**COMMON MARKET FOR EASTERN AND**

**SOUTHERN AFRICA**



#### REQUEST FOR PROPOSAL – INDIVIDUAL CONSULTANTS

 **INDIVIDUAL CONSULTANT TO UPDATE THE 2013 COMESA MICRO, SMALL AND MEDIUM ENTERPRISES POLICY AND DEVELOP AN IMPLEMENTATION STRATEGY AND COSTED ACTION PLAN**

Reference Number: CS/IND/1400/2(134-24)PM/hn/km

4th November 2024

**REQUEST FOR PROPOSAL**

**(Individual Consultants)**

4th November 2024

To: **Eligible Individual Consultants**

Reference Number*:* CS/IND/1400/2(134-24)PM/hn/km

Request for Services Tile**: INDIVIDUAL CONSULTANT TO UPDATE THE 2013 COMESA MICRO, SMALL AND MEDIUM ENTERPRISES POLICY AND DEVELOP AN IMPLEMENTATION STRATEGY AND COSTED ACTION PLAN**

1. ***COMESA*** is inviting Individual Consultants to submit their CV *[and Financial Proposal]* for the following services **INDIVIDUAL CONSULTANT TO UPDATE THE 2013 COMESA MICRO, SMALL AND MEDIUM ENTERPRISES POLICY AND DEVELOP AN IMPLEMENTATION STRATEGY AND COSTED ACTION PLAN.**

**The Terms of Reference defining the minimum technical requirements for these services are attached as Annex 1 to this Request for Proposal.**

2. Only Individual Consultants are eligible for this assignment provided that they fulfil the eligibility criteria.

Individual consultants are ineligible if:

1. *They are being bankrupt, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are being subject of proceedings concerning those matters, or are being in any similar situations arising from a similar procedure provided for in the national legislation or regulations of the COMESA member states;*
2. *They have been convicted of offences concerning their professional conduct by a judgment which haves the force of res judicata; (i.e. against which no appeal is possible);*
3. *They have been declared guilty of grave professional misconduct proven by any means which COMESA can justify;*
4. *They have not fulfilled obligations related to the payments of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those countries where the contract is to be performed;*
5. *They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the COMESA Secretariat' financial interests;*
6. *They are being currently subject to an administrative penalty;*
7. *They are facing sanctions by COMESA pursuant to the provisions of the COMESA Procurement Rules and Regulations;*
8. *They are involved in child labour and other trafficking in human beings; or*
9. *They are involved in money laundering, terrorist financing or terrorist offences or other offences linked to terrorist activities*

3. The maximum budget for this contract is **US $ 20,000**. Proposals exceeding this budget will not be accepted.

4. Your Proposal must be presented as per Standard Request for Proposal Forms attached as Annex 2 to this RFP in 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 proposal should be addressed and submitted to:

The Head of Procurement

COMESA Secretariat

Ben Bella Road

P.O Box 30051

Lusaka

**ZAMBIA**

Tel: 260 211 229725 – 32

 **to** ***procurement@comesa.int******, kmiti@comesa.int***

6. The deadline for submission of your proposal, to the addressed indicated in Paragraph 5 is: **25th November 2024**

7. Your CV will be evaluated against the following criteria.

|  |  |  |
| --- | --- | --- |
|  | Criteria  | Maximum points allocated  |
| 1 | Education qualifications | 35 |
| 2 | Professional Skills and Experience for the position | 50 |
| 3 | Experience in the region | 10 |
| 4 | Language proficiency (French and English) | 5 |
|  | Total | 100 |

8. Your proposal should be submitted as per the following instructions, and in accordance with the Terms and Conditions of the Standard Contract attached as Annex 3 to this RFP:

(a) PRICES: The financial proposal shall be inclusive of all expenses deemed necessary by the Individual Consultant for the performance of the contract and *[“must” or “must not” delete as applicable] include* any of the following taxes in Purchaser country: value added tax and social charges or/and income taxes on fees and benefits.

(b) EVALUATION AND AWARD OF THE CONTRACT: Proposal determined to be formal and technical compliant to the requirement will be evaluated by comparison of their prices. A Proposal is considered compliant to the requirements if: fulfils the formal requirements (see Paragraphs 2,3,4,5,6 and 7 above), has received minimum 70% at the technical evaluation, and the financial proposal does not exceed the maximum available budget for the contract. The award will be made to the applicant who obtained the highest technical score and submitted administrative and technical compliant Proposal.

(c) VALIDITY OF THE PROPOSAL: Your Proposal should be valid for a period of one hundred and twenty (120) days from the date for deadline for submission indicated in Paragraph 4 above.

9. The assignment is expected to commence within one week from the date of signature of the contract.

10. Additional request for information and clarifications can be request, no later than 5 working days prior to deadline indicated in the paragraph 5 above, from:

**The Head of Procurement**

**COMESA Secretariat**

**Ben Bella Road**

**P.O Box 30051**

**Lusaka**

**ZAMBIA**

**Tel: 260 211 229725 – 32**

 E-mail:**procurement*@comesa.int******; kmiti@comesa.int***

**ANNEXES:**

ANNEX 1: **Terms of Reference**

ANNEX 2**: Request for Proposal Forms**

ANNEX 3: **Standard Contract for Individual Consultants**

**Sincerely,**

*Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Name:** Silver Mwesigwa

**Title:** Head, Procurement Unit

**ANNEX 1: Terms of Reference**

**REGIONAL ENTERPRISES COMPETITIVENESS AND ACCESS TO MARKETS PROGRAMME (RECAMP)**

**TERMS OF REFERENCE**

**INDIVIDUAL CONSULTANT TO UPDATE THE 2013 COMESA MICRO, SMALL AND MEDIUM ENTERPRISES POLICY AND DEVELOP AN IMPLEMENTATION STRATEGY AND COSTED ACTION PLAN**

1. **Background and context**

Micro Small and Medium Enterprises (MSMEs), account for the majority of businesses worldwide and are important contributors to job creation and global economic development. They represent about 90% of businesses and more than 50% of employment worldwide. Formal MSMEs contribute up to 40% of national income (GDP) in emerging economies. These numbers are significantly higher when informal MSMEs are included (Word Bank Report, 2019). However, the relative share of MSMEs in total output and exports in Sub-Saharan Africa (SSA) remains much lower when compared to other developing countries.

In the COMESA region, the contribution of the MSMEs in national economies cannot be overemphasised, contributing an estimated 50% to 70% of the GDP and an estimated 50% to 60% of employment (COMESA, 2023). The MSMEs involvement to economic growth, employment and agriculture is significantly contributing to the attainment of Sustainable Development Goals (SDGs) in the region, particularly poverty reduction and food security. The sector remains a prominent source of livelihood through the absorption of disadvantaged groups such as youth, women, and those with disabilities. Development of MSMEs is therefore crucial to the achievement of broader development objectives.

Article 100 (b) of Chapter Twelve of the COMESA Treaty outlines the need for Member States to formulate and implement an industrial strategy focused on facilitating the development of MSMEs including supply chain linkages between larger firms and MSMEs to enhance competitiveness and leverage economies of scale. In line with this commitment, the COMESA Secretariat in 2013 developed an MSME Policy. The goal of the Policy is to enhance MSME competitiveness with the view to increase intra - regional and global trade for COMESA through adoption of value adding technologies, market and financial linkages, and policy and institutional interventions for MSMEs in the region.

However, in view of the continuous changes in the business environment both global and regional, there is a need to update the Policy to be in tandem with new developments. In addition, it is widely acknowledged that MSMEs continue face challenges including low access to affordable finance, limited access to markets, lack of diversification and limited value addition of their products, and poor product standards, among others, which made products provided by MSMEs uncompetitive on the global and regional market. The review of the Policy, therefore, aims at enhancing the role of the MSMEs in economic development, wealth, and job creation in the region. To effectively implement the Policy, there is also a need to develop an attendant Implementation Strategy, Monitoring and Evaluation framework and a costed Action Plan which were never there before.

**2.0 Objective of the Assignment**

To update the 2013 COMESA MSME Policy and develop an implementation Strategy, a Monitoring and Evaluation framework and a costed Action Plan that it is aligned to current developments in the MSME business environment.

1. **Specific Objectives**
2. To draw a situation analysis of the MSME landscape and their business environment in COMESA region.
3. To update the 2013 COMESA MSME Policy to be in line with international best practices, relevant with continental framework, and considering emerging issues.
4. To develop an implementation Strategy of the MSME Policy and a Monitoring and Evaluation framework.
5. To develop and a costed Action Plan.

**4.0 Tasks to be undertaken by the Consultant.**

To achieve the above objectives, the Consultant will undertake the following tasks:

1. Review the current MSMEs landscape in the COMESA region that includes the number per profile (Micro, Small, Medium), the share per sector (Agriculture, Industry, Services etc), among others.
2. Draw a situational analysis of MSMEs business environment in the COMESA region that includes the ease of starting a business, the level of direct and indirect costs and incentives post-creation to enhance enterprise’s productivity, the availability of upgrading programs in the region for boosting competitiveness to ensure the enterprise’s integration in the regional and global economy, among others.
3. Review the current COMESA MSME Policy considering new continental opportunities (African Continental Free Trade Area), new regional opportunities (Tripartite Free Trade Area), climate change issues and emerging trends arising from energy and digital transition, blue economy, and circular economy, and align it with the international business climate best practices.
4. Draft a new COMESA MSME Policy based on the findings above.
5. Develop implementation Strategy of the COMESA MSME Policy and a Monitoring and Evaluation framework.
6. Develop costed Action Plan.

**5.0 Approach and Methodology**

The Consultant is expected to explain the approach and methodology that will be used to undertake the assignment. The proposed approach and methodology should include, among others, the following:

* 1. **Desk review**: The Consultant is expected to undertake in-depth review of relevant documents, literature and reports including the current COMESA MSME Policy.

A review of the current COMESA MSME Policy achievements, challenges and lessons learnt will greatly inform the formulation of the new COMESA MSME Policy. It will also establish gaps and deficiencies to be dealt with in the new Policy. The information gathered will also be used to identify the key initiatives that COMESA should undertake and direction it should pursue in support of MSMEs.

* 1. **Virtual field missions and stakeholder engagements:** The Consultant will be required to undertake consultations with stakeholders where necessary.

The consultant will provide in the draft reports a proof of traceability for these consultations: for example, indicate in annex the person interviewed, his institution, his function, the subject treated, the key information or highlights drawn from the interviews, etc.

* 1. **Report Conceptualization:** The Consultant will propose to Industry and Agriculture Division (IAD) at COMESA Secretariat for approval a general architecture for each report, framing the overall content. A three-level titles are recommended, with a brief description of their content.
	2. **Report writing:** The Consultant will draft the COMESA MSME Policy, the implementation Strategy including Monitoring and Evaluation framework and the costed Action Plan. The Consultant will work closely with the COMESA Secretariat, especially with IAD, as well the COMESA Business Council Secretariat (CBC). Draft reports should be judged satisfactory by IAD.
	3. **Presentation of the reports for validation:** The Consultant will be expected to present the draft satisfactory reports to stakeholders for their inputs at a one-day validation meeting to be organized on an agreed date.
	4. **Producing the final reports:** The Consultant will consider relevant comments arising from the validation meeting to produce the final reports.

**6.0 Deliverables**

1. A fifteen-page inception report within three weeks of signing the contract. The inception report should specifically outline the understanding of the scope of the consultancy. It should also define methodology, data sources and identify and list the key stakeholders to be consulted. The inception report must also incorporate a work plan indicating the phases in the assignment and report preparation, key deliverables and milestones and should be accompanied by an annotated outline of the assignment.
2. Draft revised COMESA MSME Policy, Implementation Strategy, Monitoring and Evaluation framework and a costed Action Plan to be presented at a stakeholder’s validation meeting.
3. Final revised COMESA MSME Policy, Implementation Strategy, Monitoring and Evaluation framework and a costed Action Plan incorporating comments and perspectives from the validation meeting to be submitted within two weeks of the validation meeting.

**7.0 Working Language Requirements**

1. The working language shall be English. Therefore, applicants must be fluent in both spoken and written English.
2. A combination of knowledge and use of English with either French or Arabic will be an added advantage.

**8.0 Eligibility of Consultants**

The consultancy is open to nationals of COMESA Member countries that have sufficient qualification and experience to undertake this assignment.

**9.0 Contract Duration**

The total number of days allocated for this assignment is one hundred and twenty (120) calendar days starting from the day following the signing of contract. The Consultant will be required to have completed the assignment and submitted the final deliverables referred to in Section 6.0 (Deliverables).

**10.0 Duty Station**

The consultancy will be home-based, with a requirement to travel (maximum 2 trips of 3 working days each) to the COMESA Secretariat in Lusaka, Zambia.

**11.0** **Reporting and Accountability**

The Consultant shall report to the Director of Industry and Agriculture, under the overall supervision of the Assistant Secretary General for Programmes of the COMESA Secretariat.

**12.0 Education Qualifications, Experience, Experience and Skills**

The consultant must have the following educational qualifications, professional experience and skills, and references:

**12.1 Education Qualifications**

Master’s degree in strategy development, policy, planning, business development, economics, management, development studies and related areas. Those with a PhD will have an added advantage. A copy of the certificate should be submitted.

 **12.2 Professional Experience, Required References and Skills**

1. General experience: At least ten (10) years of professional experience in economic fields with focus on policy and strategic plan development, business development and monitoring and evaluation of action plans.
2. General reference: At least one (1) assignment/contract done in economic fields with Technical and Financial Partner (eg. GIZ, USAID, Expertise France, etc.) or Development Fund (WB, AfDB, etc.) or Multilateral or Regional institution over the last five (5) years in the African region. An end mission certificate from the Partner or the Fund or the institution should be provided.
3. Specific references: At least two (2) previous assignments accomplished in formulation of policy frameworks and strategies preferably related to MSMEs landscape and business environment in any COMESA Member States over the last five (5) years. An end mission certificate from the client should be provided.
4. General skills: Proven experience of moderating, leading, and facilitating Workshops/Seminars over the last five (5) years.
5. Language Proficiency: Cf. Section 7.0
6. Specific skills: Proof of training leading to a qualification from a recognized international institution in the field of MSME development or Value Chain development. A copy of the certificate is required.

**13. Payment**

The consultant shall be paid an all-inclusive fee of US$ 20,000 to be paid in three (3) tranches as follows:

1. 10% upon submission of an inception report validated by IAD.
2. 50% upon submission of Draft revised COMESA MSME Policy, Implementation Strategy, Monitoring and Evaluation framework and Costed Action Plan, judged satisfactory by IAD.
3. 40% upon submission of the Final revised COMESA MSME Policy, Implementation Strategy, Monitoring and Evaluation framework and costed Action Plan incorporating comments and perspectives from the validation meeting, judged satisfactory by IAD.

**ANNEX 2: Request for Proposal Forms**

[A. COVER LETTER FOR THE PROPOSAL 5](#_Toc104093048)

[B. CURRICULUM VITAE 7](#_Toc104093049)

[C. FINANCIAL PROPOSAL 11](#_Toc104093050)

# A. COVER LETTER FOR THE PROPOSAL

***[insert name and reference number]***

[*Location, Date*]

To: [*COMESA Address*]

Dear Sirs,

I, the undersigned, offer to provide the consulting services for [*insert title of assignment*] in accordance with your Request for Proposal number *[insert the number],* dated [*insert date*] and my Financial Proposal for the sum of [*Insert amount(s) in words and figures*1[[1]](#footnote-1)]. This amount inclusive of all expenses deemed necessary for the performance of the contract in accordance with the Terms of Reference requirements.

I hereby declare that all the information and statements made in my Curriculum Vitae are true and accept that any misinterpretation contained in it may lead to my disqualification.

I take note that under the provisions of the COMESA Procurement Policy applicable to this Request for Proposals, a contract cannot be awarded to applicants who are in any of the following situations:

*a) They are being bankrupt or wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are being subject of proceedings concerning those matters, or are being in any similar situations arising from a similar procedure provided for in the national legislation or regulations of the COMESA Member States;*

*b) They have been convicted of offences concerning their professional conduct by a judgment which haves the force of res judicata; (i.e. against which no appeal is possible);*

*c) They have been declared guilty of grave professional misconduct proven by any means which COMESA can justify;*

*d) They have not fulfilled obligations related to the payments of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those countries where the contract is to be performed;*

*e) They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to COMESA financial interests; or*

*f) They are being currently subject to an administrative penalty.*

I confirm that I am not in any of the situations described above, and I hereby declare that at any point in time, at the COMESA request, I will provide certified copies of documents to prove that I do not fall in any of the situation described above.

I am aware that the penalties set out in the COMESA Procurement Rules and Regulations and COMESA Policies and Guidelines may be applied in the case of a false declaration, should the contract be awarded to me.

My proposal is binding upon me for the period indicated in the Paragraph 9(iii) of the Request for Proposal.

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 Proposals, and to be available for the entire duration the contract as specified in the Terms of Reference.

I understand that COMESA is not bound to accept any Proposals that I may submit.

Yours sincerely,

Signature [*In full and initials*]:

Name and Title of Signatory:

### B. CURRICULUM VITAE

***[insert the full name]***

|  |  |
| --- | --- |
| 1. **Family Name:**
 | *[insert the name]* |
| 1. **First Names:**
 | *[insert the names in full]* |
| 1. **Sex**
 | *[ ]* |
| 1. **Date of Birth:**
 | *[insert the date]* |
| 1. **Nationality:**
 | *[insert the country or countries of citizenship]* |
| 1. **Contact Details:**
 | ***Address****:[insert the physical address]* |
|  | ***Phone*** *:[insert the phone and mobile no.]* |
|  | ***E-mail:*** *[insert the email]* |
| 1. **Education:**
 |  |
|  |  |
| **Institution:****[Date from – Date to]** | **Degree(s) or Diploma(s) obtained:** |
| *[indicate the month and the year]* | *[insert the name of the diploma and the specialty/major]* |
| *[indicate the month and the year]* | *[insert the name of the diploma and the specialty/major]* |

**7. Language Proficiency:** (Indicate competence on a scale of 1 to 5) (1 – excellent; 5 – basic)

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading** | **Speaking** | **Writing** |
| *[insert the language]* | *[insert the no.]* | *[insert the no.]* | *[insert the no.]* |
| *[insert the language]* | *[insert the no.]* | *[insert the no.]* | *[insert the no.]* |
| *[insert the language]* | *[insert the no.]* | *[insert the no.]* | *[insert the no.]* |

|  |  |
| --- | --- |
| **8. Membership of Professional Bodies:**  | *[indicate the name of the professional body]* |
| **9. Other Relevant Skills:** | *[insert other skills relevant to the Terms of Reference]* |
| **10. Present Position:** | *[insert the name]* |
| **11. Years of Experience:** | *[insert the no]* |
| **12. Key Qualifications:** (Relevant to the assignment)*[insert the key qualifications]* |

**13. Specific Experience in the Region:**

|  |  |
| --- | --- |
| **Country** | **Date from - Date to** |
| *[insert the country]* | *[indicate the month and the year]* |
| *................* | *......................* |
| *[insert the country]* | *[indicate the month and the year]* |

1. **Professional Experience:**

| **Date from – Date to** | **Location of the assignment** | **Company& reference person (name & contact details)** | **Position** | **Description** |
| --- | --- | --- | --- | --- |
| *[indicate the month and the year]* | *[indicate the country and the city]* | ***Name of the Company:******Address of the company:******Phone:******Email:*** ***Name and title of the reference person from the company:*** | *[indicate the exact name and title and if it was a short term or a long-term position]* | ***Title of the Assignment******Beneficiary of the Assignment******Brief description of the Assignment:*** ***Responsibilities:*** |
| *[indicate the month and the year]* | *[indicate the country and the city]* | ***Name of the Company:******Address of the company:******Phone:******Email:*** ***Name and title of the reference person from the company:*** | *[indicate the exact name and title and if it was a short term or a long-term position]* | ***Title of the Assignment******Beneficiary of the Assignment******Brief description of the Assignment:*** ***Responsibilities:*** |
| *[indicate the month and the year]* | *[indicate the country and the city]* | ***Name of the Company:******Address of the company:******Phone:******Email:*** ***Name and title of the reference person from the company:*** | *[indicate the exact name and title and if it was a short term or a long-term position]* | ***Title of the Assignment******Beneficiary of the Assignment******Brief description of the Assignment:*** ***Responsibilities:*** |

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1. **Other Relevant Information:** (e.g. Publications)

***[insert the details]***

1. ***Statement:***

I, the undersigned, certify that this CV correctly describes my qualifications, and 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 COMESA request, I will provide certified copies of all documents to prove that I have the qualifications and the professional experience and indicated at points 8 and 14 above**[[2]](#footnote-2),** documents which are attached to this CV as photocopies.

By signing this statement, I also authorized COMESA 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 8***
 ***2) Proof of working experience indicated at point 14***

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# C. FINANCIAL PROPOSAL

***[insert name and reference number]***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **N°** | **Description[[3]](#footnote-3)** | **Unit[[4]](#footnote-4)** | **No. of Units** | **Unit Cost****(in US$)** | **Total****(in US$)** |
| **Fees** | Day |  |  |  |
| **Reimbursable expenses, out of which**  | ***Total*** |  |  |  |
| 1 | Per Diem Allowances | Day |  |  |  |
| 2 | Flights[[5]](#footnote-5) | Trip |  |  |  |
| 3 | Miscellaneous Travel Expenses[[6]](#footnote-6) | Trip |  |  |  |
| 4 | Insurances Cost, out of which: | Lump sum  |  |  |  |
|  | 1. i)
 | Life Insurance (including repatriation) | Lump sum |  |  |  |
|  | 1. ii)
 | Heath Insurance  | Lump sum |  |  |  |
|  | 1. iii)
 | Third Party Liability Insurance | Lump sum |  |  |  |
|  | 1. iv)
 | Professional Liability Insurance | Lump sum |  |  |  |
| 5 | Drafting and Reproduction of Reports | Lump sum |  |  |  |
| 6 | Office Rent | Per month |  |  |  |
| 7 | Others**4** | TBD |  |  |  |
| **TOTAL FINANCIAL OFFER (Fees + Reimbursable expenses)**  |  |

Signature [*In full and initials*]:

Name and Title of Signatory:

**ANNEX 3: STANDARD CONTRACT FOR INDIVIDUAL CONSULTANTS**

**The following Annexes are integral part of this Contract:**

***Annex 1: Terms of Reference***

***Annex 2: Payment Schedule and Requirements***

***Annex 1: Terms of Reference***

***[insert the Terms of Reference]***

***Annex 2: Payment Schedule and Requirements***

* 1. For Services rendered pursuant to Annex 1, COMESA shall pay the Individual Consultant an amount not to exceed a ceiling of US Dollars 20,000***,*** which shall be considered the contract value. This amount has been established based on the understanding that it includes all of the Consultant’s costs and profits as well as any tax obligation that may be imposed on the Individual Consultant in its country of residence.
	2. The breakdown of prices is: ***[fill in the table as per the Individual Consultant’ Financial Proposal presented in the Request for Proposals]***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **N°** | **Description[[7]](#footnote-7)** | **Unit** | **No. of Units** | **Unit Cost[[8]](#footnote-8)****(in US$)** | **Total****(in US$)** |
| **Fees** | Day |  |  |  |
| **Reimbursable expenses, out of which**  | ***Total*** |  |  |  |
| 1 | Per Diem Allowances | Day |  |  |  |
| 2 | Flights[[9]](#footnote-9) | Trip |  |  |  |
| 3 | Miscellaneous Travel Expenses[[10]](#footnote-10) | Trip |  |  |  |
| 4 | Insurances Cost, out of which: | Lump sum  |  |  |  |
|  | (a) | Life Insurance (including repatriation) | Lump sum |  |  |  |
|  | (b) | Heath Insurance  | Lump sum |  |  |  |
|  | (c) | Third Party Liability Insurance | Lump sum |  |  |  |
|  | (d) | Professional Liability Insurance | Lump sum |  |  |  |
| 5 | Drafting and Reproduction of Reports | Lump sum |  |  |  |
| 6 | Office rent | Per month |  |  |  |
| 7 | Others**4** | TBD |  |  |  |
| **TOTAL FINANCIAL OFFER (Fees + Reimbursable expenses)**  |  |

3. The payment shall be made in accordance with the following schedule:

***Lump Sum Contract***

The consultant shall be paid an all-inclusive fee of US$ 20,000 to be paid in three (3) tranches as follows:

1. 10% upon submission of an inception report validated by IAD.
2. 50% upon submission of Draft revised COMESA MSME Policy, Implementation Strategy, Monitoring and Evaluation framework and Costed Action Plan, judged satisfactory by IAD.
3. 40% upon submission of the Final revised COMESA MSME Policy, Implementation Strategy, Monitoring and Evaluation framework and costed Action Plan incorporating comments and perspectives from the validation meeting, judged satisfactory by IAD.

Total: US$ 20,000

4. **Payment Conditions:** Payment shall be made in US Dollars not later than 30 days following submission by the Individual Consultant of original invoice, in duplicate, accompanied by the requested supporting documents certified by the project coordinator, to COMESA. All payments under the contract shall be made by bank transfer into the bank account indicated by the Individual Consultant in her/his invoices.

1. Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2. [↑](#footnote-ref-1)
2. ***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 signed with them.***  [↑](#footnote-ref-2)
3. Delete items that are not applicable or add other items as the case may be. [↑](#footnote-ref-3)
4. Indicate unit cost.. [↑](#footnote-ref-4)
5. Indicate route of each flight, and if the trip is one- or two-ways [↑](#footnote-ref-5)
6. Provide clear description of what is their exact nature [↑](#footnote-ref-6)
7. Delete items that are not applicable or add other items as the case may be. [↑](#footnote-ref-7)
8. Indicate route of each flight, and if the trip is one- or two-ways. [↑](#footnote-ref-8)
9. Indicate unit cost. [↑](#footnote-ref-9)
10. Provide clear description of what is their exact nature [↑](#footnote-ref-10)