**REQUEST FOR EXPRESSION OF INTEREST**

**SELECTION OF INDIVIDUAL CONSULTANTS**

**REFERENCE NUMBER:** **CS/ADMIN/PROC/09/09/2021ss**

**CONSULTANCY TO UNDERTAKE CAPACITY NEEDS ASSESSMENT FOR LAW ENFORCEMENT AGENCIES OF BURUNDI AND MADAGASCAR AS REGARDS THEIR RESPECTIVE ANTI-MONEY LAUNDERING AND COMBATING FINANCING OF TERRORISM OBLIGATIONS**

1. **The COMESA Secretariat** is inviting Individual Consultants to submit their CVs and Financial Proposal for the above services. 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. 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.

Your application documents clearly marked and email bearing the subject **“CS/ADMIN/PROC/1/09/2021s CONSULTANCY TO UNDERTAKE CAPACITY NEEDS ASSESSMENT FOR LAW ENFORCEMENT AGENCIES OF BURUNDI AND MADAGASCAR AS REGARDS THEIR RESPECTIVE ANTI-MONEY LAUNDERING AND COMBATING FINANCING OF TERRORISM OBLIGATIONS**

***”***, should be emailed to the following address: [***procurement@comesa.int***](mailto:procurement@comesa.int)

1. The deadline for submission of your application, to the address indicated in Paragraph 3 above, is:

***30 SEPTEMBER 2021 AT 16:00 hours***

1. ***Physical submission of applications is NOT allowed.***
2. Your CV will be evaluated against the following criteria.

|  |  |  |
| --- | --- | --- |
|  | **Criteria** | **Maximum points allocated** |
| **1** | General qualifications | 20 |
| 2 | Adequacy for the assignment | 70 |
| 3 | Experience in the region | 10 |
|  | **Total** | **100** |

1. 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.

1. The assignment is expected to commence within two (1) week from the signature of the contract.
2. 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: ***Simatengo Simatengo***

E-mail [ssimatengo@comesa.int](mailto:ssimatengo@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:** 09 September 2021

**ANNEX 1: TERMS OF REFERENCE**

**CONSULTANCY TO UNDERTAKE CAPACITY NEEDS ASSESSMENT FOR LAW ENFORCEMENT AGENCIES OF BURUNDI AND MADAGASCAR AS REGARDS THEIR RESPECTIVE ANTI-MONEY LAUNDERING AND COMBATING FINANCING OF TERRORISM OBLIGATIONS**

**Background**

1. COMESA Maritime Security (MASE) programme is a component of the broader Regional Maritme Security programme funded by European Union. The programme was developed following the rising piracy along the Indian Ocean in the early to mid-2000s and it is jointly implemented by four Regional Organizations (including COMESA), each with different focus/mandate, all collectively targeted at curbing piracy and addressing economic effects of this transnational crime.
2. The COMESA component of the programme aims at strengthening the capacity of the Eastern and Southern Africa and Indian Ocean (ESA-IO) region to disrupt financial networks of pirates and their financiers. Therefore, in ensuring that a wider range of illicit financial flows are targeted, COMESA tackles this by implementing an anti-money laundering programme in line with Financial Action Task Force (FATF) standards. The programme targets strengthening capacity of various Anti-Money Laundering and Combating Financing of Terrorism (AML/CFT) stakeholders including reporting entities, Financial Intelligence Units (FIUs), Law Enforcement Agencies (LEAs) and even senior government officials. This approach ensures that all stakeholders are included in the fight against money laundering and other financial crimes, in line with their respective obligations as per the FATF standards.
3. Curbing of illicit financial flows (including the fight against money laundering) and terrorist financing has several benefits including protection of integrity of financial systems, citizens and national security, in general. Strong and effective AML/CFT frameworks make it difficult for criminals to conceal illegal activities and proceeds therefrom.
4. For all capacity building efforts along all areas of operation in this programme, COMESA renders country-specific support, in line with varying needs and/or requests from programme countries.

**Support towards Burundi and Madagascar Law Enforcement Agencies**

1. COMESA MASE programme started with ten countries who were severely affected by piracy along the Indian Ocean and all were signatories to Djibouti Code of Conduct. The ten countries are Comoros, Djibouti, Eritrea, Ethiopia, Kenya, Madagascar, Mauritius, Seychelles, Somalia and Tanzania. From June 2018, the programme coverage was extended to Burundi and Zambia, increasing the total number of programme countries to twelve.
2. Since inclusion of Burundi in the programme, COMESA has in 2019, jointly with INTERPOL, trained some officials from various LEAs. In the same year, COMESA undertook a joint high-level mission with East African Community (EAC), which sought to strategize delivery of more support, aiming at strengthening the country’s anti-money laundering regime.
3. For Madagascar, the programme has conducted a number of sensitization workshops of its various LEA officials including prosecutors and magistrates, on ML/TF issues, with the last sensitization done in March 2020. The programme has also trained some LEAs in financial investigations and asset recovery during two regional trainings of 2017. In 2019, COMESA jointly with INTERPOL, trained some officials from various LEAs and in the same year, COMESA also supported Eastern and Southern Africa Anti-Money Laundering Group (ESAAMLG) experts to undertake a technical assistance mission to Madagascar, where various stakeholders including LEAs were trained on their obligations as regards addressing Mutual Evaluation findings and how to report progress on the same to ESAAMLG.
4. So far, from all the support rendered to both countries, COMESA has seen the need to understand further, the specific gaps that exist amongst the LEAs in line with fulfilment of their respective AML/CFT related obligations. Once the gaps have been identified, COMESA shall organize tailored training to support addressing the gaps identified at the time of capacity needs assessment. Each country will have unique training in line with gaps that will be found.

**Scope of works for Burundi**

1. The consultancy seeks to conduct capacity needs assessment for LEAs of Burundi in line with undertaking of respective AML/CFT related obligations as regards national laws and FATF standards. Specifically, the consultant shall be required to do the following:
2. Evaluate existing AML/CFT related frameworks, policies, procedures and capacities.
3. Identify areas where capacities need to be enhanced or established.
4. Prepare capacity building and training plans for Burundi LEAs in line with country-specific needs
5. Outline sustainable AML/CFT capacity development strategy for Burundi LEAs, clearly categorizing the interventions into short-term and long-term

**Key Deliverables for Burundi**

1. The key deliverable from the consultancy shall be a capacity needs assessment report, which among other things should duly show the followings:
2. Gaps that exist amongst Burundi LEAs, which may hinder effective fulfilment of their AML/CFT related obligations in line with national laws and international standards
3. Gaps which may hinder effective collaboration between LEAs and FIC and other AML/CFT stakeholders
4. Capacity development strategy for Burundi LEAs, duly categorized in short-term and long-term
5. Training plans for Burundi LEAs to address the found gaps

**Scope of works for Madagascar**

1. The consultancy seeks to conduct capacity needs assessment for LEAs of Madagascar in line with undertaking of respective AML/CFT related obligations as regards the national laws and FATF standards. Specifically, the consultant shall be required to do the following:
2. Evaluate existing AML/CFT related frameworks, policies, procedures and capacities.
3. Identify areas where capacities need to be enhanced or established.
4. Prepare capacity building and training plans for Madagascar LEAs, in line with country-specific needs
5. Outline sustainable AML/CFT capacity development strategy for Madagascar LEAs, categorizing the interventions into short-term and long-term

**Key Deliverables for Madagascar**

1. The key deliverable from the consultancy shall be a capacity needs assessment report, which among other things should duly show the followings:
2. Gaps that exist amongst Madagascar LEAs, which may hinder effective fulfilment of their respective AML/CFT related obligations in line with national laws and international standards
3. Gaps which may hinder effective collaboration between the LEAs and FIC, and other AML/CFT stakeholders
4. Capacity development strategy for LEAs of Madagascar, duly categorized in short-term and long-term
5. Training plans for Madagascar LEAs to address the found gaps

**Expertise Required for the Consultancy**

1. The skills and expertise required for the consultancy include:
   1. At least 10 years’ experience in financial crimes and money laundering related investigations and/or prosecution at senior management level
   2. Sound knowledge of LEAs obligations and practices in relation to AML/CFT efforts as required by national laws and FATF international standards.
   3. Sound knowledge of AML/CFT obligations of all other stakeholders over and above LEAs
   4. Prior experience in conducting training for LEAs (evidence shall be required in this aspect)
   5. Must possess and exhibit hands on knowledge of international, regional and national AML/CFT frameworks.
   6. Must possess a Bachelor’s degree in Law. A postgraduate degree would be an added advantage
   7. Must possess a professional qualification in AML/CFT (Certified Anti-Money Laundering Specialist (CAMS)).
   8. French knowledge desirable/added advantage

**Assignment Period**

1. The consultancy shall, therefore, be for a total of 20 days, broken down as follows:
2. Capacity needs assessment for Burundi: 10 days
3. Capacity needs assessment for Madagascar: 10 days
4. Report for the two countries as per the specifications under the deliverables, to be submitted within 10 days from the date of the end of the consultancy

**Delivery period**

1. The consultancy is scheduled to take place in October 2021

**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/ADMIN/PROC/1/09/2021ss

**REQUEST FOR SERVICES TITLE: CONSULTANCY TO UNDERTAKE CAPACITY NEEDS ASSESSMENT FOR LAW ENFORCEMENT AGENCIES OF BURUNDI AND MADAGASCAR AS REGARDS THEIR RESPECTIVE ANTI-MONEY LAUNDERING AND COMBATING FINANCING OF TERRORISM OBLIGATIONS**

[*Location, Date*]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the **CONSULTANCY TO UNDERTAKE CAPACITY NEEDS ASSESSMENT FOR LAW ENFORCEMENT AGENCIES OF BURUNDI AND MADAGASCAR AS REGARDS THEIR RESPECTIVE ANTI-MONEY LAUNDERING AND COMBATING FINANCING OF TERRORISM OBLIGATIONS**in accordance with your Request for Expression of Interests number **CS/ADMIN/PROC/10/09/2021ss** *,* 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 7(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 8 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/ADMIN/PROC/1/09/2021ss**

**CONSULTANCY TO UNDERTAKE CAPACITY NEEDS ASSESSMENT FOR LAW ENFORCEMENT AGENCIES OF BURUNDI AND MADAGASCAR AS REGARDS THEIR RESPECTIVE ANTI-MONEY LAUNDERING AND COMBATING FINANCING OF TERRORISM OBLIGATIONS**

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)