**COMMON MARKET FOR EASTERN AND**

**SOUTHERN AFRICA**

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*EXPRESSION OF INTEREST*

**Reference Number:** CS/PRO/5.05.2022ss

**Procurement entity:** *COMESA Secretariat*

**Location:** *LUSAKA, ZAMBIA*

1. The *COMESA Secretariat* is inviting **individual *Consultants*** to submit *Expressions of Interest* for the following contract:

**DEVELOPMENT OF COMESA RESOURCE MOBILISATION STRATEGY 2021-2025 AND COMMON MARKET LEVY OPERATIONALIZATION PAPER/PROTOCOL**

The procurement method used for this contract is *open tendering* ***as*** defined in the ***COMESA Secretariat Procurement Rules and procedures,*** available at the following website: *[www.comesa.int](http://www.comesa.int)*

1. The *EXPRESSION OF INTEREST is* open to individual Consultants who satisfy the eligibility requirements as stated in the ***ToRs.***
2. The date and time of submission of the *Expressions of Interests* at the address indicated below is **5 July 2022 *AT 17:00 HOURS Lusaka LOCAL TIME***.
3. The address for submitting applications is as follows:

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

**There will be no physical submission of applications. The email of submission of your application should bear subject:**

**EXPRESSION OF INTEREST - DEVELOPMENT OF COMESA RESOURCE MOBILISATION STRATEGY 2021-2025 AND COMMON MARKET LEVY OPERATIONALIZATION PAPER/PROTOCOL**

All notifications concerning this procurement process, including modification of the,results of the evaluation *EXPRESSION OF INTEREST* or cancellation notices, will be published on the COMESA website:

[www.comesa.int](http://www.comesa.int)

1. Interested *individual consultants may* seek clarification or/and additional information concerning thiscontract, only in writing and by latest ***25ft  June 2022 at 16:00 Hours****,* from the following contact points:

Head of Unit - Procurement

COMESA Secretariat

Ben Bella Road

**City:** Lusaka

**Country:** Zambia

E-mail: smwesigwa@comesa.int

Copy: [ssimatengo@comesa.int](mailto:ssimatengo@comesa.int)

Web site: [www.comesa.int](http://www.comesa.int)

1. **Description of the assignment:**

Short descriptions of the assignments including more details on the scope of the contract are provided in the *attached terms of reference.*

1. The COMESA Secretariat herewith invites Individual Consultants to express interest as per the attached TORs.

Attached are the terms of reference

**TERMS OF REFERENCE**

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**TERMS OF REFERENCE FOR A SHORT-TERM CONSULTANCY SERVICE**

**FOR**

**DEVELOPMENT OF COMESA RESOURCE MOBILISATION STRATEGY 2021-2025 AND COMMON MARKET LEVY OPERATIONALIZATION PAPER/PROTOCOL**

Ver 24th February 2022

* 1. **Background**

The Common Market for Eastern and Southern Africa (COMESA) is a regional economic community grouping made up of 21 Member States that came together with the aim of promoting regional integration through trade and the development of natural and human resources for the mutual benefit for all people in the region. COMESA was established in 1994 to succeed the Preferential Trade Area (PTA) for Eastern and Southern Africa that had been in existence since 1981. More information can be obtained from the COMESA Website [www.comesa.int](http://www.comesa.int).

The COMESA funding mechanism, since its establishment has generally remained the same, despite various global and continental changes that have taken place in the last four decades. It is a well-known practice that whenever there are changes in geopolitics, socio-economic and technological conditions, an organization like COMESA, should re-align its strategies to be responsive to the new changes, including adaptation of new sources of financing. However, the funding mechanism of COMESA has remained static, largely composed of annual member state contributions and grants from development partners. As a consequence, it suffers from the following challenges:

1. The member states contributions have remained dependent on the same determinant variables, since its inception with little regard to the changing circumstances,
2. Overdependence on development partner resources to finance core regional integration programmes, both at national and regional levels;
3. Long outstanding arrears by Member States, which in turn negatively impacts on the scope of programmes that can be implemented by COMESA. The proportion of unremitted vis-à-vis budgeted assessed annual member States contribution averages 60% each year;
4. Ineffective sanctions regime, which has failed to yield positive results; and
5. Inadequate resources which has led to slow implementation of the COMESA Regional Integration Agenda and non-achievement of all foreseen milestones.

COMESA Heads of State and Government, Ministers and Senior Officials have in recent past raised concern over the financial autonomy of the Common Market. The need to progressively reduce overdependence on development partner resources to finance core regional integration programmes, has become a key driver in the search for alternative mechanisms of funding COMESA integration agenda. With experience gained by the African Union, ECOWAS and more recently, the ECCAS, on the implementation of a market levy to finance their integration activities and programmes, it is highly opportune for COMESA to emulate this initiative.

COMESA needs to review and update its resource mobilization strategy and action plans, with particular focus on the operationalization of the Common Market Levy. It is by no accident, that COMESA’s founding fathers saw the need for sustainable and predictable mechanism of resource mobilization and therefore provided for the establishment of the common market levy in the COMESA treaty, article 168. COMESA requires a robust resource mobilization strategy which takes into account the current changes, global and regional economic development dynamics as well as assesses lessons learned from past and current resource mobilization efforts.

In view of the above, the COMESA secretariat put in place a resource mobilization taskforce to work on the resource mobilization strategy. The team indeed came up with the first draft that was presented to the Council of Ministers in 2018. The council directed that the draft be further improved and thereafter, shared with member states for their final considerations and inputs, before its re-tabled to the council for approval.

This strategy must also explore new strategies and partners and outline a systematic and strategic approach(es) to leveraging existing and new development partners as well as recommend how to diversify the resource base for the implementation of COMESA activities in the region with the aim of securing continued financial resources for sustained COMESA program in region.

To this end, COMESA seeks a qualified consultant, to work with the Resource Mobilization and International Cooperation unit, as well as all relevant divisions and units, and provide the necessary technical support to the Resource Mobilization Taskforce, to finalize new resource mobilization strategy as well as to propose/develop a policy paper/protocol for the operationalization of the Common market levy.

These terms of reference, therefore, defines the objectives, scope and requirements of an individual consultancy services to develop a new resource mobilization strategy for the next five years; the tasks to be performed and the expected outputs of the consultant.

1. **Objectives**

The main objective of this consultancy is to provide technical support to the Resource Mobilization and International Cooperation Unit and support to the Resource Mobilization Taskforce, to develop a new resource mobilization strategy 2021 – 2025, as well as Common Market Levy Protocol with a proposed action plan for its operationalization.

The new COMESA resource mobilization strategy should be aligned to the new MTSP and to support its operationalization through developing clear action plan and Common Market Levy mechanism for implementation.

1. **Scope of the work**

The scope of the consultancy service shall include reviewing existing documents of resource mobilization, taking the lead in developing the Common Market Levy (CML) Protocol and/or policy paper on the operationalization of the CML and providing technical support/guidance to the COMESA RMIC Team on the development of the overall resource mobilization strategy. It will also involve preparation of concept notes and standard templates, to guide the approaches to development partners, preparation of the specific strategy papers for involvement of the private sector in COMESA regional integration activities, among others.

1. **Specific tasks to be performed**

Specific tasks of the consultancy will include:

* 1. Reviewing of relevant documents and consult with RMIC team to better understand the vision, mission and focus areas of the COMESA, and past resource mobilization efforts (including the existing strategy), best practices, lessons learned, and challenges encountered by COMESA;
  2. Read the five years MTSP 2021-2025 and COMESA work program to better understand how much is needed and for what result areas;
  3. In collaboration with RMIC Team, assist on the meetings with the RECs, AU and countries, where feasible take part in at least one mission, which will visited the – AU and one of the RECs (ECOWAS, ECCAS, EAC) and one of the countries (Rwanda, Kenya, Djibouti, Sudan) to collect information to review the operationalization paper of the CML and to develop the CML Protocol;
  4. Assist in facilitating and guiding the RMS Task Force & subcommittees meetings;
  5. Conduct a detailed analysis of potential global, regional and local/national development partners to map the feasibility of securing thematic funding and maximization of synergies among the various development partners;
  6. Explore opportunities for partnerships and mobilizing & leveraging resources from the non-traditional partners like private sector, regional and global funds, trust funds, etc;
  7. Recommend how to develop and maintain strategic partnerships and engagement with key development partners (past, present and future) including preparation of a sector specific strategy engagements for involvement of the private sector in COMESA activities;
  8. Having identified both the funding needs and potential funding sources, work with the COMESA Team to match funding sources against priority areas
  9. In collaboration with the RMIC unit, update and finalize the draft Resource Mobilization Strategy 2021-2025 with priority of the operationalization of the CML
  10. Identify/define potential funding scenarios from which the integration programs can be redirected
  11. Provide coaching in the development/initial implementation of resource mobilization strategies. This includes preparation of concept notes to approach development partners,
  12. Any other duties that may be assigned by the RMS- taskforce and the supervising authorities,

1. **Methodology and Approach**

The consultant will apply the following methods:

* Desk review of relevant policy documents including but not limited to COMESA Treaty, COMESA MTSP 2021-2025, COMESA Resource Mobilisation Strategy (draft), paper of operationalization (draft), minutes of meetings with Member States, Ministerial meetings report, among others.
* Hold consultations with key players.
* Participate in mission to collect information on the Levy (RECs, countries, AU)
* Present the draft Resource Mobilisation Strategy and CML Protocol (including the paper of operationalization/roadmap) for validation

1. **Reporting and deliverables**

The consultant will be directly supervised by and will be reporting to the Head of Resource Mobilization and International Cooperation Unit. The consultant is expected to provide regular updates of progress to the COMESA RMS-Task Force.

The following deliverables and outputs are expected from the consultant:

1. An inception workplan, showing the understanding of assignment, important processes, activities and milestones to be achieved,
2. Compiling and submissions of technical reports and meetings reports of the relevant meetings and technical consultations;
3. A comprehensive resource mobilization strategy that includes an overview of the current situation, an analysis of past fundraising experience, explores future opportunities and strategies for future engagements, details workflow processes and outlines a time-bound action plan (with key responsible focal points) to systematically research and raise funds for key programmes
4. A draft Common Market Levy Protocol and a policy paper with details actions and analysis on the operationalization and roadmap,
5. An action plan that outlines clear timelines for the actions proposed
6. Validation sessions with the COMESA RM Task Force
7. Final RM Strategy 2021-2025 and CML Protocol & paper of operationalization
8. **Qualifications / Experience/ Skills**

Developing a resource mobilization strategy requires a high level technical/professional expertise and proven experiences in resource mobilization, project cycle management and financial expertise. The individual Consultant interested in this work is required to have at least the following qualifications:

* 1. A Master’s degree in economics or development studies or finance or project management;
  2. Ten years of working experience in the development sector, preferably in resource mobilization, partnership building, fundraising;
  3. Experienced in working with international and/or regional integration agencies, and development partner assistance agencies;
  4. Excellent communication, coordination, facilitation and analytical skills
  5. Excellent in report writing skills
  6. Fluency in spoken and written English is essential. Knowledge of other COMESA language should be an added advantage
  7. Demonstrate ability to lead strategic information collection, analysis and result-based use of information
  8. Ability to lead formulation of strategies and their implementation
  9. Ability to apply Resource Mobilization and Partnership building theory to specific institutional contexts

1. **Duration of the contract**

The duration for this short-term consultancy work will be for **90** working days commencing from the date of signature of the contract, or as to be agreed with contracting authority and over a six-month period. The actual spread and allocation of the days shall be agreed with RMIC Unit during the inception phase.

1. **Scope of price proposal and schedule of payment**

The budget for this consultancy is **USD 25,000 all inclusive**. Payment shall therefore be made according to the following deliverables:

* Thirty percent (30%) after the submission and the acceptance of the Inception report – i.e. output 6 (i) above;
* Thirty percent (40%) after the submission and the acceptance of the draft reports and policy paper – i.e. submissions of interim reports for outputs 6 (ii) to (iv),
* Thirty percent (30%) after the submission and the acceptance of the final report (s) – i.e. submission of final reports for outputs 5 (v) to (vii).

1. **Eligible Bidders**

Only Nationals of COMESA Member States are encouraged to apply.

1. **Submission of Applications**

Interested consultants are free to submit either by courier services or by Email their application (Technical and Financial proposal and CV) with a cover letter to the contact below, latest XXX

THE HEAD OF PROCUREMENT

COMESA SECRETARIAT

BEN BELLA ROAD P.O BOX 30051

LUSAKA, ZAMBIA

Tel: 260 211 229725 - 32

Attention: Mr. Silver Mwesigwa

Submission emails: [procurement@comesa.int](mailto:procurement@comesa.int), [smwesigwa@comesa.int](mailto:smwesigwa@comesa.int)

The proposal should provide the following information:

* Technical proposal: outline and methodology for undertaking the assignment as outlined in these terms of reference,
* Financial proposal including a detailed quotation showing all the necessary costs and/or fees;
* Updated CV of consultant including relevant work experience and qualifications.