**REQUEST FOR EXPRESSION OF INTEREST**

**SELECTION OF INDIVIDUAL CONSULTANTS**

**REFERENCE NUMBER:** **CS/PROC/EDF/8.3/10/2021/26TPL**

**REQUEST FOR SERVICES TITLE:** **CONTRACT FOR TRAINING NEEDS ANALYSIS OF THE AIR TRANSPORT SECTOR IN THE EASTERN AFRICA, SOUTHERN AFRICA AND INDIAN OCEAN REGION**

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

**CONTRACT FOR TRAINING NEEDS ANALYSIS OF THE AIR TRANSPORT SECTOR IN THE EASTERN AFRICA, SOUTHERN AFRICA AND INDIAN OCEAN REGION**

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 25,000 *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/8.3/10/2021/26TPL -CONTRACT FOR TRAINING NEEDS ANALYSIS OF THE AIR TRANSPORT SECTOR IN THE EASTERN AFRICA, SOUTHERN AFRICA AND INDIAN OCEAN REGION*”***, should be emailed to the following address:

[***tenders@comesa.int***](mailto:tenders@comesa.int)

**with copy to: *tluka@comesa.int***

6. The deadline for submission of your application, to the address indicated in Paragraph 5 above, is:

***15 OCTOBER 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:** 23 September 2021

**ANNEX 1: TERMS OF REFERENCE**

Logo, company name

Description automatically generated

**TERMS OF REFERENCE FOR THE** **TRAINING NEEDS ANALYSIS OF THE AIR TRANSPORT SECTOR IN THE EASTERN AFRICA, SOUTHERN AFRICA AND INDIAN OCEAN REGION**

1. **Background**

The Common Market for Eastern and Southern Africa (COMESA) Secretariat and the European Union (EU) have signed a Grant Contribution Agreement amounting to €8million for the Support to Air Transport Sector Development (SATSD) in the Eastern Africa, Southern Africa and Indian Ocean (EA-SA-IO) Region. The SATSD is a four (4) year programme that aims at supporting the operationalization of the Single African Air Transport Market (SAATM); strengthening the regulatory and institutional capacity of civil aviation institutions; and improving air navigation efficiency in the EA-SA-IO region.

The overall objective of the programme is to contribute to the development of the air transport sector in the EA-SA-IO region.The specific objectives are to achieve the following:

* Single African Air Transport Market operationalised;
* Strengthened regulatory and institutional capacity of civil aviation institutions in EA- SA-IO region; and
* Improved air navigation efficiency in the EA-SA-IO region.

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

**Result 1: Single African Air Transport Market operationalised**

Sub result 1.1: Supported signing of Solemn Commitment by Member States in the EA-SA- IO region

Sub result 1.2: Enabled operationalisation of joint competition rules and regulations

Sub result 1.3: Enhanced capacity for a regional model for sustainable air transport market development.

**Result 2: Strengthened regulatory and institutional capacity of civil aviation institutions in the EA-SA-IO region**

Sub result 2.1: Separation of Civil Aviation Authority regulatory functions from operational functions supported in number of fast-moving countries.

Sub result 2.2: Enhanced managerial and technical skills for aviation oversight

Sub result 2.3: Improved gender sensitivity and environment mainstreaming in the aviation sector.

**Result 3: Improved air navigation efficiency in the EA-SA-IO region**

Sub result 3.1: Enhanced airspace coordination for Regional Seamless Upper air space

Sub result 3.2: Enabled data sharing through centralised regional aeronautical information databases.

The primary beneficiaries of the Support to Air Transport Sector Development (SATSD) programme will be Member/Partner States of the EA-SA-IO region, through improved quality of air transport services that will stimulate demand for air transport services. Increased demand for air transport services will contribute to increased employment, direct and indirect contribution through the positive impact on downstream aviation sector industries which are sources of inputs like fuel, spare parts, consumables, equipment and other service providers. Other sectors of the economy that will benefit are the tourism sector, industrial and trade sectors which rely heavily on air transport. Growth of these sectors will positively contribute to GDP growth. Citizens will have increased disposable incomes as a result of growth in GDP and GDP per capita hence can afford air travel especially given the potential reduction in air fares. The huge size of the continent and its many physical barriers, coupled with limitations in land-based transport infrastructure will make air travel the preferred mode. Institutional reforms to be supported by the programme will result in efficient and accountable institutions that will be able to support sustained growth of the sector.

**2. DESCRIPTION OF THE ASSIGNMENT**

* 1. **Global objective**

The global objective is to undertake a Training Needs Analysis for the air transport sector in the Eastern Africa, Southern Africa, and Indian Ocean (EA-SA-IO) region focusing on the three Result Areas of the SATSD Programme.

Broadly training needs analysis entails the analysis of the target group against the competence definitions of their job to determine the required training in order to carry out that job. A training needs assessment will ensure that training programmes are focused and appropriate.

**2.2 Specific objective(s)**

1. Identify the gaps for various classes of aviation staff
2. Generate gender disaggregated data for training needs by specialization
3. Establish training needs on aircraft maintenance, aviation safety management, airspace management and control, civil military cooperation, cost benefit analysis
4. Recommend required training to address the skills gap
5. Identify training centres for various categories of aviation staff

### ***2.3 Requested services including suggested methodology***

Specifically, the expert will conduct a training needs analysis for the air transport sector focusing on but not limited to the following aspects:

* 1. Airspace management and control
  2. Civil military cooperation,
  3. Aviation safety management
  4. Aircraft maintenance and inspection
  5. Cost benefit analysis
  6. Environmental management
  7. Restructuring and change management

The main tasks include but not limited to the following:

1. Reviewing the main tasks of various staff categories and their expected deliverables
2. Identify skills challenges that mitigate against performance by staff category
3. Develop the methodology to conduct the training needs analysis and present it to the Programme Management Unit for review and approval.
4. Collect and analyse data from sample respondents
5. Recommend regional training centres and training required to address the skills deficiencies by staff category
6. Prepare a final report with an in-depth analysis of the results of training needs analysis which should include objectives, methodology, key findings and recommendations.

In carrying out the above assignment, the consultant is expected to adopt a consultative approach that involves the following:

* Descriptive and analytic Desk Reviews.
* Consult different selected staff categories within Member/Partner States air transport sector
* Air transport companies and civil aviation authorities in the Member/Partner States in consultation with COMESA, EAC, IGAD, IOC and SADC Secretariats.
* The interviews may be face to face and/virtual. A standard questionnaire will be designed and discussed with COMESA during the inception phase on behalf of the other four RECs.
* It is expected that the consultant will consult all Member/Partner States virtually during the course of this assignment, being facilitated by the PMU staff at the COMESA Secretariat. The findings of the Consultants will be validated through a regional workshop that will be attended by a number of stakeholders (COMESA, EAC, IOC, IGAD, SADC, Member/Partner States, EU and other stakeholders).
* The day to day management of the Consultant’s work will be coordinated and supervised by COMESA Infrastructure and Logistics Division through the Programme Management Unit.
* The SATSD Programme Team Leader will address all day-to-day technical issues relating to the study. COMESA Infrastructure and Logistics Division will provide regular oversight role in particular on the progress of the assignment.
* COMESA will coordinate and manage the missions to Member/Partner States and will be responsible for all protocols related to experts travel and their contacts with Member/Partner States in liaison with the other RECs.

**2.4 Deliverables**

The document to be produced should be acceptable to the COMESA Secretariat.

The deliverables for this assignment are:

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

The consultant shall prepare an Inception Report outlining the strategy and detailed workplan for fulfilling the Terms of Reference (ToRs). This shall include a comprehensive list of key documents for review, list of stakeholders to consult and a proposed schedule for stakeholder consultations (in Member/Partner States and REC Secretariats), methods of data collection and analysis. The Inception Report will be presented to COMESA, ***fifteen (15) days*** after commencement of the assignment. The Inception Report shall be discussed with and approved by COMESA as the Lead REC for the SATSD Programme.

* + 1. **Draft final Report**

The consultant shall submit a Draft Final Baseline Study Report within ***Ninety (90) days*** after Inception The report will bring out results on all aspects highlighted under section 2.3, providing details and relationships among them including annexes to clearly guide the readers. 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 final report will be submitted within ***fourteen (14) days*** after receiving comments from Member/Partner States and the RECs. The Report will comprise an Executive Summary, main body (background, methodology, key findings and recommendations) and relevant Annexes. The final report will be submitted together with the validation Workshop Report.

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

The assignment shall be completed within a period of ***one hundred and twenty (120) 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 report and 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 | 90 days from receipt of letter of award |
| Final Report | 120 days from receipt of letter of award |

1. **MANAGEMENT**

**4.1 Contracting**

The Contract for the Assignment shall be signed between COMESA Secretariat and the Consultant.

**4.2 Language of the Specific Contract**

All documents shall be in English language.

**4.3 Supervision**

The work of the Consultant shall be supervised by the COMESA Director Infrastructure Development and Logistics Division through regular meetings and communication to monitor progress of the study and provide general and specific guidance.

**4.4 Reporting**

All reports shall be in English submitted in electronic word format to the COMESA Secretariat

**4.5 Location**

The location of the assignment is home-based with field visits to COMESA, EAC, IGAD, IOC and SADC if virtual meetings are not possible with at least two travel missions to COMESA, Zambia and at least one visit to each of the other four RECs and selected Member/Partner States for information gathering.

**4.6 Duration**

The total number of days allocated for this assignment is ***one hundred and twenty (120) calendar days*** inclusive of travel days. The cconsultant will be required to have completed the study and submit the Final Report within this period.

1. **QUALIFICATIONs AND EXPERIENCE**
   1. **Academic Requirements**
2. Master’s degree in Air Transport, Aviation Law, Engineering, Economics, Business Administration or a relevant, directly related discipline
   1. **Professional Requirements**
3. At least 10 years of progressively relevant experience in sustainable air transport development, air transport policy, planning, strategy and regulation as well as programme/project management with a minimum of 5 years in managerial position;
4. Good knowledge of the functioning of the Regional Economic Communities (RECs) in the EA-SA-IO region and the African Union
5. Experience in civil aviation regulations related to aviation safety, security and environmental protection to assist African States in the practical interpretation and implementation of the African Civil Aviation Policy in order to enable them to meet the requirements under the Convention on International Civil Aviation;
6. Good knowledge of the aviation sector reform debate;
7. Experience in working with global and regional organizations and donor/financial institutions for resource mobilization;
8. Experience in air navigation and airport infrastructure project preparation, implementation and monitoring in the Region;
9. Knowledge of operations of national/regional organizations dealing with Aviation sector policy regulation
10. Experience in facilitating seminars and workshops.
11. Strong writing and presentation skills.
12. Relevant experience working in similar donor funded regional programmes, preferably (but not limited to) EU-funded programmes, in developing countries in general and in Sub-Saharan Africa in particular would be an additional asset.

**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/8.3/10/2021/26TPL

REQUEST FOR SERVICES TITLE:**CONTRACT FOR TRAINING NEEDS ANALYSIS OF THE AIR TRANSPORT SECTOR IN THE EASTERN AFRICA, SOUTHERN AFRICA AND INDIAN OCEAN REGION**

[*Location, Date*]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the ***CONTRACT FOR TRAINING NEEDS ANALYSIS OF THE AIR TRANSPORT SECTOR IN THE EASTERN AFRICA, SOUTHERN AFRICA AND INDIAN OCEAN REGION*** in accordance with your Request for Expression of Interests number *CS/PROC/EDF/8.3/10/2021/26TPL,* 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/8.3/10/2021/26TPL - CONTRACT FOR TRAINING NEEDS ANALYSIS OF THE AIR TRANSPORT SECTOR IN THE EASTERN AFRICA, SOUTHERN AFRICA AND INDIAN OCEAN REGION

Please insert your Total Financial Offer in figures.

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