**REQUEST FOR EXPRESSION OF INTEREST**

**SELECTION OF INDIVIDUAL CONSULTANTS**

**REFERENCE NUMBER:** **CS/PROC/TFP /SC.01**

**REQUEST FOR SERVICES TITLE:** **CONSULTANCY TO CONDUCT AN ASSESSMENT STUDY ON TRADE IN GOODS UNDER THE TRIPARTITE FREE TRADE AREA (TFTA)**

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

**CONSULTANCY TO CONDUCT AN ASSESSMENT STUDY ON TRADE IN GOODS UNDER THE TRIPARTITE FREE TRADE AREA (TFTA)**

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.

**“ CS/PROC/TFP /SC.01CONSULTANCY TO CONDUCT AN ASSESSMENT STUDY ON TRADE IN GOODS UNDER THE TRIPARTITE FREE TRADE AREA (TFTA) ”** 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:

***2nd DECEMBER 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** | Academic Qualifications | 20 |
| 2 | Understanding the Assigment and Methodology | 15 |
| 3 | Skills and experience relevant to assignment | 40 |
| 4 | Regional experience | 25 |
|  | **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 3 working days prior to deadline indicated in the paragraph 6 above, from:

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

Contact person: ***Sandra M Chola and Dr. Ananias Bagumire***

E-mail: [***SChola@comesa.int***](mailto:SChola@comesa.int)***;***  **ABagumire@comesa.int** [***SMmwesigwa@comesa.int***](mailto:SMmwesigwa@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 7 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:** 11th November 2021

**ANNEX 1: TERMS OF REFERENCE**

**TERMS OF REFERENCES FOR CONSULTANCY TO CONDUCT AN ASSESSMENT STUDY ON TRADE IN GOODS UNDER THE TRIPARTITE FREE TRADE AREA (TFTA)**

**1.0 Background**

**1.1 Trade in goods’ negotiations under the TFTA**

The Heads of State and Governments in the three Regional Economic Communities of COMESA, EAC and SADC (T-RECs) agreed to establish the Tripartite Free Trade Area Agreement (TFTA) at their First Summit held in Kampala, Uganda in 2008. The Tripartite Free Trade Area is expected to integrate the economies of the Member/Partner states of the three RECs into a larger Free Trade Area (FTA). The aim is to reduce the existing obstacles to trade in the RECs that stand as a deterrent to the movement of goods, services and people; as well as growth in industrial production. The Second Tripartite Summit of 12 June 2011 made a Declaration Launching Negotiations for the Establishment of the Tripartite Free Trade Area. The Tripartite Free Trade Area Agreement (TFTA), bringing together member and partner states of the Common Market for Eastern and Southern Africa (COMESA), the East African Community (EAC) and the Southern African Development Community (SADC), was negotiated and launched in Sharm-el-Sheikh, Egypt on 10th June 2015 by representatives of the 28 (The RECs currently comprise 29 members) countries then under the three RECs.

The 29 countries that make TFTA represent 53 percent of the African Union membership, more than 60 percent of continental GDP ($1.88 Trillion; 2019) and a combined population of 800 million. While the scope of the TFTA economy is large, significant structural and policy bottlenecks need to be overcome in order to operationalize TFTA for the benefit of Member/partner states. This is being and will be achieved through protracted negotiations on trade, and implementing a harmonized regional developmental approach among other approaches. The main weakness and challenges for implementing TFTA include among others; poor infrastructure, high transaction costs and low levels of industrialization (Economic Commission for Africa’s Report 2015). However, what is promising about trade within these regional economic communities (RECs) is that trade is more diversified with a higher proportion of intermediate and value-added products than their trade with the rest of the world. The operation of the TFTA augurs well for expanding investment in infrastructure, connectivity and production linkages in regional value chains as a platform for economies of scale and improving backward integration into global value chains. Given that TFTA as launched in Sharm-el-Sheikh Declaration is a “developmental integration approach” built on the three pillars of industrial development, infrastructure development and market integration, this will go a long way to address the weakness and the challenges facing the region, taps into the opportunities that exist to expand trade, hence leading to economic growth and development of Member/partner states

As mentioned above, the TFTA is based on three pillars: market integration, infrastructure development, and industrial development. The TFTA Agreement aims to operationalize the Tripartite Free Trade Area by: ensuring elimination of Tariffs and Non-Tariff Barriers, and facilitating trade through customs cooperation and implementation of trade facilitation measures among others.

To facilitate trade in goods, TFTA focuses to progressively eliminate import duties, elimination of non-tariff barriers (NTBs), eliminating quantitative restrictions on imports and exports, and providing preferential treatment to goods originating from Tripartite Member/partner countries. Other arrangements to facilitate trade in goods covered by the TFTA agreement include: customs cooperation and administrative assistance among partner/member states, trade facilitation through standardising trade and customs documentation and information; facilitating movement of goods and means of transport in transit through Member/partner countries; addressing technical barriers to trade and sanitary and phytosanitary measures. Also, the TFTA establishes a dispute settlement mechanism.

The technical modalities on how the above specific arrangements are to be handled to facilitate trade in goods under TFTA have been negotiated by members/partner states and incorporated in respective10 Annexes to the TFTA agreement.

With facilitation of TTF, negotiations by member states on implementation of TFTA Agreement have been ongoing. And beyond the annexes; the regulations, manuals, procedures, protocols and guidelines for implementing the different annexes are at the different stages of development. However, there is no consolidated data and information regarding the status and performance of arrangements established to facilitate trade in goods at member/partner state level and RECs to inform the ongoing and future negotiations. It is therefore important to conduct an assessment to determine the existing and performance of mechanisms for elimination of import duties, Tarif barriers and quantitative restrictions; and rules of origin used in preferential treatments at member states level and RECs; assess how these are impacting trade imports and exports; identify the challenges and provide scenarios that would facilitate trade under TFTA. It is also necessary to assess the readiness of Members states and RECs vis-à-vis what has been agreed under TFTA regarding the other arrangements/themes/driver that facilitate trade in goods such as: customs cooperation and administrative assistance, standardising trade and customs documentation and information; facilitating movement of goods and means of transport in transit; technical barriers to trade and sanitary and phytosanitary measures. The outcome would guide further negotiations on these themes and also guide members/partner states to position themselves towards the operation of the TFTA

**1.2 TFTA Vis-à-vis AfCFTA and Tripartite REC negotiations**

On the other hand, the Member/Partner States of the African Union under the Africa Continental Free Trade Area (ACFTA) have agreed to fully liberalize 90% of each Member State’s tariff lines within a period of 5 years and 10 years for non-LDCs and LDCs respectively. Seven percent 7% of tariff lines have been designated as sensitive products; and 3% of the tariff lines are excluded products to take care of the sensitive and strategic sectors of each Member States. Tariff and Rules of Origin (RoO) (for preferential treatment) negotiations are ongoing. Outstanding negotiations are on product-specific rules of origin. About 41 countries have submitted their schedules of tariff concessions. The tariff offers available are those of CEMAC, EAC, ECOWAS, SACU, Malawi, Mauritius, and São Tomé and Príncipe. As at 30 April, 2021 the agreed RoO cover approximately 86% of tariff lines, and June 2021 was set as the deadline to complete the RoO and tariff negotiations. The sub-Committees on Rules of Origin, Trade Facilitation, Customs Cooperation and Transit are yet to finalise the AfCFTA Rules of Origin Operational Manual; and regarding issues of Certificates of Origin, as at 1st April 2021, nine countries had submitted to the AfCFTA Secretariat specimen signatures and stamp impressions of their designated authorities to issue AfCFTA Certificates of origin.

Meanwhile, regarding the elimination of tariffs TFTA aims to liberalize 100 % tariff lines with a few essential exceptions such as security. The modalities for tariff negotiations agreed among Tripartite countries in 2013 was that 60-85 percent of tariff lines will be liberalized upon entry into force of the Agreement and the remaining 40-15 per cent to be negotiated over a period of 5 to 8 years. There are separate negotiated regimes under the TFTA regarding Tariffs and NTBs, and Rules of Origin for preferential treatment; and negotiations are also still ongoing.

This means that there could be overlaps, duplication and incongruence among members/partner states offers at the TFTA and AfCFTA which might complicate implementation of TFTA if not well studied and harmonised. This therefore calls for assessment of status of achievements and negotiations on arrangements/drivers/themes for facilitating trade in goods at AfCFTA against what is obtaining at national and REC level and achievements so far made during TFTA negotiations. The study should identify any overlaps, duplication and incongruences and recommend safe models that would harmonise the offers already achieved, remove duplication and enhance trading under the TFTA.

**2.0 Description of the assignment.**

1. **Description of the Assignment**

The overall objective of this assignment is two folds: i) To conduct the status assessment of trading in goods under the 3 Tripartite RECs, determine challenges and opportunities at member state and RECs’ level and recommend measures to improve negotiations on, and trading in goods under the TFTA. ii) To undertake a study on trade in goods arrangements at the AfCFTA and compare with the arrangements at RECs and TFTA with a view of guiding Tripartite Member/partner states on harmonisation. The objectives will be addressed by undertaking the following tasks.

1. Review the TFTA and TFTA Annexes on the different drivers/themes for facilitating trade in goods; as wells as the instruments so far developed to enable implementation of the Annexes; and develop a summary/matrix of what has been achieved under each theme, and provide guidance on what is required by RECs and Member states to implement the provisions of the developed instruments to facilitate trade in goods under the TFTA
2. Conduct a situation analysis regarding arrangements on elimination of import duties, elimination of non-tariff barriers (NTBs), eliminating quantitative restrictions on imports and exports, and providing preferential treatment to goods originating from tripartite Member/partner in the RECs vis-a-viz the requirements covered in TFTA agreement; identify the positives, gaps, and challenges and recommend modalities for realizing TFTA provisions
3. Conduct a survey among selected tripartite member states to determine how the implementation of existing arrangements on elimination of import duties, elimination of non-tariff barriers (NTBs), eliminating quantitative restrictions on imports and exports, and providing preferential treatment are impacting on intra- and extra-regional imports and exports; and based on these, project how the arrangements under the TFTA will impact on trade
4. Conduct situation analysis regarding how other drivers/themes for facilitating trade in goods such as; customs cooperation and administrative assistance, standardising trade and customs documentation and information; facilitating movement of goods and means of transport of goods in transit; implementing technical barriers to trade and sanitary and phytosanitary measures are being handled at REC level vis-a-viz the requirements covered in TFTA agreement; identify the positives, gaps, and challenges and recommend modalities for realizing TFTA provisions
5. Undertake case studies of three tripartite member/partner states, one from each of the RECs, to determine how the existing arrangements relating to customs cooperation and administrative assistance, standardising of trade and customs documentation and information; facilitating movement of goods and means of transport of goods in transit; implementation of technical barriers to trade; and sanitary and phytosanitary measures are impacting on intra- and extra-regional imports and exports; and based on these, project how these will impact trade under TFTA
6. Study the existing arrangements for trade in goods in other REC (other than TRECs), conduct a Scenario analysis – identifying options that can be taken up by the tripartite under TFTA to improve cross-border trade in goods
7. Study the past and on-going negotiations relating to trade in goods (driver/themes/arrangements) under the AFCFTA, identify the status of achievements and provide a matrix of comparison between AfCFTA and TFTA achievements indicating areas of overlaps, duplication and incongruences; and propose modalities for harmonisation
8. Identify the TFTA member/ partner states affected by the overlaps, duplication and incongruences as well as offers to AfCFTA that contradict with TFTA provisions and propose remedial measures
9. Review the progress in TFTA negotiations on the various elements that impact trade in goods, identify challenges, gaps, and successes and provide guidance on key considerations to fill the identified gaps in the negotiations
10. Proposing a mechanism for addressing the challenges and tapping into the opportunities to promote trade in goods under the TFTA
11. **Scope of Work**

The consultant is expected to conduct desk work, hold discussions with TRECs officials and some officials from Tripartite Member/Partner states, undertake analytical work on the COMESA, EAC, SADC TFTA Agreement and its 10 Annexes including an in-depth study of the arrangements/driver/themes for facilitating trade covered by TFTA agreement and its Annexes such as; elimination of import duties, elimination of non-tariff barriers (NTBs), eliminating quantitative restrictions on imports and exports, and rules of origin governing preferential treatment. Other arrangements/themes/drivers are: customs cooperation and administrative assistance, standardising trade and customs documentation and information; facilitating movement of goods and means of transport of goods in transit; technical barriers to trade and sanitary and phytosanitary measures. In addition, the consultant will:

1. Review, analyze and document the status of negotiations on provisions in the relevant Annexes (1-9) of TFTA Agreement that have effect on trade in goods, identifying achievements and providing guidance (identify requirements by) to RECs and Member/partner states on implementation of those achievements under the TFTA
2. Conducts surveys and providing case scenarios in the Tripartite RECs, other RECs and Tripartite Member/partners states to determine how the exiting arrangements for trade in goods impact cross-border trade and using the current scenarios to project trade impacts as well as recommending suitable arrangements for TFTA
3. Review of negotiations at AfCFTA to identify any overlaps, duplication and incongruencies and recommending measures for streamlining offers on trade in goods between TFTA and AfCFTA
4. Providing the detailed technical report indicating the methodology used to obtain the data and information, detailed findings that are logically presented according to the arrangements/themes/drivers for facilitating trade in goods and well laid out in tables, matrixes comparing different scenarios including scenarios under the existing arrangements for facilitating trade in goods, projected scenarios under TFTA and clear recommendations on how to manage the enablers of trade in goods under the TFTA
5. Produce a Policy Brief highlighting the existing arrangements to facilitate trade in goods, their impacts (both positive and negative) on export and trade (showing facts and figure) in RECs and Member partner states, achievements in negotiations, projections for trade in goods under TFTA, challenges, opportunities to tap and guidance on ways forward in TFTA negotiations and TFTA operationalization.
6. Produce a Policy Brief highlighting the on-going negotiations under the AfCFTA likely to impact on TFTA; the overlaps, duplication and incongruence between AfCFTA and TFTA; the factors underpinning these overlaps, duplication and incongruence; and recommendations on remedial measures to be taken by Member states, RECs and TTF
7. Produce an End-of-assignment report indicating the approaches used to perform the assignment, modalities used to obtain information and sources of information used to arrive at the recommendations, highlight the key findings, challenges and lessons that can be leant by TREC and TTF in conducting similar or related future assignments, conclusions and way forward to implement the key recommendations
8. Produce power point presentation highlighting the key elements of the Technical report and present to the relevant meeting of the Tripartite Organs for validation
9. **Tasks and Deliverables**

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

1. Hold Briefing and Inception meetings with the Tripartite Coordinators and/or Trade Directors to seek their views on the expectation from the assignment; Prepare an Inception Report referencing relevant literature and specifying in detail the conceptual or theoretical framework and empirical methodology (methods of analysis and sources and types of information and data) that the study will adopt; and the time schedule for performing the assignment
2. And in accordance with the approved Inception Report:

* Undertake desk research and literature review to benchmark achievements and challenges in arrangements for facilitating trade in goods elsewhere and within the RECs including the AfCFTA
* Review available documents concerning arrangements for facilitating trade in goods under TFTA such as TTF reports, TWG reports, TTNF, TCSO, TMSC and TCM
* Hold on-line discussions with the officials of member/partner states and RECs to determine the status and implementation of the regional arrangements for facilitating trade in goods
* Obtain data and information by preparing and administering/executing primary data collection tools (such as a questionnaire or discussion schedules) where necessary,

1. Based on the outcome of the above activities prepare a draft technical report.
2. Present the draft technical report to the virtual validation workshop of Member/partner states and REC representatives and obtain their comments on the report
3. Refine the draft technical report based on the comments from the stakeholders and the REC Secretariats
4. Develop draft Policy Briefs highlighting the finding and recommendations in accordance with the Scope of Work
5. Prepare an End-of-assignment report
6. Submit final technical report, Policy Briefs and End-of-Assignment report (in soft and hardcopy) after incorporating comments from stakeholders and the REC Secretariats.
7. Present to the relevant meeting of the Tripartite Organs for validation of key elements of the Technical report.
8. **Expected outputs**

The assignment is expected to produce the following main outputs based on the activities specified above:

1. Inception report produced at least 5 days upon commencement of the assignment
2. Technical Report presented as described in the Scope of Work
3. Two Policy Briefs presented as described in the Scope of Work
4. End-of-assignment report presented as described in the Scope of Work
5. Power point presentation of the Technical report
6. **Requirements**

The consultant to undertake this assignment should have the following qualities and qualifications

1. Post Graduate Qualifications in Economics, Econometrics, international trade, regional integration, trade law and any other related fields. A PhD qualification in the above or any of the related fields is an added advantage.
2. At least ten (10) years of general working experience in trade and trade related issues with 5 years specific experience working with regional integrations issues in the Tripartite region is required
3. Knowledge and experience regarding the operations of the RECs and Ministries responsible for trade, customs, transport, and other related MDAs responsible for policy and regulating cross-border trade at national level is essential.
4. Good knowledge in econometrics and ongoing negotiations for trade liberalization in various aspects in the Tripartite region and AfCFTA is required
5. Knowledge relating to trade development and trade facilitation especially regarding the harmonisation of import duties, reduction or elimination of NTBs, customs procedures, facilitation of movement of goods and means of transport for goods in transit, trade remedies, trade safeguards and trade defence, rules of origin, TBT (quality standards, conformity assessments) and Sanitary and Phyto-Sanitary (SPS) measures for exports and imports in the Tripartite region and under AfCFTA is needed
6. Good understanding of the Tripartite Free Trade Area (TFTA) and AfCFTA Agreements and processes of their negotiation, challenges and factors that drive the negotiations under the two is required.
7. **Duration of the Assignment**

The study will be conducted with the input of 45-man days. The assignment is expected to be executed within the maximum period of 75 calendar days effective from date of signing of the contract.

1. **Place of Assignment:**

The assignment will be home based and flexible, provided that consultant has reliable access to virtual meeting and communication facilities (skype/teams calls, WhatsApp, Zoom, and video conferences) and reliable internet connection. Where need be, the consultant may be requested to travel to present the report to the meeting of Tripartite Stakeholders in any of the Member/Partner countries

1. **Supervision and Reporting**

It is expected that the consultant will work under the supervision of the Director of Trade and Customs in COMESA but with the date-to-date guidance of nominated Tripartite REC Coordinators. It is expected that the consultant will be available at short notice for this project. All reports shall be in electronic format in MS Word, Excel or PowerPoint as the case may be. All reports will follow the approved formats of the Executing Agency.

**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/TFP II/SC.01

**REQUEST FOR SERVICES TITLE**: **- CONSULTANCY TO CONDUCT AN ASSESSMENT STUDY ON TRADE IN GOODS UNDER THE TRIPARTITE FREE TRADE AREA (TFTA)**

[*Location, Date*]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the in accordance with your Request for Expression of Interests number *CS/PROC/TFP/SC.01* **CONSULTANCY TO CONDUCT AN ASSESSMENT STUDY ON TRADE IN GOODS UNDER THE TRIPARTITE FREE TRADE AREA (TFTA)***,* 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/TCBP PAHSE II /SC/01- CONSULTANCY TO DEVELOP TRAINING MODULES AND OTHER TRAINING MATERIALS ON THE COMESA, EAC AND SADC TRIPARTITE FREE TRADE AREA RULES OF ORIGIN

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

*[Please insert the Total Financial Offer in words]*.

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)