

REQUEST FOR EXPRESSION OF INTEREST

SELECTION OF INDIVIDUAL CONSULTANTS

REFERENCE NUMBER: CS/PROC/TRADECOM/SC.01

REQUEST FOR SERVICES TITLE: STUDY ON IMPLICATIONS OF NON-TARIFF MEASURES AND NON-TARIFF BARRIERS ON INTRA-COMESA TRADE

1. **The COMESA Secretariat** is inviting Individual Consultants to submit their CV and Financial Proposal for the following services:

STUDY ON IMPLICATIONS OF NON-TARIFF MEASURES AND NON-TARIFF BARRIERS ON INTRA-COMESA TRADE

Detailed description of the assignment including the Terms of Reference defining the minimum technical requirements for these services are provided in the Request for Expression of Interest document which can be downloaded free of charge from the COMESA website on the link below this notice.

2. **Only Individual Consultants are eligible for this assignment**
3. The maximum budget for this contract is **EURO 20,000 for expert service/consultants' fees only.** Proposals exceeding this budget will not be accepted.
4. 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.
5. Your application documents clearly marked and email bearing the subject **"CS/PROC/TRADECOM/SC/01 - STUDY ON IMPLICATIONS OF NON-TARIFF MEASURES AND NON-TARIFF BARRIERS ON INTRA-COMESA TRADE"**, should be emailed to the following address:

procurement@comesa.int

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

15TH MARCH 2021 AT 16:00 hours

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

	Criteria	Maximum points allocated
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1	General qualifications	20
2	Understanding the Methodology	30
3	Adequacy for the assignment	30
4	Experience in the region	20
	Total	100

9. 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 Paragraphs 2,3,4,5,6 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.

10. The assignment is expected to commence within two (2) weeks from the signature of the contract.

11. Additional requests for information and clarifications can be made until 3 working days prior to deadline indicated in the paragraph 6 above, from:

The Procuring entity: **COMESA Secretariat**

Contact person: **Sandra Chola**

E-mail: schola@comesa.int; fmsiska@comesa.int
smwesigwa@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 7 working days before the deadline for submission of applications.

Sincerely,

Name: Silver Mwesigwa

Title: Head of Procurement

Date: 26th February 2021