** 

REQUEST FOR EXPRESSION OF INTEREST

SELECTION OF AN INDIVIDUAL CONSULTANT

**PROJECT COORDINATOR FOR THE COMESA SUPPORT TOWARDS REGIONAL PHARMACEUTICAL SECTOR DEVELOPMENT (CSTRPSD)**

REFERENCE NUMBER: ***CS/IAD/RPHS/P3***

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

**PROJECT COORDINATOR FOR THE COMESA SUPPORT TOWARDS REGIONAL PHARMACEUTICAL SECTOR DEVELOPMENT (CSTRPSD)**

The Terms of Reference defining the minimum technical requirements for the service is 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 are not bankrupt or wound up, are not having their affairs administered by the courts, have not entered into arrangements with creditors, have not suspended business activities, are not being subject of proceedings concerning those matters, or are not in any similar situations arising from 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 have 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 maximum fee for this consultancy is USD$7,000 per month for a period of 3 years project duration.

1. 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.

Your application documents clearly marked and email bearing the subject “CS/IAD/RPHS/P3: INDIVIDUAL CONSULTANCY - PROVISION OF CONSULTANCY SERVICES OF PROJECT COORDINATOR FOR THE COMESA SUPPORT TOWARDS REGIONAL PHARMACEUTICAL SECTOR DEVELOPMENT (CSTRPSD)”,

 should be e-mailed to the following address:

*s.mwesigwa@comesa.int*

1. The deadline for submission of your application, to the address indicated in Paragraph 5 above, is: **27th *March 2023 at 16:00 hours****.*

6. *Physical submission of applications is NOT allowed.*

7. Your CV will be evaluated against the following criteria.

|  |  |  |
| --- | --- | --- |
|  | Criteria  | Maximum points allocated  |
| 1 | Education qualifications | 35 |
| 2 | Professional Skills and Experience for the position | 50 |
| 3 | Experience in the region | 10 |
| 4. | Language proficiency | 5 |
|  | Total | 100 |

8. Your proposal should be submitted as per the following instructions:

1. 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 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.

1. 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 5 above.

9. The assignment is expected to commence within two (2) weeks from the signature of the contract.

10. Additional requests for information and clarifications can be made until 3 working days prior to deadline indicated in paragraph 5 above, from:

The Procuring entity: *COMESA Secretariat*

Contact person: Silver Mwesigwa *(Mr)*

E-mail : *smwesigwa@comesa.int**;* *procurement@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 2 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: 10th March 2023

TERMS OF REFERENCE

PROJECT COORDINATOR FOR THE COMESA SUPPORT TOWARDS REGIONAL PHARMACEUTICAL SECTOR DEVELOPMENT (CSTRPSD) PROJCET

* 1. **Background**
1. The Common Market for Eastern and Southern Africa (COMESA**)** has received a grant from the African Development Fund to finance the COMESA Support Towards Regional Pharmaceutical Sector Development (CSTRPSD).

**2.0 Objectives**

The principal objectives of this project are to provide institutional support for the development of the pharmaceutical industry through strengthened capacities of the region’s pharmaceutical regulatory bodies, quality control and management systems, research, and development institutions for effective manufacturing of safe and quality pharmaceutical products in the region.

The specific objectives include:

1. The institutionalization and domestication of the pharmaceutical manufacturing plan for Africa (PMPA) and the African Medicines Regulatory Harmonization programme;
2. Strengthening of the region’s medicines and pharmaceutical regulatory bodies/institutions in the region; and
3. Building the capacity of key stakeholders and support trans-regional research and development programmes.
4. **Project Components**

The Project comprises four (4) components :

1. **Component 1. Institutionalization of the PMPA and AMRH Programmes in the Region.**

 This component aims at supporting COMESA region in the implementation of the continental strategies on pharmaceutical manufacturing and streamline medicines registration harmonization processes as well as ensuring that the region has access to essential medical products and technologies. It will address the challenges faced by national medicines regulatory authorities, including, weak or non-coherent legislative frameworks, redundant processes, sluggish medicines registration processes, and inefficiency and limited technical capacities, among others, through regulatory harmonization. The target beneficiaries include, COMESA Secretariat, National Pharmaceutical Policy Institutions such as NMRAs/FDAs.

1. **Component 2. Institutional Support for Strengthening Medicines and Pharmaceutical Regulatory Bodies & Institutions in the Region.**

 This component concerns providing technical support to strengthen the institutions and bodies responsible for pharmaceutical sector development in the region, including, the National Medicines Regulatory Authorities (NMRAs), the COMESA Pharmaceuticals Committee, institutions responsible for trade facilitation and the quality infrastructure for standardization and testing pharmaceutical products. The target beneficiaries include NMRAs, COMESA pharmaceutical committee, standards and certification labs and collaborations with other regional economic communities on pharmacovigilance.

1. **Component 3. Capacity Development of Stakeholders and Support for Trans-Regional Research & Development Programmes.**

 This component aims at strengthening the capacities of pharmaceutical stakeholders, including research institutions and create an information platform for pharmaceutical manufacturers, importers, and exporters in the region. It will also establish pharmaceutical industry collaborations with universities in order to address skills mismatch and shortages in the sector. The objective is to improve the requisite capacities of stakeholders as well as increase efficiency, effectiveness, and improve service delivery to the pharmaceutical industry in the region.

1. **Component 4. Project Management, Coordination & Reporting**

 This component entails the general management and implementation of the project. It aims to complement the capacity of COMESA Secretariat for the effective and efficient implementation of the project. This includes setting up of a Project Implementation Unit and staffing it with the required human resources that would be responsible for the implementation of the project activities and delivering of the outputs.

1. **Scope of Work**

The Project Coordinator will be responsible for planning and execution of the project, in terms of daily practical management of the project and coordination of the activities of the project. The Project Coordinator will work closely with the Senior Private Sector Development Officer in the Division of Industry and Agriculture.

* 1. **Key Tasks and Responsibilities**

The main role of the Project Coordinator is the execution and day to day implementation of the CSTRPSD in the COMESA and in coordination with project countries. He/she will be responsible for the facilitation of the smooth planning and execution of the COMESA Component of the CSTRPSD Project. The Terms of Reference of the Project Coordinator include the following:

1. Provision of oversight and execution of the CSTRPSD.
2. Coordinate and implement all activities as outlined in the Project document.
3. Provision of technical and advisory support to the activities and related processes that impinge on the project.
4. Ensuring that timelines, responsibilities and the CSTRPSD work programme are implemented expeditiously.
5. Preparation of work-plans, monthly and quarterly progress reports.
6. Conduct policy dialogue with Member States and key stakeholders on the CSTRPSD for effective implementation.
7. Coordinate the holding of the Project Steering Committee (annually) and the Technical Working Group Meetings (quarterly) and give the necessary advice to the implementing partners and other key stakeholders.
8. Facilitate regional meetings of CSTRPSD stakeholder’s associations etc. under the Project.
9. Lead on the production of publicity materials including videos, documentaries, websites brochures, posters etc., relating to the Project and ensure their effective dissemination at regional/national level.
10. Coordinate with project countries the aggregation at the project/regional level of monitoring and evaluation data and supervise the development of biannual project monitoring and evaluation reports.
11. Provide progress reports and secretarial services to the COMESA Project Steering Committee and the Technical Working Group in collaboration with the Development Partner
12. Implement and maintain an adequate control environment to manage fiduciary (procurement and financial management) risks of the project.
13. Undertake other related duties and special assignments as directed by the supervisor.

**6. 0 Working Language Requirements**

1. The working language shall be English therefore, applicants must be fluent in both spoken and written English.
2. A combination of knowledge and use of English with either French or Arabic will be an added advantage.

**7.0 Eligibility of Consultants**

This consultancy is open to nationals of AfDB Member countries that have sufficient experience to undertake this assignment.

**8.0 Contract Duration**

Three (3) years with a possibility of extension subject to availability of funds for continued project implementation and satisfactory performance. The initial contract period shall include a six (6) months probationary period.

**9.0 Duty Station**

The Consultant will be based at the COMESA Secretariat in Lusaka, Zambia but may be required to go on mission to selected regional member countries.

**10.** **Reporting and Accountability**

Under the direct supervision of the Director , Industry and Agriculture, within the Division of Industry and Agriculture AND under the overall supervision of the Assistant Secretary General -Programmes.

**11. Education Qualifications, Professional Skills and Experience**

The consultant must have the following qualifications, professional skills and experience:

 **Education Qualifications**

The candidates must possess:

a. Minimum Master’s Degree in a relevant social science discipline; with specialization

in any of the following areas: economics, business administration, public health, pharmacy, development policy implementation and management, or related relevant field.

b. Those in possession of an advanced degree/PhD in any of the above fields or related

 fields will be an added advantage.

 **Professional Skills and Experience Requirements**

1. At least demonstrated 10 years’ relevant work experience in developing and implementing appropriate regional/national policies and strategies towards improving the investment environment and competitiveness of local (domestic) pharmaceutical/health commodities manufacturing in the region.
2. In-depth knowledge of the COMESA industrial development agenda, and AfDB cooperation on this matter.
3. In-depth familiarity with the strategy for the implementation of the Pharmaceutical Manufacturing Plan for Africa (PMPA).
4. Experience in designing and implementing strategic interventions aimed at promoting technology transfer, quality upgrade (GMP), investment in pharmaceutical support services (Bioequivalence Centres, specialized pharmaceutical parks etc) in the region.
5. Demonstrated experience in domesticating continental/regional frameworks in Member States in the COMESA region.
6. Experience in organising and coordinating regional and national consultative multi-stakeholder meetings aimed at strengthening local production of pharmaceuticals/health commodities in the region.
7. Experience in designing and coordinating relevant capacity building measures, technical trainings, and skills upgrade for pharmaceutical personnel in the region.
8. Experience in concept development and coordinating relevant pharmaceutical sector studies to inform policy decisions.
9. Knowledgeable on continental and global efforts towards promoting access to medicines/health commodities through local production.
10. Experience in strengthening and facilitating engagements and linkages between the private sector/none State actors, development partners and other stakeholders on joint promotion of regional pharmaceutical and other health commodities value chains.
11. strong abilities to develop strategies, derive plans from them, and calmly work towards their realization, under demanding performance schedules.
12. Exposure and ability to work in a multi-cultural and multi stakeholder environment.
13. Leadership, creativity, negotiations and diplomatic skills.
14. High computer literacy skills.

**12. Payment**

The monthly payment for this consultancy is USD$ 7000 per month.

ANNEX 2: Expression of Interest Forms

[A. COVER LETTER FOR THE EXPRES SION OF INTEREST FOR THE PROJECT 9](#_Toc101278644)

[B. CURRICULUM VITAE 10](#_Toc101278645)

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

REFERENCE NUMBER: CS/IAD/RPHS/P3

REQUEST FOR SERVICES TITLE: FINANCIAL SPECIALIST/ACCOUNTANT FOR THE COMESA SUPPORT TOWARDS REGIONAL PHARMACEUTICAL SECTOR DEVELOPMENT (CSTRPSD)

 [*Location, Date*]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the “CS/IAD/RPHS/F1: INDIVIDUAL CONSULTANCY - PROVISION OF CONSULTANCY SERVICES Of FINANCIAL SPECIALIST/ACCOUNTANT FOR THE COMESA SUPPORT TOWARDS REGIONAL PHARMACEUTICAL SECTOR DEVELOPMENT (CSTRPSD)”in accordance with your Request for Expression of Interests number CS/IAD/RPHS/P3*,* 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 9 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*

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)