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**REQUEST FOR EXPRESSION OF INTEREST**

**SELECTION OF INDIVIDUAL CONSULTANTS**

**REFERENCE NUMBER:** **CS/PROC/TRADE\_CBC/14.10.2022/01 AFT**

**REQUEST FOR SERVICES TITLE:** **SHORT TERM CONSULTANCY CONTRACT TO DETERMINE STATUS ON MOVEMENT OF BUSINESSPERSONS AND IMPLEMENTATION OF THE COMESA BUSINESS VISA IN THE REGION**

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

**SHORT TERM CONSULTANCY CONTRACT TO DETERMINE STATUS ON MOVEMENT OF BUSINESSPERSONS AND IMPLEMENTATION OF THE COMESA BUSINESS VISA IN THE 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.

1. **Only Individual Consultants are eligible for this assignment**
2. The maximum budget for this contract is **Euro 18,000 *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/TRADE\_CBC/14.10.2022/01 AFT - SHORT TERM CONSULTANCY CONTRACT TO DETERMINE STATUS ON MOVEMENT OF BUSINESSPERSONS AND IMPLEMENTATION OF THE COMESA BUSINESS VISA IN THE REGION*”***, should be emailed to the following address:

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

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

***21st NOVEMBER 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: ***Aidah F. Tembo***

E-mail: [***atembo@comesa.int***](mailto:atembo@comesa.int)***;*** [***smwesigwa@comesa.int***](mailto: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:** 14 October 2022

**ANNEX 1: TERMS OF REFERENCE**

**COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA**

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**RECRUITMENT OF A CONSULTANT TO DETERMINE STATUS ON MOVEMENT OF BUSINESSPERSONS AND IMPLEMENTATION OF THE COMESA BUSINESS VISA IN THE REGION**

**TERMS OF REFERENCE (TOR)**

|  |  |
| --- | --- |
| **Project title:** | **COMESA Business Visa- Instrument for the movement of businesspersons in the region** |
| **Assignment title:** | **Status of movement of Businesspersons in COMESA region** |
| **Assignment Duration:** | **45 days** |
| **Duty station:** | **Home-based** |
| **Travel:** | **Mainly virtual field work** |
| **Eligibility** | **Individual Consultant** |

1. **INTRODUCTION**

The Common Market for Eastern and Southern Africa (COMESA) Treaty envisages a fully integrated, internationally competitive regional community within which goods, services, capital, and labour are free to move across national borders. Additionally, COMESA has two Protocols on the Movement of Persons; on the gradual relaxation and eventual elimination of visas (1984) and the free movement of persons, labour, services, right of establishment and residence adopted in 1998. However, due to various reasons, the Protocols are not fully implemented and the movement of persons; particularly businesspersons, remains constrained to the detriment of trade and regional integration.

There are several aspects to the justification and rationale for the facilitation of the movement of businesspersons within COMESA. Primarily, the fact that the COMESA bloc is premised on a gradual establishment of a Common Market and has advanced in implementing a Free Trade Area (FTA) and is going towards a Customs Union, requires that the drivers of business and trade in the common market are assisted with facilitation in movement across the region. Currently, there appears to be a lack of appreciation of the link between trade and business in the bloc and the facilitation of the movement of businesspersons. And therefore, there are not only different regimes in different Member States for facilitating the movement of businesspersons, but the requirements for applying for a visa and the time it takes to issue the same differ markedly.

It should be appreciated that in some countries of COMESA, even though visas could be issued to businesspersons, whether upon arrival or in advance, the business visa tends to have more restrictions, and is usually of shorter duration of stay, than other visa forms such as the tourist visa. This discrepancy possibly stems from the notion that a tourist is seen as coming to spend money while a businessperson could potentially be coming to take up business opportunities and, in the process, potentially deprive the citizens of the hosting country. This notion certainly doesn’t advance the ideals of the Common Market and could be addressed by having a uniform COMESA Business Visa (CBVS) implemented in the regional bloc.

It is against this background that the COMESA Business Council (CBC) is seeking the services of professional and competent consultant to determine the status of movement of Businesspersons in COMESA region and propose actions to progress the implementation of the COMESA Business visa.

1. **OBJECTIVE OF THE ASSIGNMENT**

To determine the status of movement of Businesspersons in COMESA region and develop action to progress the implementation of the COMESA Business visa

**Specific Objectives**

1. To assess the status on the movement of businesspersons in the COMESA region
2. To assess the progress on implementation of Business visa in COMESA region.
3. To propose measures to improve movement of Businesspersons and progress on implementation of the Business visa.
4. **SCOPE OF WORK AND TASKS**

To achieve the above objective(s) of the assignment, the Consultant will undertake the following tasks:

* 1. Analyze the laws, procedures, and practices applicable to the movement of businesspersons in COMESA region including constraints.
  2. Review the progress on the development of the COMESA business visa by COMESA member states including challenges and constraints.
  3. Propose measures to complete development of the COMESA Business visa and implementation modalities.

1. **APPROACH AND METHODOLOGY**

The consultant is expected to explain the approach and methodology that it will use to undertake the assignment in an Inception Report, including the workplan.

The proposed approach and methodology should include, among others, the following: -

* 1. Kick off meeting: This meeting entail discussing the TOR for common understanding and agree on some administrative issues, among other issues.
  2. Desk review: The consultant is expected to undertake in-depth review of relevant documents, literature and reports related to movement of businesspersons and the business visa. The Consultant is expected to consider draft findings from the TradeCom study on the nexus between trade and the movement of businesspersons which will be availed to the Consultant.
  3. Virtual Field missions and stakeholder engagements: The consultant will be required to undertake consultations with key and relevant stakeholders in the selected countries, which will inform the outcome of the report.
  4. Report writing. The consultant will draft report on the status of movement of businesspersons and implementation of the business visa in COMESA region.
  5. Presentation of the reports for validation: The consultant will be expected to present the draft report on the status of movement of businesspersons in COMESA region to regional stakeholder’s consultative workshop.

1. **PERFORMANCE PERIOD**

The performance period for the assignment is from the date of signing, for a period of 45-man days with an execution period of three Calendar months.

1. **REMUNERATION**

The selected Consultant will be paid an all-inclusive fee of Euro 18,000 from the EDF 11 Fund – Trade Facilitation Budget Line.

1. **THE OUTPUTS /DELIVERABLES**
2. Inception report on the development of the COMESA Business visa which should include:
   * 1. Background – Objective and description of the consultant’s understanding of the tasks.
     2. Approach and Methodology – Explain approach and methodology, data collection and interview questions. Provide a list of stakeholders to be interviewed etc.;
     3. Work plan – Sequencing activities with timelines including meeting schedules and field visits;
     4. Survey instrument
     5. Report format/structure.
   1. Draft Report which should include:
      1. Analysis on the movement of businesspersons in COMESA region.
      2. Progress on the implementation of business visa by member states
      3. Proposed measures to improve movement of businesspersons in the COMESA region
      4. Proposed measures on the implementation of business visa in COMESA region
   2. Final Report which should include:
      1. Analysis on the movement of businesspersons in COMESA region.
      2. Progress on the implementation of business visa by member states
      3. Proposed measures to improve movement of businesspersons in the COMESA region
      4. Proposed measures on the implementation of business visa in COMESA region
3. **TIMELINES FOR UNDERTAKING THE ASSIGNMENT**

The table below shows the expected outputs and the timeline for the assignment.

|  |  |  |  |
| --- | --- | --- | --- |
| **OUTPUT** | **DESCRIPTION** | **PERIOD** | **LOCATION DETAILS** |
| Inception report | Submission of inception report | 5 days | Home based |
| Draft report | Submission of draft report | 30 days | Home based-virtual field work |
| Presentation of Draft report stated above to validation workshop and incorporate comments | Presentation of draft report stated above to stakeholders at a workshop and capturing inputs of stakeholders on them | 4 days | Home based |
| Final report | Final report submitted and approved, in accordance with the requirements of the contract | 1 day | Home based |

1. **PROFILE OF THE INDIVIDUAL CONSULTANT**

The Individual consultant should have the following minimum qualifications to undertake consultancy work: -

* Degree in law, economics and/or international migration or trade policy/ related fields.
* At least 7 years of proven working experience on regional integration issues.
* Must have technical background and experience in the regional migration policy and the movement of persons in regional integration and must have undertaken similar studies in the area of focus at regional or international level.
* Proven working experience in similar national or regional and international studies.
* Proven capacity to interact with national and international stakeholders in public and private sectors in COMESA region.

**ANNEX 2: Expression of Interest Forms**

[A. COVER LETTER FOR THE EXPESSION OF INTEREST FOR THE PROJECT](#_Toc267927845) 10

[B. CURRICULUM VITAE 11](#_Toc267927846)

[C. FINANCIAL PROPOSAL 15](#_Toc267927847)

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

REFERENCE NUMBER: CS/PROC/TRADE\_CBC/14.10.2022/01 AFT

**REQUEST FOR SERVICES TITLE:** **- SHORT TERM CONSULTANCY CONTRACT TO DETERMINE STATUS ON MOVEMENT OF BUSINESSPERSONS AND IMPLEMENTATION OF THE COMESA BUSINESS VISA IN THE REGION**

*Country, Date*

To: COMESA Secretariat

Dear Sirs:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the undersigned, offer to provide the consulting services for the ***SHORT TERM CONSULTANCY CONTRACT TO DETERMINE STATUS ON MOVEMENT OF BUSINESSPERSONS AND IMPLEMENTATION OF THE COMESA BUSINESS VISA IN THE REGION*** in accordance with your Request for Expression of Interests number *CS/PROC/TRADE\_CBC/14.10.2022/01 AFT,* dated 14th October, 2022 for the sum of Euro 18,000. 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

|  |  |
| --- | --- |
| 1. **Family name:** |  |
| 1. **First names:** |  |
| 1. **Date of birth:** |  |
| 1. **Nationality:** |  |
|  |  |
| 1. **Physical address:** 2. **Postal address** 3. **Phone:** 4. **E-mail:** 5. **Education:** |  |
|  |  |
|  |  |
| **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)

|  |  |  |  |
| --- | --- | --- | --- |
| **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:**

|  |  |
| --- | --- |
| **Country** | **Date from - Date to** |
|  |  |
|  |  |
|  |  |

**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/TRADE\_CBC/14.10.2022/01 AFT - SHORT TERM CONSULTANCY CONTRACT TO DETERMINE STATUS ON MOVEMENT OF BUSINESSPERSONS AND IMPLEMENTATION OF THE COMESA BUSINESS VISA IN THE REGION

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

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

Eighteen 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)