**REQUEST FOR EXPRESSION OF INTEREST**

**SELECTION OF INDIVIDUAL CONSULTANTS**

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

**REQUEST FOR SERVICES TITLE:** **NATIONAL CAPACITY BUILDING ON DEVELOPMENT OF STATISTICS OF INTERNATIONAL TRADE IN SERVICES (SITS)** **- FRANCOPHONE**

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

**NATIONAL CAPACITY BUILDING ON DEVELOPMENT OF STATISTICS OF INTERNATIONAL TRADE IN SERVICES (SITS) - FRANCOPHONE**

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 FRANCOPHONE Individual Consultants are eligible for this assignment**

**3.** The maximum budget for this contract is **US$ 12,000.00 *for expert service/consultants’ fees only.*** Proposals exceeding this budget will not be accepted.

**4**. Your Expression of Interest must be presented as per Expression of Interest Forms attached as Annex 2 to this Request for Expression of Interest, in the English language and be accompanied by copies of all the indicated supporting documents. If the supporting documents are not in English, these shall be accompanied by a certified translation into English.

**5.** Your application documents clearly marked and email bearing the subject **“****: CS/PROC/EDF/8.3/10/2021/16TPL -NATIONAL CAPACITY BUILDING ON DEVELOPMENT OF STATISTICS OF INTERNATIONAL TRADE IN SERVICES (SITS) - FRANCOPHONE*”***, 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:

***23 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** | General qualifications | 20 |
| 2 | Adequacy for the assignment | 60 |
| 3 | Experience in the region | 20 |
|  | **Total** | **100** |

**9.** Your proposal should be submitted as per the following instructions:

(i) PRICES:

The financial proposal shall be inclusive of all expenses deemed necessary by the Individual Consultant for the performance of the contract.

(ii) EVALUATION AND AWARD OF THE CONTRACT:

Expressions of Interest determined to be formally compliant to the requirements will be further evaluated technically.

An Expression of Interest is considered compliant to the requirements if:

* It fulfils the formal requirements (see Paragraphs 2,3,4,5,6 and 7 above),
* The financial proposal does not exceed the maximum available budget for the contract.

The award will be made to the applicant who obtains the highest technical score. Expressions of Interest not obtaining a minimum score of 70% will be rejected.

(iii) VALIDITY OF THE EXPRESSION OF INTEREST:

Your Expression of Interest should be valid for a period of 90 days from the date of deadline for submission indicated in Paragraph 6 above.

10. The assignment is expected to commence within two (2) weeks from the signature of the contract.

11. Additional requests for information and clarifications can be made until 7 working days prior to deadline indicated in the paragraph 6 above, from:

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

Contact person: ***Ted Peter Luka***

E-mail: [***tluka@comesa.int***](mailto:tluka@comesa.int)***;***  [***smwesigwa@comesa.int***](mailto:smwesigwa@comesa.int)***;***

The answers on the questions received will be sent to the Consultant and all questions received as well as the answers to them will be posted on the COMESA Secretariat’s website at the latest 3 working days before the deadline for submission of applications.

**ANNEXES:**

ANNEX 1: **Terms of Reference**

ANNEX 2**: Expression of Interest Forms**

**Sincerely,**

**Name:** Silver Mwesigwa

**Title:** Head of Procurement

**Date:** 02 JUNE 2021

**ANNEX 1: TERMS OF REFERENCE**

**National Capacity Building on Development of Statistics of International Trade in Services (SITS) - FRANCOPHONE**

1. **Background**

The integration of Africa and of LDCs in Trade in Services is a priority for the WTO. The LDC Services Waiver adopted at the WTO’s Eighth Ministerial Conference in December 2011, allows non-LDC members to grant preferences to services providers from LDCs greater access to their markets. The objective is to enhance LDCs' participation in world trade in services. For the first time, this decision allows WTO members to deviate from their most-favoured nation obligation under the General Agreement on Trade in Services (GATS), that otherwise obliges members to give equal treatment to all WTO members. However, initial progress on implementation of the waiver was slow, prompting WTO members to decide at the Ninth Ministerial Conference in Bali, Indonesia, on 3-6 December 2013 to take further steps to make use of or “operationalize” the waiver. On 21 July 2014, the LDCs submitted a collective request identifying the sectors and modes of services supply of particular interest to them.

The LDC Group outlined a proposal for a possible decision on the LDC Services Waiver at the Tenth Ministerial Conference in Nairobi in December 2015. The proposals include extending the waiver period to 15 years from the date of submission of each notification (rather than the current 15-year lifespan of the waiver as from the date of its adoption in December 2011), as well as defining the term “preferential treatment” in the sense of the waiver. The subsequent decision on "Implementation of Preferential Treatment in Favour of Services and Service Suppliers of Least Developed Countries and Increasing LDC Participation in Services Trade" agreed in Nairobi, inter alia, extends the waiver period during which Members may grant preferential treatment to LDC services and service suppliers until the end of 2030. As a result, at present, 51 members (counting EU Members individually) have notified their preferences to LDC services and services suppliers.

COMESA is building the competitiveness of the services sector in the region through the harmonization of regulations in various service sectors across countries. Eleven COMESA countries have at this stage submitted schedules of specific commitments in four priority sectors (**financial services, communications, transport and tourism**) while work is now underway to initiate negotiations in three additional sectors (**energy, business, construction and related engineering services**) as well as to facilitate the conclusion of mutual recognition agreements for selected professions. Progress towards liberalization of services is constrained by a lack of resources (both regional and national level) to carry out negotiation processes, inadequate technical and institutional capacity at national level to implement agreed schedules of commitment and strong vested interest on the part of economic actors in some sectors. The lack of preferential regional market access and harmonized or mutually recognized regulations governing Trade in Services in the member States as well as limitations in the free movement of persons constrain trade in services in the region.

Further, the lack of detailed and bilateral data on trade in services has raised concern. This absence of data in trade in services also affects policy formulation in the liberalization of the service sector.

In fact, at the WTO level, the document on LDC Post-Nairobi Priorities in the WTO (WT/GC/W/717) of June 2016 stated that, "The LDC Group underlines the need for trade information and reliable, updated statistical data for conducting relevant trade negotiations at the Post-Nairobi phase.” Further with respect specifically to statistics in trade in services, Annex C of the 2005 WTO Ministerial Declaration mentions that " “Targeted technical assistance should be provided through, inter alia, the WTO Secretariat on compiling and analyzing statistical data on trade in services, assessing interests and gains from services trade”. This is indicative of the fact that statistics on trade in services have been on developing economies' agenda for some time. The services waiver and the granting of preferences in services has further stressed this need. The 2018 meeting of the Inter-Agency Task Force on International Trade Statistics reiterated the importance of technical assistance on SITS to developing economies for the next two years.

1. **COMESA Intervention**

The Trade Facilitation Programme is part of the Eleventh European Development Fund (EDF11) under the Common Market for Eastern and Southern Africa (COMESA) sub-regional envelope focusing on removal of impediments to the movement of goods, services, capital and people and to achieve global market competitiveness in the COMESA region. The programme aims at increasing intra-regional trade flows of goods, persons, and services by reducing the costs and delays of imports/exports at specific border posts in line with the Tripartite Agreements.

Among the five complementary focal areas of the program is Enhancement of Trade in Services, Free Movement of Persons and Trade Negotiations. Within this sub program activities on development of statistics of international trade in services is included.

COMESA is now seeking to engage two Consultants under the programme to facilitate the process of collection of statistics on trade in services.

1. **Terms of Reference for Developing Statistics of International Trade in Services in member States**

The FRANCOPHONE consultant will be required to undertake the following activities:

1. Assist the national SITS compiler to develop a roadmap for SITS development in their country.
2. Build capacity of SITS compilers on the key Manual of Statistics of International Trade in Services (MSITS) recommendations.
3. Review available SITS data with national SITS compilers.
4. Assist national SITS compilers develop a basic dataset of SITS based on available data
5. Build capacity on the terms of reference for Statistical Compilers role on National Trade in Services Committees as adopted by the COMESA Technical Working Group on Statistics of International Trade in Services.
6. Present an overview of the trade in services negotiations in the COMESA and other regions.
7. Build capacity of trade policy makers on the Manual of Statistics of International Trade in Services (MSITS) recommendations.
8. To build capacity of trade negotiators and trade policy experts on *available* national SITS data: -
   1. Their most detailed extended balance of payments.
   2. Detailed foreign affiliates statistics; and
   3. Detailed foreign direct investment statistics (by sector, mode and country of origin/destination).
9. Analysis and presentation of a basic trade in services trends report for the member State.
10. Presentation of national roadmap for improvement of SITS to national policy makers.
11. Using available data, pilot the development of a detailed bilateral SITS dataset for Member states where this is possible.
12. Assist Secretariat with any other work related to development, analysis and dissemination of SITS.
13. **Deliverables**
14. An Inception Report detailing a clear approach and methodology on how to undertake the assignment; detailed work plan and schedule; and data collection methodology. (1 week after signing of the Contract).
15. National roadmaps for development of SITS.
16. Capacity building plans for national workshops.
17. National SITS trends report.
18. Bilateral SITS matrix, where data is available.
19. Final Report.
20. **Duration**

The total duration of the consultancy is 40 days .

1. **Fees**

A daily rate of US$300 will apply.

1. **Funding source:** 11 EDF COMESA Trade Facilitation Programme,
2. **Qualifications and experience**
3. A Master’s degree in Statistics, Economics, Mathematics, or related field.
4. A minimum of 10 years relevant experience in the field of Balance of Payments.
5. At least 5 years’ experience in the compilation of Statistics of International Trade in Services.
6. Experience at undertaking enterprise surveys for compilation of SITS.
7. Good working knowledge of the recommendations of the Manual of Statistics of International Trade in Services and their application in the African context.
8. Experience in working groups related to SITS either regional, continental or international level.
9. Experience at undertaking capacity on SITS at national and/or regional level.
10. Ability to write reports and complete tasks on a timely basis.
11. **Duty Station**

The Consultants will operate from their home countries. In addition, the Consultants may be required to travel to the member States to perform any of the tasks that will be undertaken in the course of the assignment.

1. **Exclusion Criteria**

The position is open to experts from COMESA member States, EU and ACP countries.

**ANNEX 2: Expression of Interest Forms**

[A. COVER LETTER FOR THE EXPESSION OF INTEREST FOR THE PROJECT 10](#_Toc267927845)

[B. CURRICULUM VITAE 11](#_Toc267927846)

[C. FINANCIAL PROPOSAL 14](#_Toc267927847)

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

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

REQUEST FOR SERVICES TITLE: **NATIONAL CAPACITY BUILDING ON DEVELOPMENT OF STATISTICS OF INTERNATIONAL TRADE IN SERVICES (SITS) - FRANCOPHONE**

[*Location, Date*]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for ***NATIONAL CAPACITY BUILDING ON DEVELOPMENT OF STATISTICS OF INTERNATIONAL TRADE IN SERVICES (SITS)* *- FRANCOPHONE*** in accordance with your Request for Expression of Interests number *CS/PROC/EDF/8.3/10/2021/16TPL,* dated [*insert date*] for the sum of [*Insert amount(s) in words and figures*]. This amount is inclusive of all expenses deemed necessary for the performance of the contract in accordance with the Terms of Reference requirements.

I hereby declare that all the information and statements made in my CV are true and accept that any misinterpretation contained in it may lead to my disqualification.

My proposal is binding upon me for the period indicated in Paragraph 9(iii) of this Request for Expression of Interest.

I undertake, if my Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph 10 of the Request for Expression of Interest, and to be available for the entire duration of the contract as specified in the Terms of Reference.

I understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature [*In full and initials*]:

Name and Title of Signatory:

B. CURRICULUM VITAE

***[insert full name]***

|  |  |
| --- | --- |
| 1. **Family name:** | *[insert the name]* |
| 1. **First names:** | *[insert the names in full]* |
| 1. **Date of birth:** | *[insert the date]* |
| 1. **Nationality:** | *[insert the country or countries of citizenship]* |
|  |  |
| 1. **Physical address:** 2. **Postal address** 3. **Phone:** 4. **E-mail:** | *[insert the physical address]*  *[Insert Postal Address]*  *[insert the phone and mobile no.]*  *[Insert E-mail address(es)* |
| 1. **Education:** |  |
|  |  |
| **Institution:**  **[Date from – Date to]** | **Degree(s) or Diploma(s) obtained:** |
| *[indicate the month and the year]* | *[insert the name of the diploma and the specialty/major]* |
| *[indicate the month and the year]* | *[insert the name of the diploma and the specialty/major]* |

**10. Language skills:** (Indicate competence on a scale of 1 to 5) (1 – excellent; 5 – basic)

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading** | **Speaking** | **Writing** |
| *[insert the language]* | *[insert the no.]* | *[insert the no.]* | *[insert the no.]* |
| *[insert the no.]* | *[insert the no.]* | *[insert the no.]* | *[insert the no.]* |

|  |  |
| --- | --- |
| **11. Membership of professional bodies:** | *[indicate the name of the professional body]* |
| **12. Other skills:** | *[insert the skills]* |
| **13. Present position:** | *[insert the name]* |
| **14. Years of experience:** | *[insert the no]* |
| **15. Key qualifications:** (Relevant to the assignment)  *[insert the key qualifications]* | |

**16. Specific experience in the region:**

|  |  |
| --- | --- |
| **Country** | **Date from - Date to** |
| *[insert the country]* | *[indicate the month and the year]* |
| *................* | *......................* |
| *[insert the country]* | *[indicate the month and the year]* |

**17. Professional experience:**

| **Date from – Date to** | **Location of the assignment** | **Company& reference person (name & contact details)** | **Position** | **Description** |
| --- | --- | --- | --- | --- |
| *[indicate the month and the year]* | *[indicate the country and the city]* | ***Name of the Company:***  ***Address of the company:***  ***Phone:***  ***Fax:***  ***Email:***  ***Name and title of the reference person from the company:*** | *[indicate the exact name and title and if it was a short term or a long term position]* | ***Name of the Assignment:***  ***Beneficiary of the Assignment:***  ***Brief description of the Assignment:***  ***Responsibilities:*** |
| ................ | …………….. | ……………………. | …………… | ………………………………………………………………………….. |
| *[indicate the month and the year]* | *[indicate the country and the city]* | ***Name of the Company:***  ***Address of the company:***  ***Phone:***  ***Fax:***  ***Email:***  ***Name and title of the reference person from the company:*** | *[indicate the exact name and title and if it was a short term or a long term position]* | ***Name of the Assignment:***  ***Beneficiary of the Assignment:***  ***Brief description of the Assignment:***  ***Responsibilities:*** |

1. **Other relevant information:** (e.g. Publications)

***[insert the details]***

***19. Statement:***

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I hereby declare that at any point in time, at the COMESA Secretariat’s request, I will provide certified copies of all documents to prove that I have the qualifications and the professional experience as indicated in points 8 and 14 above**[[1]](#footnote-1),** documents which are attached to this CV as photocopies.

By signing this statement, I also authorize the COMESA Secretariat to contact my previous or current employers indicated at point 14 above, to obtain directly reference about my professional conduct and achievements.

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

**ATTACHMENTS:** ***1) Proof of qualifications indicated at point 9***  
 ***2) Proof of working experience indicated at point 15***

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# C. FINANCIAL PROPOSAL

**REFERENCE NUMBER:** CS/PROC/EDF/8.3/10/2021/16TPL - NATIONAL CAPACITY BUILDING ON DEVELOPMENT OF STATISTICS OF INTERNATIONAL TRADE IN SERVICES (SITS) - FRANCOPHONE

Please insert your Total Financial Offer.

|  |  |
| --- | --- |
| **TOTAL FINANCIAL OFFER** |  |

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)