COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA



**REQUEST FOR TECHNICAL PROPOSALS (FIRMS) FOR CONSULTANCY TO CARRY OUT STAKEHOLDER MAPPING AND BASELINE STUDY FOR EGEE-ICT PROGRAMME IN THE**

**EA-SA-IO REGION**

**Tender Ref: EH/01/06/21**

**Closing Date: 22nd JUNE 2021**

# BACKGROUND

The Common Market for Eastern and Southern Africa (COMESA) Secretariat and the European Union (EU) have signed a Grant contribution agreement for the Enhancement of Governance and Enabling Environment in the ICT sector (EGEE-ICT) in the Eastern Africa, Southern Africa, and the Indian Ocean region (EA-SA-IO). The EGEE-ICT is a four (4) year programme that aims at supporting the effective review and/or development of various regional policy and regulatory framework in a harmonized manner that will contribute to enhancing competition, improved access to cost effective and secure ICT services.

COMESA as the lead REC will implement the programme on behalf of other Partner RECs in the EA-SA-IO region namely Southern Africa Development Community (SADC), Eastern Africa Economic Community (EAC), Intergovernmental Authority on Development (IGAD) and the Indian Ocean Commission (IOC)

* 1. **Programme Objectives**

The overall objective of the programme is to deepen regional integration and growth of the ICT sector in EA-SA-IO region. The Programme specific objectives are to have: -

1. Regionally coordinated public and private sector ICT policy development.
2. Enhanced policy and regulatory environment for competitive markets and gender sensitive ICT markets.
3. Improved infrastructure connectivity and access to ICT
   1. **Result Areas**

The program integrates three key result areas which will be implemented with sub result areas as follows:

* + 1. Result 1: Regionally coordinated public and private sector ICT policy development.
* Sub Result 1.1: Mechanism for consensus building in policy development among public and private sectors developed.
* Sub Result 1.2: Capacity of existing regional ICT associations enhanced.
* Sub Result 1.3: Accountability systems in policy formulation and implementation strengthened between public and private ICT sector actors.
  + 1. Result 2: Enhanced policy and regulatory environment for competitive markets and gender sensitive ICT markets.
* Sub result 2.1: Regional model policy and regulatory frameworks for e-commerce developed.
* Sub result 2.2: Gender responsive rights-based policy and regulatory frameworks for universal access and licensing strengthened.
* Sub result 2.3: Policy and regulatory frameworks to harmonise mobile roaming and termination tariffs and transit internet charges developed.
  + 1. Result 3: Improved Policies, infrastructure connectivity and access to ICT.
* Sub result 3.1: Policies to promote private sector investment in ICT infrastructure developed.
* Sub result 3.2: Policies and regulatory frameworks for open access and infrastructure sharing developed.

The primary beneficiaries of the EGEE-ICT programme will be member states of EA-SA-IO region, through their respective ICT Ministries and Regulators as they will use this programme to support the development and implementation of policies and regulatory frameworks that will provide a conducive environment for the effective development of the ICT sector. Others are Regional Association of Regulators that play a great role in the development of policy guidelines and regulations and in the harmonisation process namely the Communication Regulators Association of Southern Africa (CRASA), Eastern Africa Communication Organisation (EACO) and Association of Regulators for Information and Communication for Eastern and Southern Africa (ARICEA).

1. **RATIONALE OF THE ASSIGNMENT**

The stakeholder mapping and baseline study will contribute to a comprehensive understanding of the programme stakeholders and the determination quantitatively and qualitatively the current situation in relation to the result areas and indicators of the programme at the inception phase.

The beneficiary of the EGEE-ICT programme is defined in the Programme documents. These stakeholders, however, are not adequately expressed in terms of profiles, status, and characteristics. It is important therefore, that the programme carries out a stakeholder mapping which will help in understanding the key stakeholders of the programme, their needs and benefits the programme can offer to them. Similarly, though the EGEE-ICT programme, indicators and targets are clearly defined in the programme Log frame, the baseline information are currently inadequate and not available in many result areas. It is therefore important that a baseline survey is carried out to capture and come up with baseline indicators for the programme and a composite index to monitor progress in the various RECs.

The information to be gathered under this assignment will help measure the programmes achievements and outputs in the mid-term and at the end of the implementation. It will also help in building the consensus required to ensure greater acceptance and wider applicability of the programme results as well as accountability towards the stakeholders.

1. **OBJECTIVE OF THE ASSIGNMENT**

The overall objective of this assignment is to carry out a comprehensive stakeholder mapping and establish a pre‐programme baseline information as per the indicators of the programme overall objective, specific objectives and expected results specified in the programme description of action and log‐frame documents.

The specific objectives of the assignment include the following: -

1. To collect, document, analyse and validate the verifiable indicators from the programme log frame and establish the baseline for each of the programme indicators. And based on the collect recommend, any revisions to existing programme indicators and/or amend programme targets were necessary.
2. To carry out a stakeholder mapping and analysis, develop a project stakeholder engagement plan, assess institutional capacity, skills, and gaps, and identify institutional strengthening needs for programme success.
3. To develop plans, strategies, and mechanisms to achieve maximum stakeholder participation for sustainable programme implementation.
4. To recommend appropriate mechanisms and an elaborate monitoring and evaluation framework for effective collaboration among various stakeholders
5. **SCOPE OF WORKS**

The Consultant will be responsible for undertaking the overall assignment and will work closely with the Programme Management Unit.

The consultant is expected to describe programme stakeholders extensively using an appropriate mapped methodology. The mapping should be based on present situation (base case) and future situation (reference case or Target). Future scenarios need to be described and analysed and an overall problem description needs to be provided**.**

The consultant will carry out a baseline study to determine quantitatively and qualitatively the current situation in relation to the key result areas of the programme. The study will establish the baseline for the programme key indicators and constitute the basis to measure the programme performance. The baseline study should also include a comprehensive description of the status of the ICT sector in the EA-SA-IO region in terms of strengths, weaknesses, opportunities, and threats (SWOT analysis) of existing socio-economic structures and institutional systems (governance, policies), infrastructure and connectivity, and ICT applications and services.

The specific scope of works are as follows: -

* 1. **Undertake a Stakeholder Mapping and Analysis**

The specific tasks include but not limited to the following: -

1. Obtain and review relevant programme documentation and related national and regional level documents; based on the documentation and in consultation with the Programme Management Unit (PMU), develop the most appropriate stakeholder mapping methodology.
2. Identify principal stakeholders, their roles, capacities, and interests; examine possible conflicts between these stakeholders and their aspiration about the future of the ICT sector in the region.
3. Conduct a thorough process involving consultations with all relevant stakeholders (Public, private sector, and civil society and development partners) as an integral part of the assignment.
4. Identify the strategies and mechanisms that will be used to achieve the greatest support of stakeholders and minimize resistance and outline the processes and steps that will be undertaken to carry out the planned strategies.
5. Describe the methods that will be used to monitor stakeholder engagement and alert the programme team if problems are surfacing.
6. Define needs and key value propositions for all stakeholder categories which will be used for further communication and engagement activities.
7. Recommend appropriate mechanisms for effective collaboration among various stakeholders including the need to have a regional repository containing REC/country ICT policies, strategies, and legislation.
8. Prepare a final report with an in-depth analysis of the results of conducting the stakeholder mapping. The report should include objectives, methodology, key findings, and recommendations.
   1. **Carryout a Baseline Study**

The main tasks include but not limited to the following: -

1. Review all the relevant documents provided by the Programme including the programme description of action, the Log frame and any other source documents deemed necessary to complete the assignment.
2. Develop the methodology to conduct the baseline survey and present it to the Programme Management unit for review.
3. Conduct baseline assessment implementing agreed methodologies and tools.
4. Analyse and asses in general the ICT sector in the EA-SA-IO region by identifying the main characteristics and contribution to the socio -economic, social development which should include: -
   1. Macro-economic and social setting,
   2. Policy, legal and regulatory and institutional setup, and processes
   3. Key problems/issues as well as opportunities faced by the regional and national authorities in relation to having a regional competitive market.
   4. Identification of gaps regarding, among others, policy and infrastructure requirements, sustainability, and management of ICT sector.
   5. Potential measures to address the gaps/problems identified, including operational/business model for the programme and assumptions underlying the proposed intervention.
   6. Needs assessment for required training facilities and for countries in the region to access a pool of resources.
5. Consult with the Programme Management unit as required.
6. Review programme results framework and log frame to refine and adapt programme indicators and/or programme targets based on baseline findings to allow effective monitoring and evaluation through the programme cycle.
7. Prepare a final report with an in-depth analysis of the results of conducting the stakeholder mapping. The report should include objectives, methodology, key findings, and recommendations.
8. **DELIVERABLES**

The deliverables for these assignments are:

1. Inception report
2. Draft final report
3. Final report
   1. **Inception Report**

The consultant will be expected to prepare an inception report outlining the approach and methodology and work plan to fulfil the Terms of Reference for the assignment. These will include a breakdown of work, timelines, risks, and an overview of stakeholders to be engaged during the assignment.

An electronic version of the Inception Report shall be submitted to COMESA within fifteen (15) days after commencement of the assignment. The Inception Report shall be discussed and approved by COMESA as the Lead REC for the EGEE-ICT Programme. After a review.

* 1. **Draft final Report**

The consultant shall submit a draft Stakeholder Mapping and Baseline report within Fifty-Five (55) days after inception report incorporating fact finding data from surveys; analysis, workshops and consultations held during the process with stakeholders at various levels. The report will cover the actual methodologies followed during data collection, analysis and will summarize the results. The Consultant will be expected to share their draft report with COMESA in an agreed format for preliminary review and validation. Furthermore, the consultant is expected to participate and present the findings and recommendations at agreed technical and policy platforms to discuss and validate the report.

* 1. **Final Report**

The Consultant will produce a final written report. An electronic version in word format shall be submitted to COMESA after incorporating the feedback and suggestions from the Stakeholders. The Final Report shall be submitted within 20 days after receipt of the evaluation/comments on the Draft Final Reports. The report should be complete with objectives, methodology, key findings, and recommendations with annexes of relevant information including the validation Workshop Report.

1. **TIMELINES** 
   1. **Commencement Date and Period of Implementation**

The assignment shall be completed within a period of Hundred (100) calendar days, commencing from the date of receipt of the Notice of award.

* 1. **Table of Deliverables**

The timing of the deliverables for the assignment are as indicated in the table below. The Inception, draft final reports final report shall be submitted electronically.

|  |  |
| --- | --- |
| **Deliverables** | **Timeline** |
| Inception Report including Detailed Work plan | 15 days from receipt of letter of award |
| Draft final Report | 70 days from receipt of letter of award |
| Final Report | 100 days from receipt of letter of award |

1. **QUALIFICATION AND EXPERIENCE**

COMESA is seeking applications from firms and/or consortiums of consultants. The successful (lead) consultant should have a minimum of the following qualifications and experience:

* 1. **Qualifications**

1. A minimum of a master’s degree in Telecommunication, Engineering, Economics Computer science, Economics or Statistics.
   1. **Professional experience**
2. A minimum of 15 years in the ICT industry.
3. Experience in regional policy, regulatory framework/harmonization.
4. Knowledge and experience in conceptual analysis of telecommunications networks within the respective field of expertise i.e., engineering, economics, ICT policies and regulations and statistics
5. Project Management Experience
6. African Experience – having worked on similar project on the continent,
7. Has a proven track record leading multi – disciplinary teams.
8. Excellent Communication and Report writing Skills,
9. **PLACE OF ASSIGNMENT**

Flexible, provided that online calls and a video conference are possible with at least two travel missions to Lusaka, Zambia and at least one visit to EAC, IGAD, IOC and SADC (interviews presentation of draft, validation workshop, etc.).

1. **SUPERVISION AND REPORTING**

It is expected that the consultant will work in very close coordination with the COMESA Secretariat, providing regular, unsolicited updates, and responding promptly and flexibly to the needs and demands of COMESA and the corresponding timelines. Overall reporting will be to Director of Infrastructure and Logistics. All reports shall be in electronic format in MS Word, Excel, or PowerPoint as the case may be.

1. **DURATION**

The tasks will be carried out over 100 calendar days within a four-month period from contract signature.

**11. AMENDMENTS OF PROPOSAL DOCUMENTS**

At any time prior to the deadline for submission of Bids, COMESA, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Proposal Documents by issuing an addendum.

All addenda shall send to the shortlisted firms.

In order to afford shortlisted Bidders reasonable time in which to take the amendments into account in preparing their offers, COMESA may, at its discretion, extend the deadline for the submission of Proposals.

**12. FORMAT AND SEALING OF BIDS**

The bidder shall submit the proposal **by email** to the following address:

Chairman - Procurement Committee,

COMESA Secretariat,

Ben Bella Road,

P.O. Box 30051,

Lusaka, Zambia,

Attention: Procurement Unit

Email: [procurement@comesa.int](mailto:procurement@comesa.int)

The submission should be clearly marked “CONSULTANCY TO DEVELOP COMESA COORDINATED BORDER MANAGEMENT – RFP No. **EH/01/06/21** BID OPENING SHALL TAKE PLACE ON **22nd June 2021** at 15.00 Hours **Lusaka time**.

***NOTE:*** *If the emails are not clearly marked as per the instructions in this clause, COMESA will not assume responsibility for the proposal’s misplacement or distorted content and may – at its discretion – reject the proposal.*

In the event of any discrepancy between the original and the copy, the original shall govern.

**13. DEADLINE FOR SUBMISSION OF PROPOSALS**

The deadline for the submission of proposals is **22nd June 2021** at 15.00 Hours Lusaka Time (GMT+2). The tenders will be opened immediately thereafter in the presence of bidder’s representative who choose to attend.

**14. LATE TENDERS**

Any Tender received by COMESA after the deadline for submission of Bids shall be rejected. There shall be no exception to this requirement.

**15. EVALUATION AND COMPARISON OF PROPOSALS**

To assist in the examination, evaluation and comparison of Bids, COMESA may ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

COMESA will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidder does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

Prior to the detailed evaluation, the Procurement Committee will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP).

For purposes of these Clauses, a substantially responsive Proposal is one, which conforms to all the terms and conditions of the RFP without material deviations. COMESA’s determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by the COMESA and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

The bids will be evaluated as follows:

* The envelopes containing the sealed technical and financial offers will be opened.
* The envelope marked “TECHNICAL PROPOSAL” will be opened and the technical proposal will be evaluated.
* If the technical proposal is evaluated as 70 per cent or above the envelope marked “FINANCIAL PROPOSAL” will be opened.
* The Bidder that has offered what is adjudged to be the best technical and financial offer will be offered the contract.
* If the Bidder that offered what was adjudged to be the best technical and financial offer declines to accept the offer, then the Bidder that is adjudged to have offered the second best technical and financial offer will be offered the contract.

**Table 1: Criteria for Overall Technical Evaluation**

| Criteria | | % |
| --- | --- | --- |
| T1 | Understanding of the Terms of Reference | 10 |
| T2 | Relevant experience of the firm in similar assignments | 30 |
| T3 | Proposed methodology, approach and implementation plan | 20 |
| T4 | Qualifications and professional experience of key experts | 40 |
|  | **Total** | **100** |

The tender shall be awarded to the best technical responsive candidate, with a score of 70% and above and with the lowest financial proposal.

Bidders are required to submit **ONLY** the technical proposals. Firms which will pass the technical evaluation shall be invited to submit financial proposals, in line with the COMESA rules.

COMESA Secretariat does not bind itself to accept any bid and reserves the right to accept the whole or partially any of the submitted bids.

**16. TECHNICAL QUERIES**

For any technical queries related to terms of reference, kindly contact the Procurement Unit on the following email: [procurement@comesa.int](mailto:procurement@comesa.int).