

COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA

MARCHE COMMUN



السوق المشتركة للشرق والجنوب
الأفريقي

EXPRESSION OF INTEREST/CALL FOR APPLICATIONS

INDIVIDUAL CONSULTANTS

NAME OF PROJECT: COMESA BUSINESS COUNCIL LOCAL SOURCING FOR PARTNERSHIP (LSP) PROJECT – ZAMBIA NATIONAL TRAINER

TENDER NO. CS/PRO/CBC/SC/01

The COMESA Business Council (CBC) is the recognized Business Member Organization, established as a private sector institution of COMESA. We represent the interests of business sectors at a regional level. The services provided go beyond advocacy, to actively promote business participation in regional integration, investment and global trade. This is done by facilitating the growth of strong business synergies, the development of business opportunities, business alliances, legislative and strategic advocacy. We provide custom tailored services that are driven by both industry and enterprise interests.

More information can be obtained from the COMESA website

www.comesabusinesscouncil.org.

ACTIVITY BACKGROUND

The COMESA Business Council (CBC) seeks to strengthen the technical capacity of enterprises so that they can actively participate in Regional and Global Trade. CBC is implementing the EDF RECAMP programme, which considers the need to ensure the inclusiveness of Small Medium Enterprises (SMEs) into value chains at firm through training on the standards and facilitating the integration of the SMEs into the competitive supply chain network of corporate companies and key regional value chains.

The CBC is implementing the Local Sourcing for Partnerships Project with the main objective of increasing local sourcing from small growth enterprises by large companies in the COMESA region in order to create jobs and economic development. The project has been implemented in eleven countries, namely Zambia, Malawi, Kenya, Uganda, Rwanda, Ethiopia, Madagascar, Tanzania, Egypt, Zimbabwe and South Africa and aimed at strengthening the capacity of more 700 suppliers in the hospitality industry and food and beverages sector.

In line with the above, the Local Sourcing for Partnership (LSP) project will be implemented in Zambia and Democratic Republic of Congo (DRC). For this task, CBC is seeking a Zambian Training Consultant with technical expertise on Food Safety Management Systems to implement the following:

- Training in the Hazard Analysis and Critical Control Points modules - with a focus on how SMEs can implement these requirements in their business operations;
- Business counselling expertise for enterprise development to be carried out for selected SMEs over a 30-day period. This is to ensure that selected businesses meet standards and quality practices demanded by the selected corporate industries to encourage local penetration into their formal supply chains.

1. Scope of Work

The National Trainer shall work under the overall management of the CBC Chief Executive Officer and work hand in hand with the CBC Business Facilitation Team. The Trainer shall provide training, mentoring and technical support services to a selected group of SMEs and farmers within the selected sectors in developing their quality standards, in line with HACCP.

2. The Consultant is expected to undertake the following Terms of Reference

a) Training of SMEs and farmers;

- Based on CBC training materials, customise training materials that is suitable for the Zambian market.
- Conduct online training for 2 days to the SMEs in Zambia on food safety standards and HACCP.

b) Business counselling and mentorship;

Post the training the Trainer will carry out business mentorship services to support selected companies in the development or strengthening of their standards and quality management systems in line with the HACCP training.

This includes:

- Supporting the suppliers to develop and implement action plans to improve their performance standards;
- Conducting scheduled physical visits to the suppliers to assess progress and provide technical support;
- Conducting post training technical support, monitoring and audit of suppliers to ensure adherence to agreed standards and protocols;
- Follow up, document and report on number of companies who have met standard requirements and well as recommend remedial measures for companies falling short of standards;
- Where needed providing coaching on quality management standards, food safety requirements and technical efficiency in delivering quality products;
- Providing progress reports as required, indicated in the project implementation schedule;
- S/he will also offer advisory support to ensure the objectives of the Project are fulfilled as and when requested;
- Maintaining constant communication links with the CBC Business Facilitation Team.

I. Experience Qualifications, Competencies and Experience Required

a) Core Competencies

- Good understanding of markets and standards in both the Agro manufacturing sector and hospitality industry.
- Demonstrated working competence in establishing, coaching and auditing food safety/ quality management systems in the production within companies and small enterprises.

- Demonstrated understanding of market driven standards such as HACCP and GFSI.
- Strong communication and information-gathering skills, with ability to work with SMEs.

b) Work experience

- At least five years demonstrable experience performing food management systems audits or evaluation of companies, with focus on HACCP.
- Five years' experience of working within the agriculture value chain, preferably with an understanding of implementing and/or operating a Food Management System of a company, especially SMEs.
- Demonstrable understanding the principles of HACCP and relevant good practice guides, such as GMP, GHP, GAP, GVP, etc. as well as principles of food safety risk management and risk mitigation.

c) Language Requirements:

Proficiency in written and spoken English and any national dialect for the country of exercise.

II. Eligibility for Application

Applicants must be citizens of a COMESA Member country and resident in Lusaka, Zambia.

Submissions should include the following:

- Updated Consultant's CV including contacts: e-mail and telephone numbers
- Cover letter detailing their understanding of the task and highlighting experience and expertise in line with the above scope.
- Copies of academic qualifications.

Education:

- A Bachelor's degree or equivalent in a relevant field, such as food science, nutrition, biology, chemistry, biochemistry, human ecology or similar fields.
- Certification by an internationally recognized body on food management standards is an added advantage.

III. Location and Duration

- a) The assignment is for a total duration of 2 months from August 2020 to September 2020. The Consultant shall be paid a lump sum of USD 4,000 for this assignment. This amount entails professional fees only. In addition, CBC will cater for transport and communication costs to be determined during the inception.
- b) The performance period for the assignment is for 40 days within the months of August 2020 to September 2020, based on the performance outputs and payment schedule below:

Deliverables and Payment Schedule

Output	Activity	Payment Mode
i) Training materials	Develop Training Materials	
ii) 2 Days E- Training Workshop	Share meeting report	
iii) Training Report	Develop Training Report	10%
iv) Business Counselling Concept and Schedule	Develop Concept and Schedule of Meetings	
v) Business Counselling Field work	Undertake the field work	
Draft Report vi) Business Counselling Report vii) Company Gap Assessments and Strategy Report	Develop Draft Report and share with CBC	30%
Approved Final Report viii) Business Counselling Report ix) Company Gap Assessments and Strategy Report	Finalise Draft Report following comments from CBC	

Supervision

The Consultant will be under the direct supervision of the Chief Executive Officer of CBC at COMESA. The Consultant will be expected to work very closely with CBC.

The **COMESA BUSINESS COUNCIL** now invites interested individual consultants to submit their Expressions of Interest including a detailed updated Curriculum Vitae with certified copies of academic and professional certificates and a motivation letter of not more than two pages explaining the Consultant's understanding of the various responsibilities required for this position on or before 31st July 2020 at 15:00 hours Zambian time.

The Expression of Interest must be deposited in Tender Box 1, located on the ground floor at the Main Reception Area at COMESA Secretariat, Ben Bella Road, Lusaka, Zambia or submitted by courier or electronically clearly labelled;

Tender no: CS/PRO/CBC/SC/01- EOI for CBC Consultant

The Chairman – Procurement Committee

COMESA Secretariat.

P.O. Box 30051

Lusaka, Zambia.

Att: Procurement Unit

Email: Procurement@comesa.int with a copy to procurement@comesabusinesscouncil.org