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**REQUEST FOR EXPRESSION OF INTEREST**

**SELECTION OF INDIVIDUAL CONSULTANTS**

**REFERENCE NUMBER:****CS/PROC/13.09.23BM-aft**

**REQUEST FOR SERVICES TITLE:****TO DEVELOPMENT OF FRAMEWORKS (MODEL AGREEMENTS) THAT PROMOTE FLEXIBLE USE OF AIRSPACE (FUA) 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 TO DEVELOPMENT OF FRAMEWORKS (MODEL AGREEMENTS) THAT PROMOTE FLEXIBLE USE OF AIRSPACE (FUA) 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 **€20,000.00** 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.
4. Your application documents clearly marked and email bearing the subject **“****:** **CS/PROC/13.09.23BM-aft - SHORT TERM CONSULTANCY CONTRACT TO DEVELOPMENT OF FRAMEWORKS (MODEL AGREEMENTS) THAT PROMOTE FLEXIBLE USE OF AIRSPACE (FUA) IN THE EASTERN AFRICA, SOUTHERN AFRICA, AND INDIAN OCEAN (EA-SA-IO) REGION*”***, should be emailed to the following address:

***[tenders@comesa.int](mailto:tenders@comesa.int) and procurement@comesa.int***

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

***4th October 2023 at 16:00hours***

1. ***Physical submission of applications is NOT allowed. If you have previously applied for this assignment, you are required NOT to apply.***
2. Your CV will be evaluated against the following criteria.

|  |  |  |
| --- | --- | --- |
|  | **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 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 5 above, from:

The Procuring entity: ***COMESA Secretariat***

Contact person: **Head of Procurement**

1. mail: ***[tenders@comesa.int](mailto:tenders@comesa.int) and [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 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: 13th September** **2023**

**ANNEX 1: TERMS OF REFERENCE**

**COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA**

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**RECRUITMENT OF A CONSULTANT TO DEVELOPMENT OF FRAMEWORKS (MODEL AGREEMENTS) THAT PROMOTE FLEXIBLE USE OF AIRSPACE (FUA) IN THE EASTERN AFRICA, SOUTHERN AFRICA, AND INDIAN OCEAN (EA-SA-IO) REGION**

**TERMS OF REFERENCE (TOR)**

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) programme 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 the following three (3) 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.

**Flexible Use of Airspace (FUA)**

The Africa and Indian Ocean (AFI) regional plan establishes the need for FUA as one of the elements in the improved operations through enhanced en-route trajectories-FRTO of the Global Air Navigation Plan (GANP) of implementing ICAO ASBU within the AFI region endorsed at the 40th ICAO Assembly and subsequent African and Indian Ocean Regional Implementation Group (APRIG) meetings.

FUA addresses strategic/long term airspace management, pre-tactical planning and

tactical operations. Automated Airspace Management (ASM) support systems improve airspace management processes and flexible airspace planning including time horizon specifications in all flight phases (strategic, practical, and tactical time horizon) by providing mutual visibility on civil and military requirements.

FUA will also support flexible airspace planning according to civil and military Air Navigation Service Providers (ANSPs) and airspace user requirements, including permit cross border and use of segregated areas operations regardless of national boundaries.

FUA enhances ASM through automated data exchange services during the pre-tactical and tactical execution phases continuously in real time. ASM information is shared between ASM systems and ATS units/systems, and communicated to the ATM network function in

the tactical and execution phases. Such data, consisting of pre-notification of activation,

notification of activation, de-activation, modification, and release are collected, saved and

processed. Furthermore, data needs to be exchanged between ASM stakeholders and

availed to other actors and relevant airspace users not involved in ASM processes.

**2. DESCRIPTION OF THE ASSIGNMENT**

**2.1 Global objective**

The global objective is to develop frameworks (Model Agreements) that promote Flexible Use of Airspace (FUA) to enhance airspace coordination for Seamless Upper airspace in the Eastern Africa, Southern Africa and Indian Ocean (EA-SA-IO) region focusing on the current status of the three Result Areas of the SATSD Programme.

**2.2 Specific objective(s)**

The specific objectives of the assignment include the following: -

1. Develop a model Policy framework to facilitate implementation of FUA within the Member States of the EA-SA-IO region.
2. Develop a model regional framework for collaboration among Member States in accordance with ICAO SARPS that will facilitate optimization of flexible use of airspace across national boundaries within the EA-SA-IO region by airspace users.
3. Develop a model Civil Military cooperation framework that will facilitate the implementation of the FUA among Member States within the EA-SA-IO region.
4. Develop a model Civil Military coordination framework and procedures to facilitate implementation of FUA among Member States within the EA-SA-IO region.
5. Develop a model regional performance monitoring and evaluation framework for sustainable implementation of FUA within in EA-SA-IO region.

**2.3 Requested services including suggested methodology.**

Specifically, the expert will review the status of the implementation of ICAO Performance Improvement Area (PIA) on Optimum Capacity and Flexible Flights within the EA-SA-IO region and comparing with the rest of Africa and global average taking into consideration the following aspects:

1. PIA: Globally Interoperable Information and Data B0, B1 and B2 modules on Flight and Flow Information in Collaborative Environment (FFICE).
2. Civil/ Military legal, institutional and policy frameworks.
3. AFI/ EUR/ MID regional ASBU implementation plans.

The main tasks are as per the specific objectives (2.2) above and include but not limited to the following:

1. Review 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 outcomes of the baseline study to establish implementation status of relevant ASBU modules and supporting policies/ regulations in relation to flexible use of airspace within the region.
3. Analyse the current Civil Military Coordination Frameworks in Member States within the EA-SA-IO region, identify gaps and improvement areas at strategic, pre-tactical and tactical management levels to support FUA
4. Analyse the current CNS/ATM system in Member States within the EA-SA-IO region, identify gaps and improvement areas at strategic, pre-tactical and tactical management levels to support FUA.
5. Present possible implementation scenarios of the FUA concept to underscore the specific objectives of this assignment.
6. Determine ways of improving civil military coordination and cooperation so as to foster airspace safety, increase airspace capacity, improve airspace efficiency and reduce CO2 emissions.
7. Define Air defence requirements and procedures for cooperation between civil and military ATS units.
8. Define model requirements for airspace design, airspace management, airspace access, infrastructure development, data exchange and collaboration decision making to facilitate the implementation of FUA.
9. Assess the existing LOPs / LOAs among adjacent FIRs within the EA-SA-IO region for obstacles and restrictions, identify and provide recommendations on the required amendments to facilitate implementation of flexible use of airspace.
10. Develop a model agreement that will support cross border optimization of FUA by airspace users in the EA-SA-IO region.
11. Analyse global collaborative frameworks on FUA and develop a model regional collaborative and coordination framework for coordination among ANSPs in accordance with ICAO SARPS that will facilitate optimization of FUA within and between Member States in the EA-SA-IO region by airspace users.
12. Conduct stakeholder engagement workshops for facilitate development of appropriate model agreements/ frameworks for implementation of FUA in the EA-SA-IO region.
13. Conduct workshops for validation of the appropriate model agreements/ frameworks for implementation of FUA in the EA-SA-IO region.
14. Prepare a final report with an in-depth analysis on the flexible use of airspace in the EA-SA-IO region and appropriate enabling frameworks/ Agreements.

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

* Descriptive and analytic Desk/ literature Reviews.
* In-depth interviews with selected Member/Partner States (Ministries/departments and agencies involved in Air Transport and military) in consultation with COMESA, EAC, IGAD, IOC and SADC Secretariats.
* The interviews will be conducted virtually. A standard questionnaire will be designed and discussed with COMESA during the inception phase on behalf of the other four RECs.
* It is expected that the consultant will consult all Member/Partner States virtually or through correspondence during the course of this assignment, being facilitated by the PMU staff 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 other RECs.

**2.4 Deliverables**

The documents to be produced should be acceptable to the COMESA Secretariat. 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), data collection tools and methods of data collection and analysis. The Inception Report will be presented to COMESAfifteen *(15****) days*** after contract signing.

* + 1. **Draft final Report.**

The consultant shall submit a Draft Final Report within ***Ninety (90) days*** after contracting signing. The report will bring out results on all aspects highlighted under section 2.2 providing details and relationships among them including annexes to clearly guide the readers. The Consultant will be expected to share their draft report including workshop reports 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 ***fifteen (15) days*** after receiving comments from Member/Partner States and the RECs. The Report will comprise an Executive Summary, main body (methodology, key findings, recommendations, and proposed model frameworks) 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 signing of the contract.

* 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 including Detailed Work plan | 15 days from date of contract signing |
| Draft final Report | 90 days from date of contract signing |
| Final Report | 150 days from date of contract signing |

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 COMESA/ Director Infrastructure Development and Logistics Division through regular meetings and communication to monitor progress of the study and provide general and specific guidance.

**4.4 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 in Arabic, French and Portuguese languages.

**4.5 Location**

The location of the assignment is home-based with field visits to selected Member/ Partner States for purpose of conducting workshops. Virtual meetings will be considered based on prevailing circumstance.

**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 consultant will be required to have completed the study and submitted the Final Report within this period.

1. **QUALIFICATIONs AND EXPERIENCE**
   1. **Academic Requirements**
2. Master’s degree in Air Transport, Aviation (Civil/military), Engineering, Economics, Business Administration or a relevant, directly related discipline.
   1. **Professional Requirements**
3. At least 10 years’ experience in development of air transport policy (or relevant aviation policy), planning, strategy and regulation. as well as programme/project management.
4. A minimum of 5 years’ experience in a managerial position.
5. Good knowledge of the functioning of the Regional Economic Communities (RECs) in the EA-SA-IO region and the African Union.
6. Demonstrated experience in civil aviation regulations related to aviation safety, air navigation and environmental protection.
7. Good knowledge and experience in the implementation of the ICAO Aviation System Block Upgrade frameworks. Optimum Capacity and Flexible Flights will be an added advantage.
8. Experience in air navigation infrastructure, airspace design and management project preparation, implementation, and monitoring.
9. Demonstrated experience in civil- military cooperation and coordination on matters related to airspace management.
10. Experience in formulation of aviation policies and/ or legal frameworks tailored to national and regional context in compliance with ICAO requirements.
11. Knowledge of operations of national/regional organizations dealing with Aviation sector policy and regulatory reforms.
12. Experience in facilitating seminars and workshops.
13. Strong writing and presentation skills.

**ANNEX 2: Expression of Interest Forms**

[A. COVER LETTER FOR THE EXPESSION OF INTEREST FOR THE PROJECT](#_Toc267927845) 14

[B. CURRICULUM VITAE 15](#_Toc267927846)

[C. FINANCIAL PROPOSAL 19](#_Toc267927847)

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

REFERENCE NUMBER: CS/PROC/13.09.23BM-aft

**REQUEST FOR SERVICES TITLE:** **- SHORT TERM CONSULTANCY CONTRACT TO DEVELOPMENT OF FRAMEWORKS (MODEL AGREEMENTS) THAT PROMOTE FLEXIBLE USE OF AIRSPACE (FUA) 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 TO*  DEVELOPMENT OF FRAMEWORKS (MODEL AGREEMENTS) THAT PROMOTE FLEXIBLE USE OF AIRSPACE (FUA) IN THE EASTERN AFRICA, SOUTHERN AFRICA, AND INDIAN OCEAN (EA-SA-IO) REGION** in accordance with your Request for Expression of Interests Reference Number*,* dated 13th 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

|  |  |
| --- | --- |
| 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 |  |  |  |
| Hausa |  |  |  |

|  |  |
| --- | --- |
| **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-0),** 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***

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# C. FINANCIAL PROPOSAL

**REFERENCE NUMBER:** **CS/PROC/13.09.23BM-aft** - SHORT TERM CONSULTANCY CONTRACT TO DEVELOPMENT OF FRAMEWORKS (MODEL AGREEMENTS) THAT PROMOTE FLEXIBLE USE OF AIRSPACE (FUA) IN THE EASTERN AFRICA, SOUTHERN AFRICA, AND INDIAN OCEAN (EA-SA-IO) REGION

Please sign off to confirm your acceptance of the Total Financial Offer.

|  |  |
| --- | --- |
| **TOTAL FINANCIAL OFFER** |  |

Signature [*In full and initials*]:

Name and Title of Signatory:

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-0)