

**REQUEST FOR EXPRESSION OF INTEREST (RE-ADVERTISED)**

**SELECTION OF INDIVIDUAL CONSULTANTS**

**REFERENCE NUMBER:** **CS/PRO/EU/05/23/-SM/nc**

**REQUEST FOR SERVICES TITLE:** **SHORT TERM CONSULTANCY CONTRACT FOR THE DEVELOPMENT AND ADOPTION OF THE REMAINING ECONOMIC REGULATIONS TO SUPPORT OPERATIONS IN THE INTEGRATED AIR TRANSPORT MARKET IN THE EASTERN AFRICA, SOUTHERN AFRICA, AND INDIAN OCEAN (EA-SA-IO) REGION**

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

**SHORT TERM CONSULTANCY CONTRACT FOR THE DEVELOPMENT AND ADOPTION OF THE REMAINING ECONOMIC REGULATIONS TO SUPPORT OPERATIONS IN THE INTEGRATED AIR TRANSPORT MARKET IN THE EASTERN AFRICA, SOUTHERN AFRICA, AND INDIAN OCEAN (EA-SA-IO) 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.

Your application documents clearly marked and email bearing the subject **“****:** **CS/PRO/EU/05/23-SM/nc - CONSULTANCY CONTRACT FOR THE DEVELOPMENT AND ADOPTION OF THE REMAINING ECONOMIC REGULATIONS TO SUPPORT OPERATIONS IN THE INTEGRATED AIR TRANSPORT MARKET IN THE EASTERN AFRICA, SOUTHERN AFRICA, AND INDIAN OCEAN (EA-SA-IO) REGION**

1. ***”***, should be emailed to the following address:

***tenders@comesa.int*****and copied to *procurement@comesa.int***

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

**22nd August 2023 *AT 16:00 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 | Anderstanding the assignment and methodology | 35 |
| 3 | Skills and experience relevant to the assignment | 25 |
| 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: **Niva K. Chokwe**

E-mail: ***NChokwe@comesa.int******;*** ***smwesigwa@comesa.int******; and AOlwenge@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:** 1st August 2023

**ANNEX 1: TERMS OF REFERENCE**

**COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA**

**TERMS OF REFERENCE (TOR)**



**TERMS OF REFERENCE** **FOR THE** **DEVELOPMENT AND ADOPTION OF THE REMAINING ECONOMIC REGULATIONS TO SUPPORT OPERATIONS IN THE INTEGRATED AIR TRANSPORT MARKET IN THE EASTERN AFRICA, SOUTHERN AFRICA, AND INDIAN OCEAN (EA-SA-IO) REGION**

1. **Background**

The Common Market for Eastern and Southern Africa (COMESA) Secretariat and the European Union (EU) have signed a Grant Contribution Agreement amounting to €8million for the Support to Air Transport Sector Development (SATSD) in the Eastern Africa, Southern Africa, and Indian Ocean (EA-SA-IO) Region. The SATSD is a four (4) year programme that aims at supporting the operationalization of the Single African Air Transport Market (SAATM); strengthening the regulatory and institutional capacity of civil aviation institutions; and improving air navigation efficiency in the EA-SA-IO region.

The overall objective of the programme is to contribute to the development of the air transport sector in the EA-SA-IO region.The specific objectives are to achieve the following:

* Single African Air Transport Market operationalised.
* Strengthened regulatory and institutional capacity of civil aviation institutions in EA- SA-IO region; and
* Improved air navigation efficiency in the EA-SA-IO region.

The program integrates three key result areas which will be implemented with sub result areas as follows:

**Result 1: Single African Air Transport Market operationalised.**

**Sub result 1.1**: Supported signing of Solemn Commitment by Member States in the EA-SA- IO region

**Sub result 1.2**: Enabled operationalisation of joint competition rules and regulations

**Sub result 1.3**: Enhanced capacity for a regional model for sustainable air transport market development.

**Result 2: Strengthened regulatory and institutional capacity of civil aviation institutions in the EA-SA-IO region.**

**Sub result 2.1**: Separation of Civil Aviation Authority regulatory functions from operational functions supported in number of fast-moving countries.

**Sub result 2.2**: Enhanced managerial and technical skills for aviation oversight.

**Sub result 2.3**: Improved gender sensitivity and environment mainstreaming in the aviation sector.

**Result 3: Improved air navigation efficiency in the EA-SA-IO region.**

**Sub result 3.1:** Enhanced airspace coordination for Regional Seamless Upper air space

**Sub result 3.2**: Enabled data sharing through centralised regional aeronautical information databases.

The primary beneficiaries of the Support to Air Transport Sector Development (SATSD) programme will be Member/Partner States of the EA-SA-IO region, through improved quality of air transport services that will stimulate demand for air transport services. Increased demand for air transport services will contribute to increased employment, direct and indirect contribution through the positive impact on downstream aviation sector industries which are sources of inputs like fuel, spare parts, consumables, equipment, and other service providers. Other sectors of the economy that will benefit are the tourism sector, industrial and trade sectors which rely heavily on air transport. Growth of these sectors will positively contribute to GDP growth. Citizens will have increased disposable incomes as a result of growth in GDP and GDP per capita hence can afford air travel especially given the potential reduction in air fares. The huge size of the continent and its many physical barriers, the current lack of effective air connectivity between the continent and the island states of Africa, and inside the Indian ocean region, coupled with limitations in land-based transport infrastructure will make air travel the preferred mode. Institutional reforms to be supported by the programme will result in efficient and accountable institutions that will be able to support sustained growth of the sector.

**Need for Continued Economic Regulation in Integrated Air Transport Market**

The liberalization of Air transport in the EA-SA-IO region is expected to usher in a competitive air transport market, this is tantamount to cutthroat competition which is akin to any transport industry and will not sustain the movement of goods and persons within the region if regulations does not influence the competitive environment that is likely to be generated as a result of liberalization.

In a liberalized air transport regime, there may be a notion that economic regulations are no longer required and that airlines may fly freely wherever they like and charge whatever price, this would certainly lead to enormous economic waste leading to collapse of the industry. This may result to more air services in certain routes and less in other routes as a result of overcapacity.

The need for continued economic regulation is as a result of link between production and consumption and the difficulty in getting a close “fit” between planeload of seats and market size which is complicated by competitive pressure to serve so many city -pairs on a direct point-to-point nonstop basis, with corresponding opportunity to use one-stop and multi-stop routing to build traffic flow.

In a liberalized market there may be cases of airlines increasing capacity on certain routes to generate more sales at particular times of the day and within certain frequencies creating a competitive appeal to a larger part of the market on specific routes diverting passengers from other airlines. Airline cost structure is also seen as a contributing factor to need for continued economic regulations. More competition envisaged between air carriers in a liberalized environment will lead to depressed load factor and waste of space and airlines will tend to compete on basis of scheduling which will result to excess capacity and non-price competition.

It is evident that in a liberalized air transport regime as the one envisaged with the operationalization of SAATM there should be continued economic regulations to control unwarranted competition. Competition already exists even as we prepare to fully implement the YD and operationalize SAATM and Member States have mechanisms to authorize such competition for the benefit of the public. The current regulations may not be perfectly suitable to shoulder the new dispensation hence need for improvement to commensurate with free market economy so as to avoid wastage and overcapacity in the air transport market hence the need for continued economic regulations.

**2. DESCRIPTION OF THE ASSIGNMENT**

**2.1 Air Transport Sector in the EA-SA-IO region**

The economic development of air transport has been a key ICAO priority since its established in 1944. A sound and economically viable civil aviation system generates wealth employment and numerous socio-economic benefits through its activities, supply chains and a wide spectrum of other economic activities, particularly trade and tourism. It also feeds into aviation re-investment and supports a sustainable and healthy cycle of aviation and economic development. To foster the development of a sound and economically viable civil aviation system, robust air transport policy and regulations are required. These reduce States’ costs in performing economic regulatory functions, improve air connectivity, create more competitive business opportunities in the marketplace and increase consumers’ benefits and choices.

Stemming from these aims and objectives, ICAO developed policies and guidance on air transport policy and regulation, which include policies on charges and taxation, guidance on national, bilateral and multilateral regulation, market access, airline ownership and control, trade in services and the economic oversight of airports. Contracting States are encouraged to ensure their national regulations on air transport reflect and complement these policies and guidance.

The developed remaining economic regulations are aimed at spearheading liberalization to ease government control of the industry creating a free and competitive economy within the EA-SA-IO region currently heavily regulated by the State. These regulations serve the public but do not influence the competitive environment to a great extent. In the dispensation of a liberalized air transport there will be less need for economic regulations and there may be a wish to entirely do away with regulations in this industry. To the air transport sector, there are many frustrations in not being able to fly freely wherever they like, in not being able to charge whatever prices they like and in having to get special approval for a variety of actions. The alternative to economic regulation would be enormous economic waste where air transport industry and the public would suffer. Tonnes of fuel would be wasted; public would get more air service than required on some popular routes and *less than desired or*none at all on other routes. Air Transport industry would lose even their present limited appeal to investors and would be unable to raise capital for future progress.

The effect of liberalization on the air transport industry and the need for further regulations is driven by the fact that the industry has unique elements in their supply-demand equation, such that unrestrained competition will lead inevitably to overcapacity. The air transport industry is known to be too competitive in scheduling, too competitive in meals and in-flight amenities, too competitive in acquiring too many of the very latest aircraft types, too competitive to develop new airport infrastructure.

Substantial competition already exists, and the existing regulatory framework thought not harmonized for the EA-SA-IO region, provides the opportunity for the Civil Aviation Authorities (CAAs) to authorize still more competition in those specific cases in which the public would benefit. There is therefore needed to understand the underlying forces that drive the air transport industry. If the free marketplace forces take over without regulatory constraint, they will inevitably lead to major over-capacity resulting to waste which would levy a heavy toll on scarce resources, including fuel and a public with massive dislocations of needed public service.

In air transport schedule-frequency will always be a major competitive weapon. The more unrestrained the competition, the more the waste on capacity the stakes get higher with ill-considered over-expansion.

According to Africa Agenda 2063, the Continental progress of Aspiration level 2 “an integrated Continent politically united, based on the ideals of Pan Africanism and vision of Africa’s Renaissance of 84% was realized mainly through the African Continental Free Trade Area (AfCFTA) of which air transport played a pivotal role. The Continent noted progress in the implementation of the Single African Air Transport Market (SAATM), which aims to strengthen intra-regional connectivity between the capital cities of African countries and ensure the availability of a single unified air transport market in Africa. Thirty-six (36) AU Member States, which constitute 89% of intra-Africa air traffic, have signed the solemn commitment to support the full operationalisation of SAATM.

The recently concluded baseline study for the Support to Air Transport Sector Development (SATSD) programme for the EA-SA-IO region identified the socio -economic impact of aviation on tourism, mining, trade, manufacturing, and health sector giving account of benefits accrued through liberalization of Bilateral Air Service Agreement (BASA) where for example the air route between Nairobi and Johannesburg realized a traffic surge of up to 69%. The EA-SA-IO region boasts of having one of the largest fleets in the continent with four (4) Major hubs. The vibrancy in traffic flow will certainly require action by all payers in addressing the global environmental objectives which should not give undue advantage to airline operators during liberalization.

The future performance of the aviation sector in the region has been dismal in global comparison in all areas, but with marked improvement in areas of safety and service operations according to ICAO and IATA audits. The sector still faces major challenges in future in terms of regulatory reforms to embrace liberalization efficiently and effectively. How these challenges are perceived will shape up the nature and extent of regulatory reform and as a result the sectors performance in shaping up the regional trade balance compared to the rest of the continent.

**2.2 Broad Objective**

The objective of this consultancy is to review the existing policy and regulation and develop additional remaining economic regulations to support operations on the integrated air transport market in the EA-SA-IO region.

**2.3 Specific Objective(s)**

The specific objectives of the assignment include the following:

1. Undertake a review of the forms of economic regulations globally and identify best practices, limitations, and challenges.
2. Analyse the effect of liberalization to traffic rights, pricing on routes, Code sharing, reservation systems, ground handling services and slot allocation rules.
3. Analyse regions aviation charges variations in the last twenty years and effect on liberalization, draw recommendations for their review.
4. Analyse regional regulatory structures, reforms, and performance in the entire air transport sector.
5. Analyse the prospect of application of slots in major hubs with a view of averting future competition between airlines and ensuring market access and spreading the benefits of liberalization to include potential market participants.
6. Analyse the effect of “grandfather rights” and its effect to limiting access and effective competition in major hubs in the region and give recommendations.
7. Review the ownership structure of airline in the region and develop policy on governance of airlines and grant of subsidies (direct/indirect) to airlines giving appropriate recommendations.
8. Develop KPI for airlines in the region taking into account the liberalization of the air transport sector.
9. Review the African Continental Free Trade Area Protocol on Competition Policy and it effects in the enforcement of competition in the aviation sector at regional and national level.
10. Develop a regional framework for remaining regulatory reform to be adopted by Member States on continued economic regulations, including all the components of the ecosystem, air transport, airlines, airports, air navigation service providers, Ground handling, relevant aviation personnel etc.

### ***2.4 Requested services including suggested methodology.***

The consultant will undertake a review of the following documents/ studies to fulfil the requirements of this undertaking:

1. Relevant ICAO documentation.
2. Related global, regional, and national regulations on competition rules, passenger rights, taxation, airport operations and trade in services for Member States within the EA-SA-IO region with emphasis on AFCAC air transport regulatory texts.
3. Member States Bilateral and Multilateral air transport agreements and regulations.
4. Regional market access for scheduled and non-scheduled passenger and cargo flights.
5. Economic oversight of airports within the EA-SA-IO region.
6. Economic regulations of air carrier capacity including tariffs.
7. Relevant AFCAC documentation.
8. Customization of AFCAP in the EA-SA-IO region.
9. Previous studies on air transport in Africa including IATA study on SAATM benefits.

**The main tasks include but not limited to the following:**

1. Undertake a desktop review of existing legislation, policies and institutional frameworks that guide implementation of YD at the Member State and REC levels and prepare a desktop review report that will clearly identify gaps and recommended actions.
2. Conduct a survey and analyse the extent of the Bilateral Air Service Agreements signed among member states if in line with the liberalization initiative of SAATM.
3. Conduct relevant stakeholder consultation to verify findings from desktop review and recommended actions and prepare stakeholder consultation reports.
4. Develop required regulations and policies to address the gaps in the existing legislations and policy frameworks including relevant guidance documents to support implementation, enforcement, and monitoring of compliance with the developed remaining regulations for adoption within the EA-SA-IO region.
5. Review the forms of economic oversight on airports and air navigation services providers in the EA-SA-IO region.
6. Review the national rules and legislations on charges for airports and air navigation services.
7. Review airport charges and air navigation services charges and variations in the last twenty years.
8. Analyse the practices of reviewing airport charges and air navigation services charges in other regions and propose best methodology to be adopted.
9. Prepare a final report that documents all findings, recommendations, proposed processes for implementation of reforms, and actual changes to laws and regulations for endorsement and adoption.
10. Translation of AFCAP into regional civil aviation policy

**In carrying out the above assignment, the consultant is expected to adopt a consultative approach that involves the following:**

* Descriptive and analytic Desk Reviews.
* In-depth interviews with Member/Partner States (Ministries/departments and agencies involved in Air Transport) in consultation with COMESA (COMESA Competition commission), EAC, IGAD, IOC and SADC Secretariats.
* The interviews may be face to face and/or virtual. A standard questionnaire will be designed and discussed with COMESA during the inception phase on behalf of EAC, IGAD, IOC and SADC and Member/Partner States.
* It is expected that the consultant will consult all Member/Partner States virtually during this assignment, being facilitated by the Programme Management Unit (PMU) staff based at the COMESA Secretariat. The findings of the Consultants will be validated through a regional workshop that will be attended by a number of stakeholders (COMESA, EAC, IOC, IGAD, SADC, Member/Partner States, EU and other stakeholders).
* The day-to-day management of the Consultant’s work will be coordinated and supervised by COMESA Infrastructure and Logistics Division through the Programme Management Unit.
* The SATSD Programme Team Leader will address all day-to-day technical issues relating to the study.
* COMESA Infrastructure and Logistics Division will provide regular oversight role in particular on the progress of the assignment.
* COMESA will coordinate and manage the missions to Member/Partner States and will be responsible for all protocols related to experts travel and their contacts with Member/Partner States in liaison with the RECs and Member/Partner States.
* Regular virtual consultations with ICAO, and requisition of AFCAC air transport regulatory texts and AFCAP.

**2.4 Deliverables**

The report to be produced will be presented for stake holders and partners at a validation workshop for review and feedback. The final report should be acceptable to the PMU.

The deliverables for these assignments are:

1. Inception Report
2. Draft Final Report
3. Final Report
	* 1. **Inception Report**

The consultant shall prepare an Inception Report outlining the strategy and detailed workplan for fulfilling the Terms of Reference (ToRs). This shall include a comprehensive list of key documents for review, list of stakeholders to consult and a proposed schedule for stakeholder consultations (in Member/Partner States and REC Secretariats), methods of data collection and analysis. The Inception Report will be presented to COMESA ***fifteen (15) days*** after commencement of assignment. The Inception Report shall be discussed with and approved by COMESA as the Lead REC for the SATSD Programme.

* + 1. **Draft Final Report**

The consultant shall submit a Draft Final Report within ***Ninety (90) days*** after Inception The report will bring out results on all aspects highlighted under **section 2.3**, providing details and relationships among them including annexes to clearly guide the readers. The Consultant will be expected to share their draft report with COMESA in an agreed format for preliminary review and validation. Furthermore, the consultant is expected to participate and present the findings and recommendations at agreed technical and policy platforms to discuss and validate the report.

* + 1. **Final Report**

The final report will be submitted within ***fourteen (14) days*** after receiving comments from Member/Partner States and the RECs. The Report will comprise an Executive Summary, main body (methodology, key findings, and recommendations) and relevant Annexes. The final report will be submitted together with the validation Workshop Report.

1. **TIMELINES**
	1. **Commencement Date and Period of Implementation**

The assignment shall be completed within a period of ***one hundred and fifty (150) calendar days,*** commencing from the date of receipt of the Notice of award.

* 1. **Table of Deliverables**

The timing of the deliverables for the assignment are as indicated in the table below. The Inception, draft final report and final report shall be submitted electronically.

|  |  |
| --- | --- |
| **Deliverables** | **Timeline** |
| Inception Report | 15 days from the effective date of the contract |
| Draft final Report | 90 days from the effective date of the contract |
| Final Report | 150 days from the effective date of the contract |

1. **MANAGEMENT**

**4.1 Contracting**

The Contract for the Assignment shall be signed between COMESA Secretariat and the Consultant.

**4.2 Language of the Specific Contract**

All documents shall be in English language.

**4.3 Supervision**

The work of the Consultant shall be supervised by the Director Infrastructure & Logistics Division at COMESA through regular meetings and communication to monitor progress of the study and provide general and specific guidance.

* 1. **Reporting**

All reports shall be in English submitted in both electronic and printed format on A4 paper. The Final Draft including all background documents will be submitted in five (5) bound hard copies as well as in electronic format to the COMESA Secretariat.

**4.5 Location**

The location of the assignment is home-based with occasional field visits to RECs and/or Member States where necessary to collect data if virtual meetings are not possible and at least one (1) travel mission to facilitate stakeholder engagement/validation workshops.

**4.6 Duration**

The total number of days allocated for this assignment is ***one hundred and fifty (150) calendar days*** inclusive of travel days. The cconsultant will be required to have completed the study and submit the Final Report within this period.

1. **QUALIFICATIONs AND EXPERIENCE**
	1. **Academic Requirements**

Master’s degree in Air Transport, Public Policy and Management, Economics, Business Administration, Aviation or a relevant related discipline.

* 1. **Professional Requirements**
1. At least 10 years of progressively relevant experience in sustainable air transport development, air transport policy, planning, strategy and regulation as well as programme/project management.
2. A minimum of 5 years in policy and institutional framework development, review and strengthening.
3. Demonstrated experience working with a multitude of stakeholders from various disciplines, background and cultures including Government, civil societies and communities, private sector, development partners and donors.
4. Experience in facilitating seminars and workshops.
5. Demonstrated analytical, reporting and communication skills.
6. **PLACE OF ASSIGNMENT**

The location of the assignment is home-based with occasional field visits to RECs and/or Member States where necessary to collect data if virtual meetings are not possible and at least one (1) travel mission to facilitate stakeholder engagement/validation workshops.

1. **SUPERVISION AND REPORTING**

It is expected that the consultant will work in very close coordination with the COMESA Secretariat, providing regular, unsolicited updates, and responding promptly and flexibly to the needs and demands of COMESA and the corresponding timelines. Overall reporting will be to Director of Infrastructure and Logistics. All reports shall be in electronic format in MS Word, Excel or PowerPoint as the case may be.

1. **DURATION**

The tasks will be carried out over ***150 calendar days*** within a five-month period from contract signature.

**ANNEX 2: Expression of Interest Forms**

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

[B. CURRICULUM VITAE 11](#_Toc267927846)

#

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

REFERENCE NUMBER: CS/PRO/EU/05/23 -SM/nc

**REQUEST FOR SERVICES TITLE:** **-** **DEVELOPMENT AND ADOPTION OF THE REMAINING ECONOMIC REGULATIONS TO SUPPORT OPERATIONS IN THE INTEGRATED AIR TRANSPORT MARKET IN THE EASTERN AFRICA, SOUTHERN AFRICA, AND INDIAN OCEAN (EA-SA-IO) REGION**

*Country, Date*

To: COMESA Secretariat

Dear Sirs:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the undersigned, offer to provide the consulting services for the **SHORT TERM CONSULTANCY CONTRACT FOR THE DEVELOPMENT AND ADOPTION OF THE REMAINING ECONOMIC REGULATIONS TO SUPPORT OPERATIONS IN THE INTEGRATED AIR TRANSPORT MARKET IN THE EASTERN AFRICA, SOUTHERN AFRICA, AND INDIAN OCEAN (EA-SA-IO) REGION** in accordance with your Request for Expression of Interests number *CS/PRO/TRADE/05/23-SM/nc,* dated 20th June , 2023 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

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| 1. **Family name:**
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| 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)