

**Council of Bureaux Secretariat**

**REQUEST FOR PROPOSAL CONSULTANCY SERVICES TO REVIEW AND UPDATE THE DEVELOPED DRAFT ICT POLICY FRAMEWORK FOR THE COMESA YELLOW CARD SCHEME**

Tender Ref: CBS/RFP /11/07/2024(001)

**ISSUED ON: 11th July 2024**

**CLOSING DATE: 2nd Agust 2024**

**JULY 2024**

1. **INTRODUCTION AND BACKGROUND**

The Council of Bureaux is one of the COMESA institutions mandated to coordinate the

operations of the COMESA Yellow Card Scheme which is one of the COMESA trade facilitation instruments that commenced its operations in 1987. The COMESA Yellow Card Scheme is a regional third-party motor vehicle insurance scheme whose objective is to enhance regional trade through facilitation of free movement of vehicles, goods, and persons across borders of participating countries. The Scheme is currently operational in twelve member countries, namely, Burundi, Djibouti, DR Congo, Eritrea, Ethiopia, Kenya, Malawi, Rwanda, Sudan, Uganda, Zambia and Zimbabwe. Tanzania, though not a member, is participating in the Scheme.

To support the Scheme's effectiveness, robust ICT systems are necessary. Consequently, the Council of Bureaux Secretariat has prepared a draft ICT policy framework, which now requires expert review and validation.

1. **PURPOSE & SCOPE**

The main objective of this consultancy is to provide expert services for the comprehensive review and validation of the developed draft ICT policy framework, ensuring its robustness, alignment with international standards, best practices and provide support for the seamless operation of the Digital Yellow Card Scheme. Additionally, the consultancy will be required to develop an implementation plan for the policy framework.

1. **OBJECTIVE**

The objective of the consultancy is to review and align the developed draft ICT policy framework for the COMESA Yellow Card Scheme to ensure its robustness to meet with international standards and best practices in line with the current technological developments and trends.

1. **SCOPE OF WORK**
2. Conduct a thorough review of the developed draft ICT policy.
3. Validate the effectiveness and relevance of the draft policy framework in supporting the objectives of digitalizing the Yellow Card Scheme.
4. Identify gaps and areas for improvement in the developed draft ICT policy.
5. Recommend updates and modifications to align the draft ICT policy with current technological developments and trends.
6. Prepare a final review report that includes a revised draft of the ICT policy incorporating identified improvements thereto.
7. **DELIVERABLES**
8. **Inception Report**: It shall include a brief analysis of the task at hand, how the task would be accomplished with detailed execution plan for the work.
9. **Draft Final Report**: It shall include the recommend updates and modifications to align the draft ICT policy and the revised draft ICT policy.
10. **Final Report**: Includes the revised draft ICT policy incorporating all stakeholder comments and feedback.
11. **TIMETABLE AND ADMINISTRATIVE ARRANGEMENTS**

The work involved in this consultancy assignment is expected to be completed within 3 months. The Council of Bureaux Secretariat will determine the exact timeline in consultation with the consultant.

The consultant will provide 3 hard copies and an electronic copy of the final version of each deliverable to Council of Bureaux Secretariat. Draft versions of deliverables will be submitted electronically, and successive versions of reports will be marked to show changes from the previous draft. Final approval of all outputs and deliverables, linked to payments to the consultant is the responsibility of the Council of Bureaux Secretariat.

1. **CONSULTANT EXPERTISE**

The interested consulting firms are expected to have the following qualifications:

* At least eight (8) years of professional and practical experience in ICT policy formulation and implementation.
* Relevant Professional Certifications such Prince 2 Practitioner, Certified Data Privacy Solutions Engineer (CDPSE), Certified Information Systems Auditor (CISA) or ISO 23001: 2019 Lead Implementer.
* Proven experience in implementation of at least 3 similar projects in the African region (Public sector or regional blocks will be preferred) & international level. Copies of contracts/completion certificates must be attached.
* At least two recommendation letters from the most recent clients should be submitted.
* Strong understanding of regional integration frameworks and their ICT implications.
* Excellent command of COMESA official working languages and excellent report writing skills.

1. **STAFFING REQUIREMENTS**

The consulting firm shall provide qualified key staff and prepare a work programme with a corresponding manning schedule. The provisional key professional staff necessary for this assignment includes:

| **No** | **Professional** | **Experience (Nb. Years)** |
| --- | --- | --- |
| 1 | ICT Policy Specialist/Team Leader | 8 |
| 2 | Digital Transformation Expert | 5 |
| 3 | Policy/Legal/Regulatory Expert | 5 |

1. **TIMING**

The hired firm must provide detailed project development and implementation schedule in Gantt chart.

1. **PRICING**

All prices MUST be indicated in USD. There will be a no price variation after signing of contract. Prices should be exclusive of all taxes.

1. **VALIDITY OF THE BID**

The Bid shall be valid for a period of 120 days after the closing date of this tender.

1. **DURATION OF THE ASSIGNMENT**

Total duration of the contract will be 3 calendar months.

1. **AMENDMENTS OF PROPOSAL DOCUMENTS**

At any time prior to the deadline for submission of Bids, Council of Bureaux Secretariat, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Proposal Documents by issuing an addendum.

In order to afford prospective Bidders reasonable time in which to take the amendments into account in preparing their offers, Council of Bureaux Secretariat may, at its discretion, extend the deadline for the submission of Proposals.

1. **SUBMISSION**

The bidder shall submit the technical and financial proposals as separate attachments online by email, in a PDF format, and the financial proposals MUST be password protected. The bidders shall keep their passwords to themselves until they are contacted to provide them during the financial opening meeting.

Bid submission shall be to the following email:[**tenders@comesa.int**](mailto:tenders@comesa.int) **copy to** [procurement@comesa.int](mailto:procurement@comesa.int). Physical deliveries shall not be accepted.

Bids should be addressed to the following address:

**CONSULTANCY SERVICES TO REVIEW AND UPDATE THE DEVELOPED DRAFT ICT POLICY FRAMEWORK FOR THE COMESA YELLOW CARD SCHEME**

**THE CHAIRMAN - PROCUREMENT COMMITTEE**

**COMESA SECRETARIAT**

**BEN BELLA ROAD**

**P.O BOX 30051**

**LUSAKA, ZAMBIA**

**Tel: 260 211 229725 - 32**

**Attention: Mr. Silver Mwesigwa**

**NOTE:** Only successful firms that score over and above 70% in the technical evaluation shall be financially evaluated and considered for contract award. The selection method to be used is the Fixed Quality Cost Based Selection (QCBS).

**Only firms that will qualify for the financial evaluation stage will be contacted to submit their financial proposal passwords.**

**TENDER REF: CBS/RFP/11/07/2024(001)**

Email address:tenders@comesa.int/procurement@comesa.it

**PHYSICAL SUBMISSION IS NOT ALLOWED.**

1. **DEADLINE FOR SUBMISSION OF PROPOSALS**

**Deadline for Submission of Proposals: 2nd August 2024 at 17.00 Hours Zambian Time (GMT+2).**

1. **LATE TENDERS**

Any tender received by the Council of Bureaux Secretariat after the deadline for submission of Bids shall be rejected. There shall be no exception to this requirement.

1. **EVALUATION AND COMPARISON OF PROPOSALS**
2. To assist in the examination, evaluation and comparison of Bids, Council of Bureaux Secretariat may ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.
3. Council of Bureaux Secretariat will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.
4. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidder does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.
5. Prior to the detailed evaluation, the Procurement Committee will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. Council of Bureaux Secretariat’s determination of a proposal’s responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.
6. A Proposal determined as not substantially responsive will be rejected by the Council of Bureaux Secretariat and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
7. The bids will be evaluated as follows:

* The Bidder that has offered what is adjudged to be the best technical and financial offer will be offered the contract.
* If the Bidder that offered what was adjudged to be the best technical and financial offer declines to accept the offer, then the Bidder that is adjudged to have offered the second best technical and financial offer will be offered the contract.

| **Criteria** | **%** |
| --- | --- |
| General experience of the firm | 15 |
| Specific experience in ICT policy and digitalization | 20 |
| Adequacy of the proposed approach and methodology and work plan | 30 |
| Qualifications of the Team Leader and Team Members | 35 |
| Total | 100 |

**Minimum Technical Pass Score: 70%**

Only financial submissions of bidders achieving 70% of technical scores shall be considered for evaluation.

1. **TECHNICAL QUERIES**

For any technical queries related to terms of reference, kindly contact the Council of Bureaux Secretariat on the following email: [rmokua@comesa.int](mailto:rmokua@comesa.int) with a copy to [procurement@comesa.it](mailto:procurement@comesa.it) [mtondolo@comesa.int](mailto:mtondolo@comesa.int) and [abyishimo@comesa.int](mailto:abyishimo@comesa.int)

1. **COST OF TENDERING**

The tenderer shall bear all costs associated with the preparation and submission of its tender, and Council of Bureaux Secretariat will in no case be responsible or liable for those costs regardless of the outcome of the tendering process.

1. **ETHICAL CONDUCT**

Council of Bureaux Secretariat requires that Tenderers observe the highest standard of ethics during the selection and execution of such contracts. For this provision, the Purchaser defines the terms set forth below as follows:

1. “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of an officer of the Purchaser in the tendering process; and
2. “Fraudulent practice” means a misrepresentation of facts to influence the tendering process to the detriment of the Purchaser.

Council of Bureaux Secretariat will reject a proposal for award if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question and has not disclosed all material any debarment in any organization or being involved in any form of illegal activities.

1. **NOTIFICATION OF AWARD**

Prior to the expiration of the period of tender validity, the Purchaser will notify the successful tenderer in writing that its tender has been accepted.

The notification of award will signify the formation of the contract subject to the signing of the contract between the tenderer and Council of Bureaux Secretariat.

Simultaneously the other tenderers shall be notified that their tenders were not successful.

1. **SIGNING OF CONTRACT**

Within fourteen (14) days of receipt of the contract, the successful tenderer shall sign and date the contract and return it to Council of Bureaux Secretariat.

The Parties to the contract shall have it signed within thirty (30) days from the date of notification of contract award unless there is an administrative review request.