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**CALL FOR REGIONAL SPS/TBT LABORATORY EXPERTS**

**REFERENCE NUMBER:****CS/IAD/SPS/1400/2(051-23)-SM/nc**

**HIGH LEVEL SPS/TBT EXPERT (PANEL MEMBER) TO CONDUCT ON-SITE TECHNICAL ASSESSMENT OF RECOMMENDED REFERENCE AND SATELLITE LABORATORIES IN COMESA REGION**

1. ***The COMESA Secretariat*** is inviting high level SPS/TBT Experts from the Member States with extensive experience in laboratory management and assessment to be part of a Panel of Experts (Animal Health, Food Safety, Plant Health and Quality Management) to submit their Resumes for the following assignment:

**CONDUCT ON-SITE TECHNICAL ASSESSMENT OF RECOMMENDED REFERENCE AND SATELLITE LABORATORIES IN COMESA REGION**

1. The Terms of Reference defining the minimum technical requirements for the assignment are attached as Annex 1 to this Call for Regional SPS/TBT Laboratory Experts.
2. **Only Individual Experts with experience/skills in Animal Health, Food Safety, Plant Health, and Quality Management, are eligible for this Call.**
3. Panel members shall be paid a honorarium fee of **USD250 per day *for the duration of the assignment (20 days). Travel allowance/DSA and air tickets in accordance with COMESA rules, will be paid separately for all assignment related trips.***
4. Your submission must be presented as per Forms attached as Annex 2 to this Call, 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/SPS/1400/2(051-23)-SM/nc – HIGH LEVEL SPS/TBT EXPERT (PANEL MEMBER) TO CONDUCT ON-SITE TECHNICAL ASSESSMENT OF RECOMMENDED REFERENCE AND SATELLITE LABORATORIES IN COMESA 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:

**14th June 2023 *AT 15:00 hours***

1. ***Physical submission of applications is NOT allowed.***
2. Your resume will be evaluated against the following criteria.

|  |  |  |
| --- | --- | --- |
|  | **Criteria** | **Maximum points allocated** |
| **1** | General qualifications | 20 |
| 2 | Adequacy for the assignment | 70 |
| 3 | Experience in the region | 10 |
|  | **Total** | **100** |

1. 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: **Niva K. Chokwe**

E-mail: [***NChokwe@comesa.int***](mailto:NChokwe@comesa.int)***;*** [***smwesigwa@comesa.int***](mailto:smwesigwa@comesa.int)***;***

**ANNEXES:**

ANNEX 1: **Terms of Reference**

ANNEX 2**: Call of Interest Forms**

**Sincerely,**

**Name:** Silver Mwesigwa

**Title:** Head of Procurement

**Date:** 24th May 2023

**ANNEX 1: TERMS OF REFERENCE**

**COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA**



**TERMS OF REFERENCE**

**FOR A HIGH LEVEL SPS/TBT EXPERT (PANEL MEMBER) TO CONDUCT ON-SITE TECHNICAL ASSESSMENT OF RECOMMENDED REFERENCE AND SATELLITE LABORATORIES IN COMESA REGION**

1. **BACKGROUND**

The lack of adequate diagnostic and analytical capacities for animal and plant diseases and pests, food and feed safety risks among COMESA Member States, weakens monitoring and availability of quality data on which to base equivalence agreements or harmonization. This often translates into unintended trade barriers and a constraint to trade in agricultural and food products.

With the adoption of the COMESA SPS Regulations in 2009, the Twenty Sixth Meeting of the Council of Ministers designated Central Veterinary Research Institute (CVRI) in Zambia; Kenya Plant Health Inspectorate Service (KEPHIS) in Kenya and Food Technology Laboratory (FTL) in Mauritius as Regional Reference Laboratories for Animal Health, Plant Health and Food Safety respectively. However, these reference laboratories have not performed their roles as reference laboratories ever since. This is mainly due to absence of a clearly defined framework and operational structure/mechanism with defined roles and responsibilities for the reference and satellite laboratories functions.

In January 2017, an Expert Group Meeting drawn from the Member States came up with the following recommendations for operationalization of the COMESA Reference Laboratories System:

1. Development of COMESA Reference Laboratory Operational Structure/Mechanism with clearly defined mandates, roles and responsibilities for Reference and Satellite Laboratories.
2. The reference laboratory operational structure/mechanism should be based on specific analytical parameters/commodities in which the laboratories have competency in as opposed to the current general classification under food safety, animal health and plant health reference laboratories, given especially the large scope of parameters under each field.
3. Develop a framework that ensures easy accessibility of reference laboratories to satellite and national laboratories through a clustered loop taking into account the huge geographical spread of COMESA Member States (North Africa, Horn of Africa; East Africa; Southern Africa; and the Indian Ocean Islands)

In this regard, COMESA is implementing interventions to strengthen the COMESA reference laboratory system. The intervention involves development of an operational mechanism with defined roles and responsibilities of reference laboratories. The project also includes widening the scope and range for designation of additional reference laboratories given the large number of parameters within each respective area of Animal Health, Plant Health and Food Safety, as well as considering the region’s wide geographical spread.

As a first step, an assessment of available laboratory testing capacities was carried out remotely. Based on the assessment findings, potential reference laboratories in specific parameter/area were proposed. COMESA then organized a meeting of Laboratory Experts in food safety, plant health and animal health to interrogate the assessment report and obtain technical input on the proposed reference laboratories operational mechanism.

A key recommendation from the Experts meeting called for the establishment of a Panel of SPS/TBT Experts drawn from the Region to undertake extensive on-site assessments on the existing status of the recommended reference and satellite laboratories competences and infrastructure in order to confirm the findings of the assessment study carried out remotely. The on site assessment work would result in a validated report of the final list of recommended reference and satellite laboratories in the COMESA for designation by the COMESA Council.

1. **DESCRIPTION OF THE ASSIGNMENT**
   1. **Objective**

Establishment of a Panel of SPS/TBT Experts (Animal Health; Food Safety; Plant Health; Quality) from the Region to conduct on site physical assessments of national laboratories recommended for consideration and designation as COMESA Reference and Satellite laboratories.

* 1. **Scope of work**

To conduct on site physical assessments of national laboratories recommended under the assessment study for consideration and designation as COMESA Reference and Satellite laboratories.

**2.3 Key Activities**

| **Activities** | **Duration** | **Location** | **Deliverables** |
| --- | --- | --- | --- |
| a). Develop a detailed assessment methodology for the reference and potential satellite laboratories on assesment of their current status, capacity and operations in terms of:   * General Requirements: Impartiality and; Confidentiality * Structural Requirements: organizational structure and components, processes, and management system * Resource requirements: Personnel; Facilities and environmental conditions; Equipment; Metrological traceability; Externally provided products and services * Process Requirements (11 key processes) * Management System Requirements   ***in line with:***  ***a) ISO17025 (2017) requirements***  ***b) COMESA Reference documents on key parameters for designation of reference laboratories; and Criteria for Evalution of Laboratory Capacities*** | 3 days | Home based | Assessment methodology developed and appproved by Comesa Secretariat |
| * 1. b) Conduct in-situ assessments of the recommended Reference and Satellite laboratories in the respective countries: * Evaluate their current capacity utilization and gaps including human resources, operations, environmental conditioning, and the equipment. - Assess the needs in terms of their designated mandate as reference and satellite laboratories in the specific field/parameter * Assess competences in Diagnostic techniques and interpretation of results; inspection and conformity assessment procedures and criteria; risk analysis methodologies; and Information dissemination systems * Evaluate the comparative advantage of each laboratory in terms of resources, competences and offerings (performance in PT schemes regionally, continentaly and globally; research capabilities; international networks and collaboration activities; PT Provision in related parameters; and supply/provision of Reference Materials. * Assess capabilities in terms of expert technical advice in mediation of disputes between the importing parties (country and enterprise) and the exporting parties (country and enterprise) and provision of credible scientific basis for resolution of such disputes * Make recommendations for their operationalization, management and sustainability. | 10 days | Member States | In situ practical technical evaluatiion and assessment of the reference and satellite laboratories carried out. References drawn from other regions operating such models as well from previous related studies. |
| c).Prepare a draft report comprising the final list of recommended reference and satellite laboratories for presentation to Member States for validation. | 3 days | Home based | Draft report |
| d).Facilitation of the regional validation workshop (physical) | 2 days | Physical | Power point presentation. |
| e). Final report for submission to COMESA Secretariat | 2 days | Home based | Final report, incorporating recommendations for the final list of Reference and Satellite laboratories.. |

**3. QUALIFICATIONS/SKILLS**

1. Post-graduate degree in Food Science/Technology; Chemistry, Biochemistry, Biological Sciences/Micro-biology; Public Health; Plant Health; Veterinary science; and Agricultural Sciences
2. At least ten (10) years’ experience in laboratory operations at senior or management level in one of the following specific fields: i) food safety; ii) animal health; iii) plant health; iv) quality management

Registered auditor/assessor, with at least 8 years work experience in laboratory auditing according to ISO/IEC 17025 (2017)

1. At least 5 years working experience and clear understanding of the functions and operations of a reference laboratory.
2. Demonstrable experience on the interface between Quality Infrastructure (TBT/SQAM) and SPS Institutions in the region.
3. Experience in setting up of laboratory collaboration/cooperation mechanisms/arrangements and sustainable management of laboratories.
4. Good understanding of the existing SPS/TBT laboratories infrastructure in COMESA region
5. Technical knowledge and experience relating to: i) arbitration and settling of technical disputes amongst laboratories/enterprises at national and/or regional level; ii) Expert on PT schemes; iii) Expert in Reference materials.

**4. REPORTING**

The Expert Panel Members will work closely with the COMESA SPS/TBT Unit under the direction of the Director for Industry and Agriculture at the Secretariat.

**5. HONORARIUM**

A Honorarium fee of USD$250 per day will be paid to the Panel Experts.

Travel allowance/DSA and air tickets in accordance with COMESA rules, will be paid separately for all assignment related trips.

**3. DOCUMENTS**

The following documents will be availed to the identified Panel of Experts in advance prior to commencement of the assignment:

1. Report of the 2017 SPS Technical Experts Meeting (COMESA Designated Reference and Regulatory Laboratories)
2. Report of the Technical Evaluation
3. Assessment of COMESA Reference Laboratories (2016);
4. Assessment report on Development of an Operational Structure/Mechanism and Modalities for the Operationalization of the COMESA Reference Laboratory System (2022)
5. Guide for the designation, operation and management of COMESA Reference Laboratory System
6. Technical meeting of the Designated Reference and Regulatory laboratories (COMESA-Lab meeting (January 26-27, 2017)
7. Guidelines for the operation of designated Regional Sanitary and Phytosanitary (SPS) Reference and Satellite laboratories
8. Report of a consultancy for COMESA Member States in Animal Health, Food Safety and Plant Protection, (2007)

**ANNEX 2: Call of Interest Forms**

[A. COVER LETTER FOR THE CALL OF INTEREST FOR THE ASSIGNMENT](#_Toc267927845) 10

[B. RESUME 11](#_Toc267927846)

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# A. COVER LETTER FOR THE CALL

REFERENCE NUMBER: CS/IAD/SPS/1400/2(051-23)-SM/nc

**CALL FOR EXPERTS: HIGH LEVEL SPS/TBT EXPERT (PANEL MEMBER) TO CONDUCT ON-SITE TECHNICAL ASSESSMENT OF RECOMMENDED REFERENCE AND SATELLITE LABORATORIES IN COMESA REGION**

*Country, Date*

To: COMESA Secretariat

Dear Sirs:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the undersigned, offer to Part of SPS/TBT Expert Panel **TO CONDUCT ON-SITE TECHNICAL ASSESSMENT OF RECOMMENDED REFERENCE AND SATELLITE LABORATORIES IN COMESA REGION** in accordance with your Call for Interests number CS/IAD/SPS/1400/2(051-23)-SM/nc*,* dated 22nd May, 2023, with a honorarium fee of USD250 per day.

I hereby declare that all the information and statements made in my Resume are true and accept that any misinterpretation contained in it may lead to my disqualification.

I understand you are not bound to accept any submission 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 |  |  |  |
| French |  |  |  |

|  |  |
| --- | --- |
| **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***

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)