**REQUEST FOR EXPRESSION OF INTEREST**

**SELECTION OF INDIVIDUAL CONSULTANTS**

**REFERENCE NUMBER:** **CS/PROC/EDF/8.3/10/2021/27TPL RE-ISSUE**

**REQUEST FOR SERVICES TITLE:** **CONTRACT FOR TECHNICAL ASSESSMENT OF THE SCOPE AND COMPETENCES OF ACCREDITATION ASSESSORS IN THE COMESA REGION**

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

**CONTRACT FOR TECHNICAL ASSESSMENT OF THE SCOPE AND COMPETENCES OF ACCREDITATION ASSESSORS IN THE COMESA 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 20,000 *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/8.3/10/2021/27TPL RE-ISSUE -CONTRACT FOR TECHNICAL ASSESSMENT OF THE SCOPE AND COMPETENCES OF ACCREDITATION ASSESSORS IN THE COMESA REGION*”***, should be emailed to the following address:

***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:

***8 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 | 70 |
| 3 | Experience in the region | 10 |
|  | **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******;***  ***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:** 24 September 2021

**ANNEX 1: TERMS OF REFERENCE**

**TERMS OF REFERENCE** **FOR TECHNICAL ASSESSMENT OF THE SCOPE AND COMPETENCES**

**OF ACCREDITATION ASSESSORS IN THE COMESA REGION**

**BACKGROUND**

Technical regulations, standards, metrology, ***accreditation***, inspection, testing and certification are utilized by societies to address issues related to the optimization of production, safety and health, consumer protection, environmental control as well as to manage risks and market failures. Their sound development and effective implementation enable sustainable development, build welfare and facilitate trade.

Competitiveness of goods on the market is underpinned by market confidence in the quality of conformity assessment services which is attained through accreditation. By simple definition, accreditation is the third-party attestation related to a conformity assessment body conveying the formal demonstration of its competence to carry out specific conformity assessment task (testing including medical laboratories, calibration laboratories, proficiency testing providers, and certified reference material producers). Accessibility to accreditation services is therefore essential for products competitiveness in markets. However, in COMESA region, few member states have established internationally recognized National Accreditation Bodies for provision of such services (EGAC-Egyptian Accreditation Council; KENAS-Kenya Accreditation Service; MAURITAS-Mauritius Accreditation Service; and TUNAC-Tunisian Accreditation Council). The reason why most Member States have still not yet established national accreditation bodies lies in the prohibitive costs associated with the establishment of fully-fledged and internationally recognized national accreditation bodies (which can take up to 9 years), but also because one key pre-requisite is the need for a critical mass of skilled technical and lead assessors across the various accreditation scopes and fields at national level. Further, sustainability of an accreditation body (AB) requires a critical mass of laboratories for a demand-pull effect for the services of the AB otherwise it would require large subsidies from Treasury. One option that some regions such as SADC have opted for given the fact that the region had only one internationally recognized accreditation body (SANAS of South Africa) was to establish a multi-economy accreditation body to cater for the needs of the region. Since COMESA already has 4 internationally recognized ABs, an appropriate option under consideration for the 21 Member Group entails a cluster grouping regional accreditation operational framework linking the 5 key ABs (including SADCAS) geographically to surrounding countries in their sub-region or language grouping for provision of accreditation services as illustrated below.



In this regard, the 11 EDF Trade Facilitation programme under TBT Component (4.2), aims at elaboration of a regional accreditation collaboration framework comprising existing Accreditation Bodies that would utilize a pool of trained accreditation assessors in each Member State. This would result in affordable accreditation across the region but as well as ensuring greater access to accreditation services by a wider cross-section of the regional economy (regulators, private sector, academic and research institutions). Successful implementation of the Framework hinges on capacity building of regional technical/lead assessors in key identified scopes and establishment of a database of Regional but country-based ‘***’corps’’*** of assessors available for sharing and access amongst the 5 ABs.

The process for the establishment of the Regional Accreditation Collaboration Framework encompasses the following:

1. Status assessment of the scope and competences of accreditation assessors in the COMESA Region vis-a-vie the required areas for accreditation services to inform capacity development of a pool of assessors to support the implementation of the regional accreditation collaboration framework.
2. Round-Table Caucus Negotiations between the 5 COMESA Accreditation Bodies to discuss and agree on modalities for establishment of the COMESA Accreditation Collaboration and Operational Framework under the overall AFRAC framework
3. Capacity development of a pool of accreditation assessors to match up to the accreditation needs of the region to support the implementation and sustainability of the regional accreditation collaboration framework

In this regard, it is imperative that activity (1) focusing on status assessment of the scope and competences of accreditation assessors in the COMESA Region be embarked upon immediately as subsequent activities hinge on its outcome/results.

 **OBJECTIVES OF THE ASSIGNMENT**

**2.1 Objective and scope of the consultancy**

1. Carry-out gap assessment of the numbers, scope/field and competences of existing accreditation assessors and peer evaluators in the COMESA Region, including their registration details/requirements.
2. Undertake an inventory of institutions/organisations where assessors are currently based/housed (public; semi-public; private sector; consultancy; research/academia etc)
3. Establish regional capacity building requirements/needs to cover the gap
4. Facilitate a regional validation workshop on the gap assessment results and needs/requirements matrix
5. Prepare final report

**2.2. Deliverables**

1. Inception report, incorporating the methodology and draft work-plan to undertake the assignment;
2. Evaluation matrix on the regional gap assessment results and capacity building requirements/needs
3. Inventory of institutions and organisations where assessors are currently based
4. Draft report and facilitation of a Regional validation workshop on the gap assessment results and needs/requirements
5. Final report

**EXPERT REQUIRED**

**Qualifications and skills**

1. A university degree in a field of natural/physical sciences, engineering or economics
2. Relevant post-graduate degree would be an added advantage
3. At least ten (10) years’ experience working in a national/regional accreditation body at a senior/management level
4. Registered accreditation assessor
5. Strong participation and leadership in regional and/or international accreditation fora
6. Sound knowledge of the WTO TBT Agreement
7. Knowledge of the COMESA region and familiarity with regional trade issues

**SUPERVISION AND REPORTING:**

The regional consultant will work closely with the COMESA TBT Expert, the Trade Facilitation Team Leader and Member States Institutions/Organisations responsible for accreditation and report to the Director for Industry and Agriculture at the Secretariat

**E. DELIVERABLES**

The consultant is expected to carry out the following activities in order to deliver the expected results of the assignment:

|  |  |  |
| --- | --- | --- |
| **No** | **Description of Activities** | **Number of days** |
| 1 | Inception Report | 5 |
| 2 | Methodology elaboration (questionnaire design; establishment of relevant contacts in Member States) | 10 |
| 3 | Assessment/Evaluation of data; matrix development | 18 |
| 4 | Draft report formulation and power point presentation | 6 |
| 5 | Validation workshop facilitation | 1 |
| 6 | Final report | 5 |
| **7** | **Total** | **45** |

The tasks will be carried out over a 45 day period between March to May 2021 by virtual means.

**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/8.3/10/2021/27TPL RE-ISSUE

REQUEST FOR SERVICES TITLE: **CONTRACT FOR TECHNICAL ASSESSMENT OF THE SCOPE AND COMPETENCES OF ACCREDITATION ASSESSORS IN THE COMESA REGION**

[*Location, Date*]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the ***CONTRACT FOR TECHNICAL ASSESSMENT OF THE SCOPE AND COMPETENCES OF ACCREDITATION ASSESSORS IN THE COMESA REGION*** in accordance with your Request for Expression of Interests number *CS/PROC/EDF/8.3/10/2021/27TPL RE-ISSUE,* 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/8.3/10/2021/27TPL RE-ISSUE - CONTRACT FOR TECHNICAL ASSESSMENT OF THE SCOPE AND COMPETENCES OF ACCREDITATION ASSESSORS IN THE COMESA REGION

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)