

**COMMON MARKET FOR
EASTERN AND SOUTHERN AFRICA**



REQUEST FOR TECHNICAL PROPOSALS

**CONSULTANCY SERVICES TO FACILITATE
RECRUITMENT OF FOUR PROFESSIONAL STAFF
POSTIONS.**

RFP Ref: CS/ADM/165/20.1

JUNE 2020

1. Background

The Common Market for Eastern and Southern Africa (COMESA) is a Regional Economic Community comprising of 21 Africa States which agreed to promote regional integration through trade development and to develop their natural and human resources for the mutual benefit of all their peoples.

The Secretariat has advertised for the following Professional positions as per the table below.

S/N	NAME OF VACANT POST	GRADE	NO. OF Application
1.	Director Legal and Corporate Affairs	P5	TBD
2.	Senior Customs Officer	P4	TBD
3.	Senior Investment and Promotions Officer	P4	TBD
4.	Information Technology Auditor	P2	TBD

Note: The number of applications shall be determined after the closure of the application deadline.

The COMESA Secretariat now wishes to contract an International Human Resource Recruitment Agency/HR Management Consulting firm to conduct the short listing for the Posts, based on the terms of reference given in the call for applications.

2. Specific Terms of Reference

The Consultant/Firm shall perform as per the following Specific Terms of Reference:

- i. Review all the applications received;
- ii. Prepare a Summary of Applications in the format provided by COMESA;
- iii. Evaluate each candidates' application as per the criteria below:
 - a) Qualifications
 - b) Relevant experience
 - c) Years of experience
 - d) Understanding of Job description
 - e) Computer literacy- eligible candidates should be computer literate
 - f) Age
- iv. Score each candidate and rank all applications
- v. Short list a maximum of five (5) candidates foreach post;
- vi. Ensure that only one (1) candidate from anyone (1) country is shortlisted for any given post. In cases where two (2) or more candidates from one country are found to be qualified for the post, the best candidate among the candidates should be short listed;
- vii. Prepare a short-listing report and make recommendations with comprehensive justifications and rankings for all candidates (shortlisted or not shortlisted.);
- viii. Sign and submit the short-listing report within five (5) days of signing the contract.

- ix. Once the report is approved, prepare both oral and written interview questions including a psychometric test;
- x. Act as Secretary to the interview panel and prepare the interview report; and
- xi. Present the interview report and recommendations to the Committee on Administrative and Budgetary Matters

3. Deliverables

At the end of the assignment, the Consultant/Firm is expected to have delivered the following:

- (i) A final Shortlisting Report, containing a shortlist of not more than five (5) highly qualified candidates for each post who will be invited for interviews
- (ii) A final Interview Report, containing the recommendations of the Interview panel for suitable candidates for each post

4. Accountability and Responsibilities

i. COMESA Secretariat

The Secretariat will provide the following documents to the Consultants:

- a. All the Applications received
- b. Terms of Reference for the advertised posts;
- c. The Staff Rules and regulations and
- d. The recruitment procedure

ii. The Consultant

The Consultant shall first submit a draft report to the COMESA Secretariat within 5 days of signing the contract. This report shall contain an analysis of the applications and details as stated at article 2 above, which should also include remarks as to why each applicant is short listed or not short listed for the post applied for. The Secretariat shall revert back to the Consultant with comments after one day of receiving the report.

5. Eligibility of Consultants

This consultancy is open to reputable International Human Resource Management Consultancy firms which have sufficient experience in recruitment and selection to undertake this assignment. Proof of having undertaken similar assignments is critical.

6. Commencement and Completion of Work

The assignment is expected to commence 4th September 2020. Details of completion of work and work schedule including reporting will be discussed further and agreed upon after signing of the contract.

7. Criteria for Evaluation of Consultants

Bidders must provide both Technical and Financial proposals in two stages. However, it is important to note that only Technical proposals are required at this stage. The successful firms which will pass the technical evaluation shall be invited to submit their Financial proposals.

The evaluation shall be based on the following attributes:

- (i) The overall responsiveness and quality of the proposal in clearly stating an understanding of the work to be performed;
- (ii) Technical ability of the proposer to perform the required services;
- (iii) The experience and reputation of the proposer as represented in the response and the quality of the references;
- (iv) Cost of services. Fees and expenses will be a particularly important factor when all other evaluation criteria are relatively equal.

The Technical proposal will be assigned a weight of 80% and the financial proposal will be weighted at 20%.

	Evaluation attribute	Percentage Points
1	Firms Understanding of Client's requirements	20
2	Approach and methodology	15
3	Specific Experience of the firm in carrying out similar assignments	40
4	Qualifications and Experience of proposed team Team Leader 15marks Support Expert(1No.) 10marks	25
	Total	100

Only firms which will score 70% and above at the technical evaluation stage shall be invited to submit their Financial proposals.

The proposed team should consist of a Team leader and a support expert. The Team Leader should have at least a master's degree in Human Resources Management, Organizational Development, Industrial Psychology or a related social science field. He/she must possess at least 10 years of related experience.

The Support Expert should have at least a Bachelor's degree in Human Resources Management, Bachelor of Commerce or Business Administration with a specialization in Human Resource Management or a related social science field. A Master's degree in Human Resources Management will be an added advantage. He/she must possess at least 5 years of related experience.

The proposals must be submitted with a cover letter containing a confirmation that you have understood the Terms of Reference for the assignment

8. Submission of Applications

Bidders are permitted to submit their proposals using online/emails using the email indicated in the below address.

For physical/courier delivery, the bidder shall submit the proposal in **one external envelope containing inside three copies with one original** by the closing date set forth in point no. 9 through courier services or hand delivery to:

**THE CHAIRMAN -PROCUREMENT COMMITTEE
COMESA SECRETARIAT
BEN BELLA ROAD
P.O BOX 30051
LUSAKA, ZAMBIA
Tel: 260 211 229725 - 32
Attention: Mr. Silver Mwesigwa**

The outer envelope should be clearly marked in the top right-hand corner “**RFP: CS/ADM/165/1 - CONSULTANCY SERVICE FOR SHORT LISTING AND INTERVIEWS OF 4 PROFESSIONAL POSTS. DO NOT OPEN BEFORE 27th July 2019 at 15.00 HRS Lusaka time.**”

NOTE: If the envelopes are not sealed and marked as per the instructions in this clause, COMESA will not assume responsibility for the proposal’s misplacement or premature opening and may – at its discretion – reject the proposal.

For physical/courier delivery, the envelope must be properly sealed, and will be clearly marked “**TECHNICAL PROPOSAL**” and must contain four (4) hard copies of the technical proposal with one marked ‘original’ and the others marked ‘copy’. In the event of any discrepancy between the original and the copy, the original shall govern.

For email submissions, the documents must be in **pdf** format and must be submitted before the below deadline.

9. CLOSING DATE OF TENDER

Tenders must be submitted to the COMESA Secretariat on or before **27th July 2020 at 15:00 hours LUSAKA TIME.**

10. AWARD OF CONTRACTS

COMESA reserves the right to wholly or partially reject or award these contracts to any bidder and has no obligation to award this tender to the lowest bidder

13. Technical Queries

Technical queries related to this tender should be submitted in writing to procurement@comesa.int

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