional economic Community in Africa with 21 Member States. COMESA was initially established in 1981 as the Preferential Trade Area for Eastern and Southern Africa (PTA) within the framework of the Organization of African Unity’s Lagos Plan of Action and the Final Act of Lagos. The PTA was transformed into COMESA in 1994 to take advantage of a larger market size to share the region’s common heritage and destiny and to allow greater social and economic cooperation with the ultimate objective being the creation of an Economic community.
3. To achieve this objective COMESA through Article 3 (d) of its Treaty has prioritized the promotion of peace and security in the region. This is in recognition that without peace and security in the region, the regional integration agenda cannot be sustained and realized. To this end COMESA has been implementing different programmes in peace and security in the areas of conflict prevention, conflict management, governance and democratization and post-conflict reconstruction and development.
4. In 2006 the COMESA Ministers of Foreign Affairs mandated COMESA to develop an early warning system focusing its niche around economic or structural dimensions of conflict. At the commencement of the development of the COMWARN SVA model, COMESA conducted Country Vulnerability Assessments (CVAs) for 18 out of the 19 Member States. These CVAs provided a basis for developing the structural indicators framework that was taken through econometric analysis and modelling resulting in the development of the target, the COMESA Peace and Prosperity Index (CPPI), identification of over a hundred explanatory structural indicators, as well as the incorporation of the Geographic Information System (GIS) into the SVA model. Over the years, the COMESA Early Warning System (COMWARN) has been in constant development. COMESA has attained significant milestones in operationalizing the COMWARN Structural Vulnerability Assessment (SVA) model, including production of the first SVA reports in 2015, that were shared with Member States at a regional workshop on SVAs that was held in Nairobi, Kenya in July 2015. In addition to the significant improvements made to the model, subsequent reports have been produced on an annual basis and to date COMESA has held a total of five national multi-stakeholder consultations on SVAs with multi-stakeholders from Uganda (December 2017), Zambia and Zimbabwe (September 2018), Madagascar (October 2018) and Kenya (August 2019). During the multi-stakeholder workshops, much as the participants appreciated the structural factors that impact on peace and prosperity as flagged out by the model, they also indicated the need to consider the incorporation of dynamic factors to enhance the model. Several Meetings of the Ministers of Foreign Affairs have also urged COMESA to work towards incorporating dynamic data into its model for purposes of improving the understanding and analysis of the COMWARN SVA reports.
5. To respond to the Decisions of the Ministers of Foreign Affairs and recommendations drawn from various multi-stakeholder consultations to incorporate dynamic data into the COMWARN SVA model, a framework has been developed. As the process of incorporating dynamic data is ongoing, COMWARN has realized a need for identifying dynamic data on children living in situations of armed conflict. The impact of armed conflict on children is currently difficult to estimate due of the lack of reliable and up-to-date data. Various reports by UNICEF and Save the Children state that children continue to pay a huge price as conflicts rage around the world. The reports further note that since the start of the decade, the United Nations has verified more than 170,000 grave violations against children in conflict, the equivalent of more than 45 violations every day for the last 10 years. A UN Security Council Resolution 2427 adopted in July 2018 aimed at providing a legal framework for mainstreaming protection, rights, well-being and empowerment of children throughout the conflict life cycle connected the children and armed conflict agenda to the issues of conflict prevention and sustaining peace. It is based on this background that COMESA, in collaboration with Save the Children have prioritized a study on children and armed conflict in the COMESA region in order to identify dynamic indicators and the nexus between children in armed conflict and war economies.
6. Therefore, these Terms of Reference (TORs) are developed to identify a suitable consultant to undertake a study that is aimed at identifying dynamic data on children living in situations of armed conflict and the nexus between children in armed conflict and war economies. The outcome of the study will be incorporated into the COMESA Conflict Early Warning (COMWARN) Structural Vulnerability Assessment (SVA) model.
7. **METHODOLOGY TO BE USED**
8. The work will involve conducting desk research on the possible indicators and data sources as well as proposals on incorporation of the indicators and data on the COMWARN SVA model. In addition, the desktop research will entail analysis of the nexus between children in armed conflict and war economies, as well as an analysis on implementation of legal policy frameworks already in place to protecting children and limitations thereto for effective implementation. The draft report will be presented to a group of experts in a workshop for validation before finalizing the work.
9. **MAIN TASKS**
10. Under the overall supervision of the Head of COMESA Governance, Peace and Security Unit and the direct supervision of the Early Warning Expert, the consultant will perform the following tasks:
    1. Conduct a desk review of available literature and information sources on children living in situations of armed conflict in the COMESA region;
    2. Identification of indicators that can be used to track dynamic data on children living in situations of armed conflict and possible sources of reliable data on these indicators;
    3. Interrogate the nexus between children in armed conflict and war economies;
    4. Presentation of the draft report to a group of experts in a COMESA organized workshop for validation;
    5. Incorporation of comments and inputs from the workshop into the report.
11. **DELIVERABLES**
12. The Consultant is expected to deliver the following: -
13. First draft report
14. Final report after incorporation of inputs from the experts’ validation workshop
15. **PROFILE OF THE CONSULTANT**

**Academic Qualifications and skills of the consultant**

1. The consultant should possess the following qualifications and skills:
   1. At least a Master of Arts (M.A) degree in the areas of conflict prevention, management and resolution; or a related degree that could include economics, social sciences, Business development. A PhD would be an advantage.
   2. Experience/ knowledge in the functioning of conflict early warning systems,
   3. Knowledge of COMWARN would be an added advantage.

Strong inter-personal skills, good writing and analytical skills and be conversant with computer software

**Professional Experience**

1. The candidate should have:
   1. Proven experience in the areas of research and conflict analysis
   2. Knowledge of indicators particularly of children in conflict and relationship between children in armed conflict and war economies
   3. Previous similar work will be an added advantage.
2. **LANGUAGE**
3. The candidate should be conversant with English while a working knowledge of one of the other COMESA official languages (French, Arabic) will be an added advantage.
4. **DURATION AND LOCATION**
5. The consultant shall:
   1. Finalize the assignment within 45 working days.
   2. Perform the assignment at the country of residence but may be required to travel to participate in COMESA workshops upon invitation by COMESA.
6. **REPORTING**
7. The draft and the final reports will be submitted to the Head of Governance Peace and Security Unit.
8. **LEGAL FOR COMPETITORS:**
9. Only Nationals of COMESA Member States are encouraged to apply.

**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)

# 

# A. COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT

REFERENCE NUMBER: CS/PROC/APSA/SC.01

**REQUEST FOR SERVICES TITLE**: **-** CONSULTANCY TO IDENTIFY DYNAMIC DATA ON CHILDREN INVOLVEMENT IN ARMED CONFLICT FOR INCORPORATION INTO THE COMESA CONFLICT EARLY WARNING SYSTEM (COMWARN) STRUCTURAL VULNERABILITY ANALYSIS

[*Location, Date*]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the in accordance with your Request for Expression of Interests number *CS/PROC/APSA/SC.01* CONSULTANCY TO IDENTIFY DYNAMIC DATA ON CHILDREN INVOLVEMENT IN ARMED CONFLICT FOR INCORPORATION INTO THE COMESA CONFLICT EARLY WARNING SYSTEM (COMWARN) STRUCTURAL VULNERABILITY ANALYSIS*,* 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***

# 

# C. FINANCIAL PROPOSAL

**REFERENCE NUMBER:** CS/PROC/APSA/SC/01- CONSULTANCY TO IDENTIFY DYNAMIC DATA ON CHILDREN INVOLVEMENT IN ARMED CONFLICT FOR INCORPORATION INTO THE COMESA CONFLICT EARLY WARNING SYSTEM (COMWARN) STRUCTURAL VULNERABILITY ANALYSIS

|  |  |
| --- | --- |
| **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)