

**COMMON MARKET FOR EASTERN AND
SOUTHERN AFRICA**



REQUEST FOR PROPOSAL – INDIVIDUAL CONSULTANT

**HIRE OF AN INDIVIDUAL CONSULTANT TO CONDUCT WEBSITE
DEVELOPMENT, HOSTING, MAINTENANCE AND TRAINING OF STAFF**

Reference Number: **CS/IAD/RECAMP/1400/2(118 – 24)AB**

FEBRUARY 2025

REQUEST FOR PROPOSALS (Individual Consultants)

Reference Number *CS/IAD/RECAMP/1400/2(118 – 24)AB*

Request for Services Title: Hire of an individual consultant to conduct website development, hosting, maintenance, and training of staff.

1. COMESA is inviting you to submit your CV for the following services mentioned above.

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 if they fulfil the eligibility criteria.

Individual consultants are ineligible if:

- a) *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.*
- b) *They have been convicted of offences concerning their professional conduct by a judgment which has 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 the COMESA Secretariat' financial interests.*
- f) *They are being currently subject to an administrative penalty.*
- g) *They are facing sanctions by COMESA pursuant to the provisions of the COMESA Procurement Rules and Regulations.*
- h) *They are involved in child labour and other trafficking in human beings; or*
- i) *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 **USD 3,072.00** 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

or to Procurement@comesa.int and copy abyabato@comesa.int
 Only online submissions shall be entertained.

6. The deadline for submission of your proposal, to the address indicated in Paragraph 5 is: March 17, 2025, at 1630hrs Lusaka time.
7. Your CV will be evaluated against the following criteria.

Sub-criteria	Maximum Points Allocated
(i) General Qualifications <i>(academic, professional, other)</i>	<i>[minimum 20 –maximum 30]</i>
(ii) Adequacy for the Project <i>(broken down into relevant sub-criteria such as approach, methodology, work plan etc)</i>	<i>[minimum 40 –maximum 60]</i>
(iii) Experience in Region	<i>[minimum 10 –maximum 20]</i>
Total	100

9. 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.

10. The assignment is expected be completed within 35 man-days.

11. Additional request for information and clarifications can be requested, no later March 07, 2025 and the client shall provide responses not later than 3 days prior to deadline indicated in the paragraph 6 above.

The request for information and clarifications can be requested 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
copy abyabato@comesa.int and
s.mwesigwa@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 of Procurement and General Services

ANNEX 1: Terms of Reference

TERMS OF REFERENCE OF AN INDIVIDUAL FOR WEBSITE DEVELOPMENT, HOSTING, MAINTENANCE AND TRAINING OF STAFF

KENYA RECAMP TECHNICAL ASSISTANCE FACILITY PROJECT

1. Introduction and Background

The COMESA Regional Enterprise Competitiveness and Access to Markets Programme (RECAMP) is implementing the Technical Assistance Facility (TAF) which aims at supporting Member States with additional technical and financial assistance to implement high impact projects aimed at deepening the COMESA regional integration through increasing competitiveness and market access of private sector in regional and global value chains. The government of the Republic of Kenya through the Ministry of Investment, Trade and Industry (MITI) signed a TAF Agreement with COMESA Secretariat to implement the project titled “**Capacity enhancement of fish traders for effective participation in cross-border trade within the Eastern Africa region**” implemented by the Eastern Africa Platform of Non State Actors in Fisheries and Aquaculture (EARFISH). The project focuses on enhancing participation of small scale fish traders in cross-border trade between Uganda and Kenya and within COMESA region. The project specific objectives are:

- i. To improve working linkage among market management units, sources of fish and destination markets.
- ii. To enlighten and support 800 fish traders to realize recommended fish handling, process and value-addition standards as well as taxation requirements applicable in cross-border fish trade within COMESA region.
- iii. To enlighten 800 fish traders on viable funding opportunities for fish trade and put in place resource mobilization support mechanism for the traders.
- iv. To strengthen support for 800 fish traders to realize Harmonized Sanitary and Phytosanitary requirements for Fish and Fishery Products traded in COMESA region.

As part of project implementation, EARFISH would like to develop an interactive website to facilitate visibility of the organization and project and ensure impact of its activities are shared with wider community. The website is expected to act as the face of the organization and be able to ensure a two-way communication with its key users. Against this background, EARFISH is seeking an experience individual to develop its interactive website. The Individual will similarly address the hosting, maintenance of the website. Lastly, the service provider will be train EARFISH staff on website management.

Objectives of the Assignment

The main objective of the assignment is to develop an EARFISH interactive website, facilitate its hosting and management, and ensure its fully functional before handing over to the organizations Specifically, the assignment aims at

- In close consultation with EARFISH, development/design an interactive website aimed at achieving its desired goals
- Support hosting and management of the website prior to handover to the organization
- Train/Build Capacities of the EARFISH staff to be able to effectively manage the website and upload information on the site

2. Scope of work

The scope of work includes two main areas of work;

- Web development
- Hosting and maintenance of the site, which would include applying security patches, clearing out log files, enlarging disk space before it runs out, sorting out security certificates and fixing bugs in the code.
- One-off development work to implement the website features.

The services required and activities will include;

1. Website development

The main activities will include;

- i. Use simple, cost-effective techniques to test designs with representative users before implementation of major features such as restructuring the main navigation menu.
- ii. Optimize the site for low bandwidth users.
- iii. Develop open APIs onto the membership database.
- iv. Implement a basic “blog” function with integrated X (formerly twitter), facebook posting and any other social media links (website should facilitate streaming of information between these different platforms)
- v. Browser compatibility. The site must be compatible with the current versions of the following browsers (Firefox, Internet Explorer, Safari, and Chrome), as well as Internet Explorer version 6 onwards.
- vi. Integrate the current yahoo listserv functionality so that it can be managed via the website.
- vii. Add a conference registration module that can be managed via the user interface as per EARFISH specifications.
- viii. Add a comprehensive search functionality to the website

Additional tasks would include: upgrade the rich text editor control used in the web site backend to the latest version (CKEditor) and move it out of the "iframes" to stop multiple downloads of the control; improve search options on the web site and databases; and others.

2. Website hosting

- i. The website should initially hold a capacity of 2 GB, but this will increase significantly over the coming years.
- ii. The server should support the technologies use including PHP, MySQL etc.

3. Website maintenance

- i. Website content updates: the contracted web development company will assist with content update when the changes that have to be made are not possible from the CMS user interface. It should be endeavored that as much changes as possible be made from the CMS user interface, including the website’s current functionality to add/customize and operate online voting modules etc.
- ii. The contracted web developer will maintain full backup of the website through the duration of the contract. The backup, code and source files will be delivered in full to client on closing of the contract.
- iii. The contracted web developer will have an automated testing system that checks for broken hyperlinks on the site.
- iv. The contracted web developer will follow the terms of the standard SLA provided in the proposal.

- v. The contracted web developer will verify regularly that the site is up and running, and will revert to the back up whenever necessary.
- vi. The contracted web developer will give guidance on using the admin interface of the CMS.
- vii. Monitor the server logs to see most popular pages and downloads and generate regular reports.

4. Website maintenance policy

- i. Documents and photos, such as logos and images, will be provided by EARFISH.
- ii. This contract offers a service level agreement (SLA) with guaranteed server uptime and response time to queries. The developer should have an automated issue management ticket system for customer requests and allow clients to access tickets via the web at any time, including the correspondence log.

3. Deliverables

- A user friendly EARFISH website with enhanced functionalities to provide a better experience to users developed
- A user manual and a 5day training to EARFISH staff to perform content upload, system maintenance and administration developed and conducted
- Hosting the website for 3 years
- Support maintenance of the website for a period for a period of 6 months.
- Source code handover: Full source code including all developed libraries shall be handed over to EARFISH

4. Search Engine Optimization (SEO) and site analysis

The contracted web developer will ensure the search engine optimization.
The SEO work will include:

- Keyword research & analysis
- Site analysis
- Competitive analysis
- Site content optimization
- HTML code optimization
- Search Engine submission (free search engines)
- Link exchange
- Web ranking report

The contracted developer will provide an annual and detailed reports analyzing progress, trends and areas to be improved. The reports should also include comprehensive and cumulative figures for downloads; as well as a competitor analysis.

5. Duration of the Assignment

The duration of the assignment will be 35 days as per the table below:

Activity	Duration (Man Days)	Reports
Inception Report	7 days	Inception report
Development of the Website and hosting	23 days	Final website developed and hosted
Training of EARFISH Staff	5 days	Training Report and overall assignment Report
TOTAL	35	

6. Required Skills and Experience

The individual should demonstrate and provide examples of previous experience in the performance of similar services. The following skills and experience shall be required.

- Proficiency in HTML, CSS, JavaScript, and modern frameworks like React or Vue.js.
- Expertise in server-side programming languages like PHP, Python, or ASP.NET.
- Ability to create visually appealing and user-friendly interfaces.
- Strong understanding of information architecture and user experience principles.
- Skills in graphic design software like Photoshop, Illustrator, or Figma.
- Knowledge of implementing and managing security protocols.
- Experience in regular website maintenance, backup, and updates.
- Familiarity with hosting platforms and managing domain configurations.
- Ability to create training manuals and conduct user training sessions for clients.
- Skilled in developing documentation for website management and technical aspects.

Desired Qualifications

- A bachelor's degree Computer Science, Information Technology, or a related field. A master's will be an added advantage
- At least 2-5 years of experience in web development and design and capacity building of clients
- Proven track record of developing websites with functionality like: Interactive dashboards, Multilingual features, Online discussion forums and E-commerce platforms
- Experience in collaborating with diverse teams and clients to understand requirements and deliver tailored trainings

7. Payment

Budget should not exceed US\$3072.00

Payment will be done as follows.

- a. 40% after receiving the inception report and the draft website.
- b. 60% upon submission of a satisfactory final report, hosting the website and training of staff.

8. Reporting.

The website developer will be under the overall supervision of the Director Industry and Agriculture Division and will report directly to EARFISH Strategic Policy Adviser who will give day-today technical guidance on the desires of the organization

ANNEX 2: Request for Proposal Forms

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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 figures¹¹]*. 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 has 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.

¹ Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.

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:	<i>[insert the name]</i>
2. First Names:	<i>[insert the names in full]</i>
3. Sex	<i>[]</i>
4. Date of Birth:	<i>[insert the date]</i>
5. Nationality:	<i>[insert the country or countries of citizenship]</i>
6. Contact Details:	Address: <i>[insert the physical address]</i>
	Phone : <i>[insert the phone and mobile no.]</i>
	E-mail: <i>[insert the email]</i>
7. Education:	
Institution: [Date from – Date to]	Degree(s) or Diploma(s) obtained:
<i>[indicate the month and the year]</i>	<i>[insert the name of the diploma and the specialty/major]</i>
<i>[indicate the month and the year]</i>	<i>[insert the name of the diploma and the specialty/major]</i>

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

Language	Reading	Speaking	Writing
<i>[insert the language]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>
<i>[insert the language]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>
<i>[insert the language]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>

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
<i>[insert the country]</i>	<i>[indicate the month and the year]</i>
.....
<i>[insert the country]</i>	<i>[indicate the month and the year]</i>

14. Professional Experience:

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

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

[insert the details]

16. **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 above¹, 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

¹ *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.*

C. FINANCIAL PROPOSAL

[insert name and reference number]

N°	Description ¹	Unit ²	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 ³	Trip			
3	Miscellaneous Travel Expenses ⁴	Trip			
4	Insurances Cost, out of which:	Lump sum			
	a) Life Insurance (including repatriation)	Lump sum			
	b) Health 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)					

Signature *[In full and initials]*: _____

Name and Title of Signatory: _____

¹ Delete items that are not applicable or add other items as the case may be.

² Indicate unit cost..

³ Indicate route of each flight, and if the trip is one- or two-ways

⁴ Provide clear description of what is their exact nature

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 **[insert ceiling amount]**, 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's Financial Proposal presented in the Request for Proposals]**

N°	Description ¹	Unit	No. of Units	Unit Cost ² (in US\$)	Total (in US\$)
Fees		Day			
Reimbursable expenses, out of which		Total			
1	Per Diem Allowances	Day			
2	Flights ³	Trip			
3	Miscellaneous Travel Expenses ⁴	Trip			
4	Insurances Cost, out of which:	Lump sum			
	(a) Life Insurance (including repatriation)	Lump sum			
	(b) Health 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)					

¹ Delete items that are not applicable or add other items as the case may be.

² Indicate route of each flight, and if the trip is one- or two-ways.

³ Indicate unit cost.

⁴ Provide clear description of what is their exact nature

3. The payment shall be made in accordance with the following schedule: ***[delete as appropriate]***

“Option 1: - Lump Sum Contracts

[insert amount (which shall be 10% of the contract value) and currency] upon COMESA receipt and acceptance of the inception report;

[insert amount and currency] upon COMESA receipt and acceptance of the ***[insert the name and the description of the deliverable]***;

[insert amount and currency] upon COMESA receipt and acceptance of ***[insert the name and the description of the deliverable]***;

[insert amount (which shall be 30% of the contract value) and currency] upon COMESA receipt and acceptance of the Draft report; and

[insert amount (which shall be 60% of the contract value) and currency] upon COMESA receipt and acceptance of the final report.

[insert amount and currency] Total

Option 2: - Time Based Contracts

The payments made under the Contract consist of the Individual Consultant's remuneration as defined in sub-paragraph a) below and of the reimbursable expenditures as defined in sub-paragraph b) below.

a) Consulting Fees

COMESA shall pay the Individual Consultant for Services rendered at the rate(s) per day spent, subject to a maximum of eight hours per day in accordance with the rates agreed and specified in paragraph 2 above.

The proof of Individual Consultant's performance of services shall be the monthly timesheet signed by expert and approved by COMESA.

b) Reimbursables

COMESA shall pay Individual Consultant for reimbursable expenses specified in the paragraph 2 above against the submission of the original documents to prove the incurrence of such expense.

Per diem shall be paid for every night spent by the Individual Consultant, for the purpose of the implementation of this contract, in a location outside the Country of her/his residence. The proof of incurrence of such expense shall be the timesheet approved by COMESA

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.