** 

REQUEST FOR EXPRESSION OF INTEREST

SELECTION OF AN INDIVIDUAL CONSULTANT

**BASELINE SURVEY FOR THE COMESA SUPPORT TOWARDS REGIONAL PHARMACEUTICAL SECTOR DEVELOPMENT**

REFERENCE NUMBER: ***CS/IAD/RPHS/12(1-23)***

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

BASELINE SURVEY 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 USD50,000 for a duration of 3 months.

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/12(1-23): INDIVIDUAL CONSULTANCY - PROVISION OF CONSULTANCY SERVICES FOR THE BASELINE SURVEY FOR THE COMESA SUPPORT TOWARDS REGIONAL PHARMACEUTICAL SECTOR DEVELOPMENT (CSTRPSD)”, should be e-mailed to the following address:

[tenders@comesa.int](mailto: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:

4th September 2023

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*](mailto:smwesigwa@comesa.int)*;* [*procurement@comesa.int*](mailto: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: 21st August 2023

ANNEX 1: Terms of Reference

**INDIVIDUAL CONSULTANT TO UNDERTAKE A BASELINE SURVEY FOR THE COMESA SUPPORT TOWARDS REGIONAL PHARMACEUTICAL SECTOR DEVELOPMENT**

1. **Background and context**

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 of the Project**

The principal objectives of the 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 (AMRH) 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 the 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 and National Pharmaceutical Policy Institutions such as ( National Medicines Regulatory Authorities (NMRAs)/Food and Drug Administration (FDA) bodies.

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 NMRAs/FDAs, the COMESA Pharmaceuticals Committee, institutions responsible for trade facilitation and quality infrastructure for standardization and testing pharmaceutical products. The target beneficiaries include NMRAs, COMESA pharmaceutical committee, standards and certification laboratories 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 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. Further to strength the implementation of COMESA Health frameworks(2026) which calls for establishing capacity of Health Research and Development (R&D) and production of medicines and supplies.

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.

**4.0 Rationale for the Baseline Study**

The COMESA Support Towards Regional Pharmaceutical Sector Development Project has clearly defined targets and indicators for measuring progress and success. However, the baseline data for these indicators need to be established before start of the implementation of the project interventions. The baseline survey will, therefore, provide critical information on the indicators and targets, including informing the refinement of targets for some indicators. The baseline survey results will also be the basis for periodic monitoring of the Project, mid-term review , and final evaluation of the project. The baseline information may also help to tighten the design of the monitoring and evaluation system for the project.

Monitoring and evaluation is a critical and ongoing function of the COMESA Support Towards Regional Pharmaceutical Sector Development Project. This will enable the COMESA Secretariat and stakeholders to track key implementation indicators of the Project. The monitoring and evaluation arrangements under the Project will be within the Monitoring and Evaluation System of the COMESA Secretariat

To assist in completing the M&E framework and ensure that the project’s quality management system is designed to provide timely information for decision making, the COMESA Secretariat would like to engage the services of an experienced and competent consultant who will come up with the initial baseline situation of the Project.

**5.0 Objective of the Consultancy**

To carry out the quantitative and qualitative data collection and associated tasks, to establish baseline status (Benchmarks/Targets) for the project based on indicators in the project Results Framework that will be used to a measure project progress over the course of the project implementation and eventually evaluate the impact of the project.

The baseline survey will focus on indicators in the Results Framework of the project. However, the project does not restrict to capture other indicators which will be deemed necessary to measure project progress. This baseline survey is expected to be comprehensive in order to provide baseline information of the COMESA region for all output indicators as outlined in the Results Framework .

**6.0. Specific Tasks Expected**

The consultant will undertake the following:

1. Review project documents including the Project Appraisal Document and other relevant documents to fully understand the intervention logic of the Project.
2. Review the Results Framework of the project and identify all indicators whose baseline need to be established through collection of information in the survey. The consultant will need to identify additional indicators to strengthen the monitoring and evaluation component of the project.
3. Design the baseline survey methodology taking into account the objectives of the survey as described above.
4. Design and test the data collection tools to be used for gathering both qualitative and quantitative data.
5. Ensure that the baseline survey is carried out according to plan, and establish systems to ensure that the quality of the data collected is of high standards.
6. Analyse the data and interpret information collected during the baseline survey and make recommendations for the project implementation.
7. Assess the indicators, Results Framework, and other key project documents in light of the information collected and make recommendations for adjustments if necessary;
8. Update progress of the study according to agreed milestones and timelines to the Project Coordinator, and M&E Specialist at the COMESA Secretariat
9. Present survey findings at stakeholders meetings, and
10. Submit final report (electronic version in word format) to the Project after incorporating the feedback and suggestions from the validation meeting.

**7.0 Deliverables**

1. A fifteen-page inception report within two (2) weeks of signing the contract. The inception report should specifically outline the understanding of the scope of the consultancy. It should also define methodology, data sources and identify and list the key stakeholders to be consulted. The inception report must also incorporate a work plan indicating the phases in the assignment and report preparation, key deliverables and milestones and should be accompanied by an annotated outline of the assignment. It should also contain survey instruments and report format/structure
2. Draft Baseline Survey Report report to be presented at a stakeholders validation meeting within six (6) weeks of the acceptance of the inception report;
3. Final Draft Baseline Survey Report incorporating comments and perspectives from the validation meeting. The final report will be submitted within two weeks of the validation meeting.

**8.0.0 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.

**9.0 Eligibility of Consultants**

The consultancy is open to nationals of all countries worldwide that have sufficient qualification and experience to undertake this assignment.

**10.0 Contract Duration**

The total number of days allocated for this assignment is ninety (90) calendar days inclusive of travel days. The Consultant will be required to have completed the assignment and submitted the Final Report within this period.

**11.0. Duty Station**

The Consultancy will be home based, with travel requirement to the COMESA Secretariat in Lusaka, Zambia, and selected Member States in the COMESA Region, where possible.

**12.0.** **Reporting and Accountability**

The Consultant shall report to the Director of Industry and Agriculture , under the overall supervision of the Assistant Secretary General for Programmes of the COMESA Secretariat.

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

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

**Education Qualifications**

The consultant must possess:

At least a Master’s degree in 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 discipline.

**Professional Skills and Experience Requirements**

1. A minimum of 10 years knowledge and experience in social research with both quantitative and qualitative methodologies.
2. Ability to demonstrate prior experience in conducting project baseline surveys (be able to present copies of previous work done by the consultant);
3. Proficiency in data analysis software and other computer processing;
4. Have excellent technical and analytical skills, with a proven track record in operational and political work on pharmaceutical and health issues;
5. Some knowledge of the Pharmaceutical sector in Africa and specifically in the COMESA region with specific focus on existing production patterns, value chains, policy, regulatory and institutional frameworks;
6. Exposure and ability to work in a multi-cultural and multi stakeholder environment.
7. Leadership, creativity, negotiations, and diplomatic skills.
8. Experience in Monitoring and Evaluation will an added advantage

**14.0 Payment**

The consultant shall be paid an all-inclusive fee of $50,000 to be paid in three(3) tranches as follows:

1. 10% upon submission of an inception report
2. 40% upon submission of the draft report
3. 50% upon submission of the final report to the COMESA Secretariat.

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)

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

REFERENCE NUMBER: CS/IAD/RPHS/P3

REQUEST FOR SERVICES TITLE: BASELINE SURVEY 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/12(1-23): INDIVIDUAL CONSULTANCY - PROVISION OF CONSULTANCY SERVICES OF THE BASELINE SURVEY FOR THE COMESA SUPPORT TOWARDS REGIONAL PHARMACEUTICAL SECTOR DEVELOPMENT (CSTRPSD)”in accordance with your Request for Expression of Interests number CS/IAD/RPHS/12(1-23)*,* 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)