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SPECIFIC PROCUREMENT NOTICE

SELECTION OF AN INDIVIDUAL CONSULTANT

REFERENCE NUMBER: CS/PROC/ECOSOCC/AS.04

**REQUEST FOR SERVICES TITLE: TO DEVELOP AN OPERATIONAL MANUAL TO GUIDE CIVIL SOCIETY ORGANISATIONS (CSOs) INTERACTION WITH THE AFRICAN UNION PEACE AND SECURITY COUNCIL (PSC)**

COUNTRY: MULTINATIONAL

Financing Agreement reference: ECOSOCC-EU-APSA IV

Project ID No.: ECOSOCC-EU-APSA IV

The Common Market for Eastern and Southern Africa (COMESA) has received financing from the African Union Economic Social and Cultural Council (AU ECOSOCC) towards the cost ofDeveloping an Operational Manual to guide Civil Society Organisations (CSOs) interaction with the African Union Peace and Security Council (PSC). The Common Market for Eastern and Southern Africa (COMESA) intends to apply a portion of the agreed amount for this grant to eligible consultants to undertake assignment.

The African Union Economic Social and Cultural Council (AU ECOSOCC) is an advisory organ of the African Union established during the Third Ordinary Session of the AU Assembly in Addis Ababa, Ethiopia in 2004 under the provisions of articles 5 (i) and 22 of the AU Constitutive Act. The organ is mandated to actively engage civil society in the processes and work of the Union, particularly with regard to Africa’s integration and development. ECOSOCC comprises various social, private sector and professional groups of member states of the Union, and the African diaspora (Assembly/AU/ Dec.48 (III) and functions primarily as a bridge through which the African Union can partner and engage with civil society organizations on the continent.

The Common market for Eastern and Southern Africa (COMESA) Secretariat now invites eligible candidates to apply for the consultancy assignment to provide consultancy on Developingan Operational Manual to guide Civil Society Organisations (CSOs) interaction with the African Union Peace and Security Council(PSC). Interested consultants must provide information indicating that they are qualified to perform the services. The Expression of Interest shall be evaluated as follows:

|  |  |  |
| --- | --- | --- |
|  | Criteria | Maximum points allocated |
| 1 | Academic Qualifications | 15 |
| 2 | Understanding the Assigment and Methodology | 20 |
| 3 | Skills and experience relevant to assignment | 40 |
| 4 | Regional experience | 25 |
|  | **Total** | **100** |

Eligibility criteria, and the selection procedure shall be in accordance with the “COMESA PROCUREMENT RULES AND REGULATIONS”, dated October 2014, which is available on the COMESA website at [http:// [www.comesa.int](http://www.comesa.int)](http://www.afdb.org) .

Detailed description of the assignment including the Terms of Reference defining the minimum technical requirements for these services are provided in the Request for Expression of Interest document which can be downloaded free of charge from the COMESA website on the link alongside this notice: [www.comesa.int](http://www.comesa.int)

Additional requests for information and clarifications can be made until 7 working days prior to deadline at the following addresses:

E-mail: [*asakala@comesa.int*](mailto:asakala@comesa.int)*;*  *copied to* [*s.mwesigwa@comesa.int*](mailto:s.mwesigwa@comesa.int)*;*

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

**SUBMISSION OF APPLICATIONS**

The Expression of Interest which must be submitted using the Expression of Interest Forms attached as Annex 2 to the Request for Expression of Interest document and clearly marked and email bearing the subject,

**“REQUEST FOR SERVICES TITLE: CS/PROC/ECOSOCC/AS.04 –TO DEVELOP AN OPERATIONAL MANUAL TO GUIDE CIVIL SOCIETY ORGANISATIONS (CSOs) INTERACTION WITH THE AFRICAN UNION PEACE AND SECURITY COUNCIL (PSC)”.**

should be emailed to the following address:

[*asakala@comesa.int*](mailto:asakala@comesa.int); *copied to* [*s.mwesigwa@comesa.int*](mailto:s.mwesigwa@comesa.int)*;* [*NMunalula@comesa.int*](mailto:NMunalula@comesa.int) and Physical submission of applications is NOT allowed.

The deadline for submission of your application to the submission address indicated above is:

**31st March 2023 at 16:00 hours Zambia Local Time**