

**REQUEST FOR EXPRESSION OF INTEREST (READVERTISED)**

**SELECTION OF INDIVIDUAL CONSULTANTS**

**REFERENCE NUMBER:** **CS/PRO/7.09.2023/01/SMT**

**REQUEST FOR SERVICES TITLE****:** **SHORT TERM CONSULTANCY** **FOR DEVELOPMENT OF APPROPRIATE COST-BASED MODEL TO SUSTAIN REVENUES FOR** **REGULATORY BODIES 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 FOR DEVELOPMENT OF APPROPRIATE COST-BASED MODEL TO SUSTAIN REVENUES FOR REGULATORY BODIES 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 **€15,000.00** 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/7.09.2023/01SMT - SHORT-TERM** **CONSULTANCY TO DEVELOP A COST BASED MODEL TO SUSTAIN REVENUES FOR REGULATORY BODIES IN THE EASTERN AFRICA, SOUTHERN AFRICA, AND INDIAN OCEAN (EA-SA-IO) REGION*”***, should be emailed to the following address:

***tenders@comesa.int*** ***or procurement@comesa.int***

1. The deadline for submission of your application, to the address indicated in Paragraph 3 above, is:

**28th *September at 16:00hours***

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

|  |  |  |
| --- | --- | --- |
| **S/No.** | **Criteria** | **Maximum points allocated** |
| **1** | General qualifications | 20 |
| 2 | Adequacy for the assignment | 60 |
| 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 4 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: **Head of Procurement**

E-mail: ***tenders@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:** 31March2023

**ANNEX 1: TERMS OF REFERENCE**

**COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA**



**RECRUITMENT OF A CONSULTANT FOR THE DEVELOPMENT OF APPROPRIATE COST-BASED MODEL TO SUSTAIN REVENUES FOR REGULATORY BODIES IN THE EASTERN AFRICA, SOUTHERN AFRICA, AND INDIAN OCEAN (EA-SA-IO) REGION.**

**TERMS OF REFERENCE (TOR)**

**1.0 Introduction**

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, 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.

**2.0 Objective**

The global objective of this consultancy is to develop appropriate cost-based models to sustain revenues for regulatory bodies in the Member/ Partner States of the EA-SA-IO region.

**2.1 Specific Objective(s)**

The specific objectives of the assignment include the following:

1. Analyse the current funding models of Civil Aviation Authorities in the region for each area of oversight (safety, security and economic) and give recommendations.
2. Analyse the current funding models of Regional Safety and Security Oversight Organisations (RSOOs) in the region and give recommendations.
3. Develop an appropriate cost-based model of funding States/RSOOs oversight responsibilities at national/ regional levels.
4. Develop an implementation roadmap for the recommended funding model.
5. Develop a policy on appropriate cost-based model of funding oversight responsibilities for validation and adoption by the Member States and RSOOs.

**3.0 Scope of the consultancy**

In performing this consultancy, the following should at least be adhered to**:**

1. Reviewing of all the relevant documents provided by the Programme including the programme description of action, the Log frame and any other source documents deemed necessary to complete the assignment.
2. Review the oversight regulatory framework at the State and regional level within the region.
3. Review all laws, rules, regulations and policies governing funding of safety, aviation security and economic oversight activities.
4. Review past audited financial statements of regulatory authorities and RSOOs to assess historical financial performance, and fee structures to determine whether national authorities and RSOOs has planned sufficiently to ensure sustainability.
5. Review the extent to which the current funding models comply with ICAO Policies, Principles and guidance material.
6. Develop the methodology to conduct the survey and the validation workshop and present it to the Programme Management Unit for review and approval.
7. Prepare workshop materials and facilitate the workshop.
8. Prepare a final report with an in-depth analysis of the results of conducting the study which should include objectives, methodology, key findings, and recommendations.

**4.0 Deliverables**

The document to be produced should be acceptable to the PMU.

The deliverables for these assignments are:

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

**5.0 Duration of the Contract**

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.

**6.0 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. The secretariat shall translate the documents into Arabic, French and Portuguese languages.

**7.0 Qualifications and Experience of the Consultant**

i) 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

ii) A minimum of 5 years’ experience in managerial position.

iii) Have at least 5 years of experience in providing consulting services in institutional reforms in the aviation industry.

iv) Have experience with financial systems within governmental or organizations providing aviation oversight activities.

v) Have knowledge of ICAO principles, guidelines and procedures on charges and fees and their application into practice.

vi) Should have proven professional experience in establishment of cost-based charging schemes in the aviation industry.

vii) Experience in facilitating seminars and workshops.

viii) Strong writing and presentation skills.

**8. TIMELINES FOR UNDERTAKING THE ASSIGNMENT**

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 | 1. days from the effective date of the contract
 |

**9. PROFILE OF THE INDIVIDUAL CONSULTANT**

The Individual consultant should have the following minimum qualifications to undertake consultancy work: -

1. Master’s degree in Air Transport, Finance, Economics, Business Administration, Aviation or a relevant related discipline.

ii) 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

iii) A minimum of 5 years’ experience in managerial position.

iv) Have at least 5 years of experience in providing consulting services in institutional reforms in the aviation industry.

v) Have experience with financial systems within governmental or organizations providing aviation oversight activities.

vi) Have knowledge of ICAO principles, guidelines and procedures on charges and fees and their application into practice.

vii) Should have proven professional experience in establishment of cost-based charging schemes in the aviation industry.

viii) Experience in facilitating seminars and workshops.

ix) Strong writing and presentation skills.

**ANNEX 2: EXPRESSION OF INTEREST FORMS**

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

[B. CURRICULUM VITAE 11](#_Toc267927846)

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

REFERENCE NUMBER: CS/PRO/7.09.2023/01 SMT

**REQUEST FOR SERVICES TITLE:** **- SHORT TERM CONSULTANCY** **TO DEVELOP A COST BASED MODEL TO SUSTAIN REVENUES FOR REGULATORY BODIES 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*** ***TO DEVELOP A COST BASED MODEL TO SUSTAIN REVENUES FOR REGULATORY BODIES 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/ 7.09.2023/01 SMT,* dated 7*September 2023****.***

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:**
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| 1. **Date of birth:**
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| 1. **Nationality:**
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| 1. **Physical address:**
2. **Postal address**
3. **Phone:**
4. **E-mail:**
5. **Education:**
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|  |  |
|  |  |
| **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)

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| --- | --- | --- | --- |
| **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** |
|  |  |
|  |  |
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**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)