**REQUEST FOR EXPRESSION OF INTEREST**

**SELECTION OF INDIVIDUAL CONSULTANTS**

**REFERENCE NUMBER:** **CS/PROC/EDF/8.3/10/2022/02RAERESA**

**REQUEST FOR SERVICES TITLE:** **PROCUREMENT EXPERT - REGIONAL HARMONIZATION OF REGULATORY FRAMEWORKS AND TOOLS FOR IMPROVED ELECTRICITY REGULATION IN COMESA PROJECT**

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

**PROCUREMENT EXPERT - REGIONAL HARMONIZATION OF REGULATORY FRAMEWORKS AND TOOLS FOR IMPROVED ELECTRICITY REGULATION IN COMESA PROJECT**

The Terms of Reference defining the minimum technical requirements for these services are attached as Annex 1 to this Request for Expression of Interest.

1. **Only Individual Consultants are eligible to participate under this assignment if they fulfil the following eligibility criteria:**
2. *they are a national of an AfDB Member country and have sufficient experience to undertake this assignment.*
3. *they not are being bankrupt or wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are being subject of proceedings concerning those matters, or are being in any similar situations arising from a similar procedures provided for in the national legislation or regulations of the COMESA member states;*
4. *they have not been convicted of offences concerning their professional conduct by a judgment which has the force of res judicata; (i.e. against which no appeal is possible);*
5. *they have not been declared guilty of grave professional misconduct proven by any means which COMESA Secretariat can justify;*
6. *they have fulfilled obligations related to the payments of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those countries where the contract is to be performed;*
7. *they have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the COMESA Secretariat' financial interests; or*
8. *they are not being currently subject to an administrative penalty*.
9. The contract duration is Nine (9) months and remuneration is USD 4,000 all-inclusive monthly.

**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 **“PROCUREMENT EXPERT - REGIONAL HARMONIZATION OF REGULATORY FRAMEWORKS AND TOOLS FOR IMPROVED ELECTRICITY REGULATION IN COMESA PROJECT*”***, should be emailed to the following address:

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

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

***30 MAY 2022 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 consultant will be required to sign off on section **C. FINANCIAL PROPOSAL** to confirm acceptance. The financial proposal has been costed by the Secretariat and is inclusive of all expenses deemed necessary by the Individual Consultant for the performance of the contract.

(ii) EVALUATION AND AWARD OF THE CONTRACT:

To be considered for detailed evaluations, applications must meet the following minimum qualifications:

1. Minimum of Bachelor’s degree in Procurement, Commerce, Business Administration, Economics, Purchasing and Supplies or any other related field
2. A professional qualification in Procurement at the level of MCIPS under Chartered Institute of Purchasing and Supply (CIPS -UK) or other similar international professional qualifications
3. Minimum Eight (8) years of relevant working experience, two (2) of which should have been spent working on donor funded projects;
4. Knowledge of, and proficiency in, the use of an application of Public Sector procurement Regulations and Administrative systems particularly of the COMESA Region member Countries especially those whose procurement laws have been crafted based on the UNITRAL Model laws
5. Experience of working with Procurement Systems and Regulations of Multilateral Development Banks (MDBs) or Regional Investment Banks such as World Bank, AfDB, Asian Development Bank, Inter American Development Bank etc.

Applications not meeting these conditions will be automatically rejected and will not be considered for detailed evaluation.

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 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: ***Sandra Chola***

**To:** Silver Mwesigwa

**Copy:** Sandra Chola; Dr Mohamedain Seif Elnasr

**To:** [**smwesigwa@comesa.int**](mailto:smwesigwa@comesa.int)**;**

**Copy:** [**schola@comesa.int**](mailto:schola@comesa.int)**;** [**raeresa@comesa.int**](mailto:raeresa@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 MAY 2022

**ANNEX 1: TERMS OF REFERENCE**

**COMESA-African Development Bank(AfDB) Regional Harmonization of Regulatory Frameworks and Tools for Improved Electricity Regulation in COMESA**

**PROJECT OVERVIEW**

The Common Market for Eastern and Southern Africa COMESA has immense energy resources which are yet to be fully harnessed. These include huge hydro-power potential; proven fossil fuel reserves; renewable energy resources like solar, wind and including geothermal; amongst others. Depside the immense resource endowments, COMESA is constrained by several challenges. These include inadequate levels and coverage of physical energy infrastructure due to insufficient investment into the energy sector, inefficient and unreliable energy infrastructure services, inefficient use of energy services, non-cost reflective electricity tariffs, heavy and unsustainable reliance on biomass energy as traditional fuels (wood fuels, charcoal, animal waste etc.) which has led to energy poverty manifested in low electricity access rates. Average electricity access rate in the COMESA region is slightly above 50%. These challenges could be grouped into those resulting from market design and capital markets challenges as well as those from the energy-water nexus.

In response to the challenges above, COMESA developed and adopted the COMESA Energy Programme. The main objective of the COMESA Energy Programme is to promote regional cooperation in energy development, trade and capacity building in order to address the supply side constraints, reduce the cost of doing business and enhance COMESA’s competitiveness in its regional and extra-regional markets.. Notwithstanding the modest gains made under the COMESA Energy Programme, numerous legal and regulatory obstacles constrain power sector investments and regional power trade within COMESA Member States. The COMESA countries face enormous challenges in harmonizing sector regulations across the region to ensure uniform application of rules and standards and facilitate the assessment of performance. Significant among the legal and regulatory bottlenecks include regulatory guide, grid access, tariffs and planning Coordination.

In response to the challenges above, COMESA has obtained grant from the African Development Fund (ADF) under its Regional Public Goods (RPG) window to undertake studies and develop appropriate tools and instruments to facilitate harmonisation of regional regulatory frameworks. The Regional Harmonization of Regulatory Frameworks and Tools for Improved Electricity Regulation in COMESA (the “Project”) is a regional initiative designed to enhance the sustainability of the electricity sector of the region through effective, uniform, transparent and enforceable regulatory frameworks that set out clear principles, rules, processes and standards for the COMESA region.

The project comprises the following four components:

1. Component 1. Elaboration and Adoption of Regional Electricity Regulatory and Utility Key Performance Indicators for COMESA;
2. Component 3. Harmonised Comparison of Electricity Tariffs (HCET) and Cost Reflectivity Assessment Framework Tool (CRAFT): Component;
3. 4. Development of Information and Database Management System (IDBMS); and
4. A final component will cover Program Management which will be co-financed with the COMESA Secretariat.

COMESA will be the Executing Agency of the Project and that the Regional Association of Energy Regulators for Eastern and Southern Africa (RAERESA) of COMESA will be Implementing Agency of the Project and will be assisted by the Energy Regulators Association of East Africa (EREA) of East Africa Community (EAC).

**BANK’S ADDED VALUE**

The implementation of this Project will be coordinated alongside another interrelated Technical Assistance project, *“Regional Harmonization of Regulatory Frameworks And Tools For Improved Electricity Regulation in SADC”* taking advantage of the commonality of some countries between the two regions. It also aligns with other planned initiatives in West Africa providing a route to cascade the regional harmonization in regulation into the continental level in accordance with AUC’s African Single Electricity Market (AfSEM) agenda.

The project brings regional perspectives to implementation of the recommendations of the Bank’s Electricity Regulatory Index (ERI) for Africa by addressing regulatory needs at regional level.

**INSTITUTIONAL DEVELOPMENT AND KNOWLEDGE BUILDING**

The project will substantially strengthen and enhance the technical capacity of RAERESA and its members through the various, studies, tools and guidelines that will be developed under the Project. The Project reports will also provide relevant knowledge, data and insight on critical issues in the sector with respect to economic regulation, including tariff analysis and models, and quality of service regulation in terms of utility performance measures.

**OBJECTIVES OF THE PROJECT**

The specific objective of the project is to harmonize and align regulatory frameworks of COMESA member countries to facilitate electricity exchanges among them. A combination of studies, capacity building and development of tools will be undertaken to realise these main objectives.

The grants will fund technical assistance to promote the development andadoption of regional electricity regulatory principles**,** enhance capacity tomonitor utility performance across the region, conduct a cross-border analysis of electricity tariffs, and develop a centralized database management system in both blocs.

The Project seeks to provide tools for harmonizing regulatory frameworks to facilitate the smooth and timely completion, and utilization/operation of regional energy infrastructure. This will further enhance regional electricity trade, which is critical to COMESA.

**PROJECT IMPLEMENTATION UNIT**

1. **JOB DESCRIPTION POST TWO**

**JOB TITLE :** Procurement Expert

**PROGRAMME :** Regional Harmonization of Regulatory Frameworks and Tools For Improved Electricity Regulation In COMESA

**DUTY STATION :** Procurement Unit COMESA Secretariat, Lusaka, Zambia

**CONTRACT DURATION :** Nine (9) months

**REMUNERATION :** USD 4,000 All-inclusive monthly

**REPORTING TO :** Project Coordinator in collaboration with the Head of Procurement.

* 1. **SCOPE OF WORK**

Assist in all procurement activities of the Regional Harmonization of Regulatory Frameworks and Tools For Improved Electricity Regulation In COMESA Project in conformity with the COMESA /African Development Bank(AfDB) rules, regulations and procedures.

* 1. **SPECIFIC TASKS/KEY RESPONSIBILITIES**

Under the close supervision of the Project Coordinator of the Regional Harmonization of Regulatory Frameworks and Tools for Improved Electricity Regulation in COMESA and the Head of Procurement, the Procurement Expert shall perform the following specific tasks:

1. Preparation of the Procurement strategy ,and projects procurement market research and profiling and its update, procurement of goods, services and works for the Project in line with the approved and prevailing AfDB Procurement Regulations, the COMESA Procurement Rules and Financial Rules and Regulations;
2. Update and monitor the Project procurement plan and ensure the timely procurement of goods and services as identified in the approved Procurement Plan and in accordance with AfDB requirements;
3. Coordinate the preparation of solicitation documents (bidding documents, terms of references, request for proposals, etc.) and manage the bidding/selection processes for the procurement of goods and services under the project;
4. Coordinate all evaluation activities, reporting, negotiations and drafting of contract agreements;
5. Recording of all purchase transactions in the SUN Accounting System;
6. Maintaining an organized filing and documentation system that ensures all procurement documents are well filed and in safe custody
7. Matching Purchase Orders, Goods Received, Notes and Invoices prior to these documents being reviewed by the Director of Administration;
8. Ensure contract Management by putting in place contract implementation tracking tools and review mechanisms.
9. Take the lead on all aspects of procurement for the project and for the requirements specified in the project documents including ensuring that all publications and approvals for all stages of the project are obtained and documented;
10. Participate in project management meetings and AfDB supervision missions;
11. Preparation of implementation and contract performance update reports and supplier performance reports; and
12. Any other related duties that may be assigned to you by your superiors from time to time.
    1. **EDUCATION QUALIFICATIONS:**

The candidates must possess:

1. Minimum of Bachelor’s degree in Procurement, Commerce, Business Administration, Economics, Purchasing and Supplies or any other related field
2. A professional qualification in Procurement such as Chartered Institute of Purchasing and Supply (CIPS -UK) or other similar national/international professional qualifications is a must if the undergraduate degree is not in a procurement or supply chain field
3. Possession of an advanced degree/Masters degree in any of the above fields or related fields will be an added advantage.
   1. **SKILLS AND EXPERIENCE**
4. Minimum Eight (8) years of relevant working experience, two (2) of which should have been spent working on donor funded projects;
5. Knowledge of, and proficiency in, the use of an application of Public Sector procurement Regulations and Administrative systems particularly of the COMESA Region member Countries especially those whose procurement laws have been crafted based on the UNITRAL Model laws, and or following reviews of public procurement and country systems following the application of the OECD DAC methodology or, if done more recently, based on the application of the Methodology For Assessing Procurement Systems (MAPS II) Methodology.
6. Experience of working with Procurement Systems and Regulations of Multilateral Development Banks (MDBs) or Regional Investment Banks such as World Bank, AfDB, Asian Development Bank, Inter American Development Bank etc. Demonstrating in-depth knowledge and proficiency in the use of the Regulations and administrative systems of any of these bodies with particular experience in procurement of consulting services is required.
7. Ability to carry out end to end competitive procurement of goods, non consultant services and selection of consultants and the required contract management
8. Able to work with minimum supervision in multicultural, multi-ethnic setting in teams
9. Proficiency in report writing and use of on line procurement systems

**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/8.3/10/2022/02RAERESA

REQUEST FOR SERVICES TITLE:**- PROCUREMENT EXPERT - REGIONAL HARMONIZATION OF REGULATORY FRAMEWORKS AND TOOLS FOR IMPROVED ELECTRICITY REGULATION IN COMESA PROJECT**

[*Location, Date*]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the ***PROCUREMENT EXPERT - REGIONAL HARMONIZATION OF REGULATORY FRAMEWORKS AND TOOLS FOR IMPROVED ELECTRICITY REGULATION IN COMESA PROJECT*** in accordance with your Request for Expression of Interests number *CS/PROC/EDF/8.3/10/2022/02RAERESA,* 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/8.3/10/2022/02RAERESA - PROCUREMENT EXPERT - REGIONAL HARMONIZATION OF REGULATORY FRAMEWORKS AND TOOLS FOR IMPROVED ELECTRICITY REGULATION IN COMESA PROJECT

**CONTRACT DURATION :** Nine (9) months.

**REMUNERATION :** USD 4,000 All-inclusive monthly

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)