

**REQUEST FOR EXPRESSION OF INTEREST**

**SELECTION OF INDIVIDUAL CONSULTANTS**

**REFERENCE NUMBER:** **CS/PROC/GPS/21.9.2022/01 KJ**

**REQUEST FOR SERVICES TITLE:** **SHORT TERM CONSULTANCY CONTRACT TO DEVELOP A COMESA STRATEGY FOR THE PREVENTION OF TRANSNATIONAL ORGANIZED CRIMES**

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

**SHORT TERM CONSULTANCY CONTRACT TO DEVELOP A COMESA STRATEGY FOR THE PREVENTION OF TRANSNATIONAL ORGANIZED CRIMES**

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 for this assignment**
2. The maximum budget for this contract is **United States Dollar USD$ 8,000.00 *for expert service/consultants’ fees only.*** Proposals exceeding this budget will not be accepted.
3. 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.
4. Your application documents clearly marked and email bearing the subject **“****:** **CS/PROC/GPS/21.9.2022/01 KJ - SHORT TERM CONSULTANCY CONTRACT TO DEVELOP A COMESA STRATEGY FOR THE PREVENTION OF TRANSNATIONAL ORGANIZED CRIMES*”***, should be emailed to the following address:

***tenders@comesa.int*** ***or procurement@comesa.int***

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

***12 OCTOBER 2022 AT 15:00 hours***

1. ***Physical submission of applications is NOT allowed.***
2. 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** |

1. 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 Paragraphs2,3,4,5,6 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.

1. The assignment is expected to commence within two (2) weeks from the signature of the contract.
2. Additional requests for information and clarifications can be made until 7working days prior to deadline indicated in the paragraph 6 above, from:

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

 Contact person: ***Kheliza Jumbe***

E-mail: ***kjumbe@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:** 21 September 2022

**ANNEX 1: TERMS OF REFERENCE**

**COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA**



**RECRUITMENT OF A CONSULTANT** **TO DEVELOP A COMESA STRATEGY FOR THE PREVENTION OF TRANSNATIONAL ORGANIZED CRIMES**

**TERMS OF REFERENCE**

1. **INTRODUCTION AND BACKGROUND**
2. The advent of globalization and advancement in technology has coincided

with the proliferation of transnational organized crimes (TOCs) that have continued to be complex with wide geographical spread. The complexity and the spread of the transnational crimes continue to have serious implications on environmental security, public safety, public health, governance social and economic stability across the COMESA region. The proliferation of the TOCs that among others, include terrorism, violent extremism, counter-feiting, smuggling of weapons, trafficking of drugs, wildlife and human beings, Illicit Financial Flows (IFFs) including Money Laundering (ML), intellectual property theft and cybercrimes among others, calls for coordinated collective interventions. Considering the countering effects on economic and social development of TOCs, certainly, successful collaborative efforts towards prevention and countering these crimes is necessary at national, regional and continental levels.

1. Experience has shown that TOCs is a dynamic phenomenon and ably

adapts to emerging new technologies and markets, thereby posing more risks and creating new forms of crime. The Financial Action Task Force (FATF), the global standards setter as regards fighting ML, TF and Proliferation Financing (PF) of weapons of mass destruction, in its Recommendation 15, also recognizes the risky nature of new technologies in perpetuating some kinds of TOCs. Recommendation 15 therefore urges countries to ensure that they understand risks posed by new technologies before rolling them out or subscribing to them.

1. Whilst the United Nations Convention against Transnational organized

Crimes adopted in 2000 marked as significant milestones in the global response to the malady, the effects of organized crimes specifically terrorism, violent extremism, IFFs, ML continue to pose challenge and negatively affect the COMESA region through various things such as eroding governance, displaced financial resources, which could have been assigned towards economic and social development tasks, leading to perpetual reliance on foreign debts, fuelling violence and exploiting vulnerable persons. As alluded to above, global connectivity has provided a fertile ground for the organized criminal groups to operate as highly capable networks with efficient connectivity and supply chains, access to new markets and expertise. Certainly, most forms of organized crimes continue to involve cross-border activities, linkages or relationships.

1. The drivers of TOCs are generally diverse and complex. In most cases the

criminal elements exploit widespread grievances linked to structural factors emanating from governance deficits such as underdevelopment, poverty, lack of access to education, distortion of Balance of Payment and other trade statistics (brought about by Trade Base Money Laundering), weak institutions, unemployment, corruption, unfair competition as money is in the hands of few people/perpetrators of such crimes, raising prices of goods and services caused by the criminals’ purchasing power, raised taxes when governments cushion previous budget deficits caused by money laundered from tax evasions and real or perceived social exclusion.

1. Based on the above, it can be argued that to effectively eradicate TOCs,

including their spread across jurisdictions, and effectively neutralize the efforts of the perpetrators, there is need for a nuanced understanding of factors that contribute to TOCs. Collaborative and coordinated efforts shall only be effective if the underlaying factors are well understood.

1. It is in this context that COMESA seeks to develop a regional strategy to

guide member states and other stakeholders in their efforts to prevent and counter TOCs. In this regard, the envisaged TOCs strategy shall include among other aspects of TOC such as terrorism, violent extremism, IFFs and ML. COMESA is cognizant of the fact that Member States have enacted laws, policies, and strategies to address the threats posed by some of these TOCs. However, given that TOCs, are transnational in nature and have national and regional networks, a single wide strategy, which brings some degree of harmonization, is needed to deal with TOCs.

1. It is, therefore envisaged that the proposed strategy will be useful in building

resilient networks that can prevent and aid in combating TOCs in the region. Further, the strategy will provide the foundation for strategic and high impact responses that can leverage on a variety of existing tools, expertise, tactics and technologies at national, regional and international levels to address the challenges posed by TOCs.

II. **OBJECTIVES OF THE STRATEGY**

The strategy will focus on prevention and countering TOCs with emphasis on terrorism, countering violent extremism, IFFs including ML. The overall objective of the strategy will be to enhance the collective capacity of Member States and other relevant regional and international actors to prevent and counter TOCs. Specifically, the proposed strategy aims at:

1. Providing a comprehensive COMESA regional framework for coordination and cooperation amongst Member on TOCs.
2. Creating platforms and structures for sharing information relating to TOCs across the COMESA region
3. Generating and sharing research perspectives to better understand TOCs, including drivers thereof
4. Mobilize effective interventions and inform evidence-driven policies and actions; and
5. Enhancing capacity of relevant stakeholders including governments and non-state actors as regards addressing TOCs.
6. **METHODOLOGY TO BE USED**
7. The assignment will be conducted through an in-depth desk research/review

of literature on the subject area including existing relevant international, regional and national strategies for countering TOCs. The assignment shall also involve holding discussions/interviews with selected relevant institutions such as National Security Institutions, National Counter Terrorism Centres (NCTC), Financial Intelligence Units (FIUs), regional think tanks, research institutions, among others, to gain insights on the subject area. The information gathered will thus inform the development of content of the proposed strategy. The zero draft strategy will be presented to regional experts in the subject areas for validation and further input before finalization.

1. **DELIVERABLES**
2. The deliverables for the assignment include:
	1. A first draft of the strategy clearly outlining the salient thematic areas on the said TOCs.
	2. Presentation to a technical validation roundtable for inputs from the regional experts.
	3. Finalized strategy on preventing the TOCs in the COMESA region
3. **PROFILE OF THE CONSULTANT**

**Qualifications and skills of the Consultant**

1. The consultant should possess the following qualifications and skills:
2. A minimum of a master’s degree from a recognized university in a relevant social science field such as international relations, economics, law, sociology, peace and conflict studies or any other relevant field; A PhD in similar academic field will be an added advantage.
3. Experience/ knowledge in TOCs particularly on terrorism, violent extremism, IFFs and money laundering
4. Knowledge of existing frameworks and policies at international, regional and national levels on TOCs, terrorism, violent extremism, IFFs and money laundering and their application to the COMESA Region.
5. Sound knowledge of FATF Recommendations/standards
6. Good analytical and report writing skills and be conversant with the use of the required computer softwares including Word and PowerPoint, amongst others.

**Professional Experience**

1. The ideal candidate should have proven professional experience in the

following areas:

1. Study/studies on the said four TOCs, among others.
2. Similar/relevant research works will be an added advantage.
3. **LANGUAGE**

The ideal candidate should be conversant with English. A working knowledge of one of the other COMESA official languages (including French, Arabic) will be an added advantage.

**DURATION**

1. The consultant shall:
2. Finalize the assignment within 45 working days.
3. COMESA will organise an online inception meeting to appraise the selected consultant on the expected conduct of the assignment and expected key deliverables.

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1. **REPORTING**
2. The Consultant will submit the final report and all accompanying tools to the

Head of Governance Peace and Security.

1. **LEGAL FOR COMPETITORS:**
2. Nationals of COMESA Member States are encouraged to apply.
3. **APPLICATION AND ADDRESS:**
4. Applications will be submitted by e-mail to tenders@comesa.int
5. Applications should contain the applicant’s Curriculum Vitae, present and

permanent address, telephone and e-mail and copies of their academic certificates and a brief proposal on how the consultant envisages the assignment will be undertaken.

**ANNEX 2: Expression of Interest Forms**

[A. COVER LETTER FOR THE EXPESSION OF INTEREST FOR THE PROJECT](#_Toc267927845) 9

[B. CURRICULUM VITAE 10](#_Toc267927846)

[C. FINANCIAL PROPOSAL 14](#_Toc267927847)

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# A. COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT

REFERENCE NUMBER: CS/PROC/GPS/21.9.2022/01 KJ

REQUEST FOR SERVICES TITLE: **- SHORT TERM CONSULTANCY CONTRACT TO DEVELOP A COMESA STRATEGY FOR THE PREVENTION OF TRANSNATIONAL ORGANIZED CRIMES**

*Country, Date*

To: COMESA Secretariat

Dear Sirs:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the undersigned, offer to provide the consulting services for the ***SHORT-TERM CONSULTANCY CONTRACT TO DEVELOP A COMESA STRATEGY FOR THE PREVENTION OF TRANSNATIONAL ORGANIZED CRIMES*** in accordance with your Request for Expression of Interests number *CS/PROC/GPS/21.9.2022/01 KJ,* dated 21st September, 2022 for the sum of Eight Thousand US Dollars (8,000). 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

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| 1. **Family name:**
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| 1. **First names:**
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| 1. **Date of birth:**
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| 1. **Nationality:**
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| 1. **Physical address:**
2. **Postal address**
3. **Phone:**
4. **E-mail:**
5. **Education:**
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|  |  |
| **Institution:****[Date from – Date to]** | **Degree(s) or Diploma(s) obtained:** |
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**10. Language skills:** (Indicate competence on a scale of 1 to 5) (1 – excellent; 5 – basic)

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| --- | --- | --- | --- |
| **Language** | **Reading** | **Speaking** | **Writing** |
| English |  |  |  |
| Arabic |  |  |  |
| Hausa |  |  |  |

|  |  |
| --- | --- |
| **11. Membership of professional bodies:**  |  |
| **12. Other skills:** |  |
| **13. Present position:** |  |
| **14. Years of experience:** |  |
| **15. Key qualifications:**  |

**16. Specific experience in the region:**

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| --- | --- |
| **Country** | **Date from - Date to** |
|  |  |
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**17. Professional experience:**

| **Date from – Date to** | **Location of the assignment** | **Company& reference person (name & contact details)** | **Position** | **Description** |
| --- | --- | --- | --- | --- |
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1. **Other relevant information:**

***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/GPS/21.9.2022/01 KJ - SHORT TERM CONSULTANCY CONTRACT TO DEVELOP A COMESA STRATEGY FOR THE PREVENTION OF TRANSNATIONAL ORGANIZED CRIMES

Please sign off to confirm your acceptance of the Total Financial Offer.

|  |  |
| --- | --- |
| **TOTAL FINANCIAL OFFER**  | **USD$** |

Thirty Thousand Euros all-inclusive fee for the consultancy.

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)