



**COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA BUSINESS COUNCIL  
(CBC) AND CONFEDERATION OF GERMAN INDUSTRIES (BDI)**

**SHORT TERM CONSULTANCY**

**THE DRAFTING OF CBC REGIONAL BUSINESS ADVOCACY AGENDA 2022**

**REQUEST FOR PROPOSALS (RFP)**

**Ref no: CS/CBC/11(05/22)**

**Closing Date: 31<sup>st</sup> May 2022**

## Terms of References

<b><u>PROJECT TITLE:</u></b>	CBC-BDI Project on Inclusive COMESA Private Sector Participation in the implementation of the African Continental Free Trade Agreement.
<b><u>Assignment title:</u></b>	Drafting of CBC Regional Business Advocacy Agenda 2022
<b><u>Contract Duration:</u></b>	30 days
<b><u>Duty station:</u></b>	Home-based
<b><u>Travel:</u></b>	Mainly virtual field missions
<b><u>Eligibility</u></b>	Individual Consultant

### 1. **INTRODUCTION**

#### BACKGROUND

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. Our vision is, "Building Regional, Going Global". Our three service pillars are: Business Policy and Advocacy, Business Facilitation and Membership Development.

One of the key mandates of CBC is undertaking advocacy on behalf members. The main instrument for carrying out advocacy is the Regional Business advocacy agenda, which is developed and spearheaded by CBC workgroups. CBC has several workgroups which meet regularly, deliberate and agree upon certain issues and make recommendations. The issues and recommendations form CBC's Regional Business Advocacy Agenda. The issues are prioritised by the workgroups and guide advocacy efforts throughout the year.

The Agenda focuses on improving the competitiveness and deepening the participation of the private sector in regional and global trade. This includes prioritizing and taking specific advocacy strategies to address key business impediments and measures that affect our industries and have a direct bearing on the participation of our businesses in trading in the COMESA region.

The CBC's Regional Business Advocacy Agenda 2022 is a compilation of issues emanating from the following CBC workgroups:

- Agroindustry Workgroup (Food and Beverages, Tobacco, and Seed sub-workgroups).
- Manufacturers workgroup
- Pharmaceuticals and Healthcare Services Workgroup.
- Financial Services (Digital Financial Inclusion) Workgroup.

- Trade Facilitation Workgroup (African Continental Free Trade Area -AfCFTA).
- Duty Free Retail Workgroup.

The agenda is reviewed and adopted by the Industry Committee which meets annually to take stock of, and deliberate on, pertinent issues of concern to members, towards the development of proposed resolutions or recommendations. The agenda is submitted to the COMESA Business Forum for endorsement prior to being forwarded to the COMESA Policy Organs for consideration.

The current Regional Business Advocacy Agenda contain only recommendations. It does not provide background, rationale and context to the recommendations, thus inadequate back up for the recommendations. There is need to provide background information, rationale and context to the recommendations to facilitate decision making by Policy Organs. There is need to enhance the current CBC Regional Business Agenda.

It is against this background that CBC, with the support of the Federation of German Industries (BDI), is seeking the services of a professional and competent Individual Consultant to provide background information, rationale and context to the recommendations of the current CBC Regional Business Advocacy Agenda to facilitate decision making by Policy Organs.

## **2. OBJECTIVE OF THE ASSIGNMENT**

### Broad Objective:

To provide background information, rationale and context to the recommendations in the current CBC Regional Business Advocacy Agenda 2022 to facilitate decision making by Policy Organs.

### Specific Objectives:

- To provide background information on the respective recommendations.
- To give rationale for the proposed recommendations.
- To improve on the proposed recommendations.

## **3. SCOPE OF WORK AND TASKS**

In order to achieve the above objective of the assignment, the Individual Consultant will undertake the following tasks:

3.1 Provide the Overview of COMESA;

3.2 Provide information on COMESA Business Council and its mandate;

3.3 Explain the following four (4) key pillars of Regional Business Advocacy Agenda;

- Enhance competitiveness of the Private Sector
- Improve market access
- Improve border management and trade facilitation
- Enhance participation of private sector in the regional integration and international trade Agreements.

3.4 Explain the following key issues on the Regional Business Advocacy Agenda while giving the background information and proposed recommendations:

- (a) Product standards and SPS measures;
- (b) NTBs in the COMESA region;
- (c) Illicit trade in COMESA;
- (d) Ratification of the Agreement of Tripartite (EAC, SADC and COMESA);
- (e) Digital financial inclusion of MSMEs in COMESA;
- (f) Promotion of the productive capacity of producers/industries in COMESA;
- (g) Promotion of regional value chains in COMESA.

3.5 Explain the sector specific issues on the Regional Business Advocacy Agenda while giving the overview, challenges and recommendations:

3.5.1.1 Manufacturers;

- Food and Beverages,
- Tobacco sector,
- Pharmaceutical Sector

3.5.1.2. Agriculture (Seeds and Horticulture);

- 3.5.1.3 Digital financial services
- 3.5.1.4 Duty Free Retail Services
- 3.5.1.5 Transport and logistic Services

3.6 Consult with CBC and National Focal Points identify the activities to be undertaken to strengthen linkage between CBC and its National Focal Points.

#### **4. APPROACH AND METHODOLOGY**

The Individual 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: -

- 4.1 **Desk review:** The Individual Consultant is expected to undertake in-depth review of relevant documents, literature and reports including the current CBC Regional Business Advocacy Agenda 2022. The consultant will also review Regional Advocacy Agendas from other similar organisations.
- 4.2 **Virtual field missions and stakeholder engagements:** The Individual Consultant will be required to undertake consultations with stakeholders where necessary.
- 4.3 **Report writing:** The Individual Consultant will draft Regional Business Advocacy Agenda and will work closely with the CBC secretariat.
- 4.4 **Presentation of the reports for validation:** The Individual Consultant will be expected to present the draft report to CBC workgroups at a virtual meeting. One day workgroups meeting to be organized on agreed date, where consultant will present the report and incorporate the inputs.

#### **5. PERFORMANCE PERIOD AND OUTPUTS**

The performance period for the assignment is from the date of signing, for a period of 30 days.

## 6. DELIVERABLES

(a) Inception report on CBC Regional Business Advocacy Agenda, it should include:

- Background – Objective and description of the consultant’s understanding of the tasks;
- Approach and Methodology – Explain approach and methodology, data collection and interview questions;
- Workplan – Sequencing of the activities with timelines including meeting schedules and virtual field visits;
- Report format/structure.

(b) Draft report which should include CBC Regional Business Advocacy Agenda using the format to be agreed upon.

(c) Final draft report.

(d) Final report.

## 7. TIMELINES FOR UNDERTAKING THE ASSIGNMENT

The table below shows the expected outputs and the timeline for the assignment.

<b>Output</b>	<b>Description</b>	<b>Period (30 days)</b>	<b>Location Details</b>
Inception report	Submission of inception report	5 days after the start of the assignment	Home based
Draft reports	Submission of draft report approved by CBC	20 days after inception report	Home based
Draft report to be presented to CBC workgroups	Presentation of the draft report stated members of CBC’s workgroups for validation and capturing additional/final inputs	1 day	Home based
Final draft report	Development of final draft report incorporating inputs submitted from the validation meetings.	2 days after the validation workshop	Home based
Final report	Development of the final report in accordance with the requirements of the contract	2 days	Home based

## 8. PAYMENT SCHEDULE

The budget ceiling for this assignment lump sum is \$7,500. Individual Consultants are encouraged to submit their proposals indicating their competitive fees. This amount entails professional fees only.

Payment to be made according to the payment schedule on the table below:

<b>Output</b>	<b>Payment Schedule</b>
Inception report Approved	10% Payment
Draft reports approved	30% Payment
Draft report presented to the validation workshop	N/A

Final draft report approved	60% Payment	40% Payment
Final report approved		20% Payment

## **9. QUALIFICATION OF THE CONSULTANT**

The Individual Consultant should possess:

### **EDUCATION**

- Masters degree in economics, international trade, law, international relations, or related fields.

### **EXPERIENCE**

- Minimum of 7 years of relevant working experience, including engagements relating to trade ,private sector development and regional integration
- Good knowledge and understanding of trade, private sector and regional integration
- Previous engagement with private and public sector stakeholders within the COMESA sub-region is an added advantage

### **SKILLS**

- Strong analytical and drafting skills
- Excellent communication and good structured writing skills
- Ability to convey complex information in an easily understandable manner

### **Language Requirements:**

Proficiency in written and spoken English.

## **10. EVALUATION CRITERIA AND PAYMENT MODALITIES**

The Individual Consultant is expected to submit standard technical and competitive financial proposals. The Individual Consultant will be evaluated against a combination of technical and financial criteria. The Individual Consultant should score a minimum of 70% of the 100% technical grade which will then qualify the Individual Consultant for the next stage of financial grading. Both financial and technical scores will be added for the final grade.

To assist in the examination, evaluation and comparison of proposal, CBC may ask the Consultant for clarification of their Proposal. 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.

CBC 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.

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 Individual Consultant 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.

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. CBC's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by the CBC and may not subsequently be made responsive by the Individual Consultant by correction of the non-conformity.

The bids will be evaluated as follows:

- The email that has technical and financial offers will be opened.
- The "TECHNICAL PROPOSAL" will be opened and evaluated.
- If the technical proposal is evaluated as 70 per cent or above, the "FINANCIAL PROPOSAL" will be opened.
- The Individual Consultant that has offered what is adjudged to be the best technical and financial offer will be offered the contract.
- If the Individual Consultant that offered what was adjudged to be the best technical and financial offer declines to accept the offer, then the Individual Consultant that is adjudged to have offered the second best technical and financial offer will be offered the contract.

In evaluating the relative merits of Individual Consultant's bidding for the project, the evaluation panel will consider:

- Understanding of the terms of reference and requirements of the assignment (15%),
- Demonstrated experience of the Individual Consultant and sample of past assignments carried out by the Individual Consultant in the field of study at regional level (COMESA) (25%),
- The proposed approach and methodology to be applied by the Consultancy Individual Consultant, including workplan with timelines (35%),
- Qualification, competence and relevant experience of Individual Consultant (25%).

## **11. REPORTING AND MANAGEMENT**

The Individual Consultant will work under the direct supervision of the Business Policy Program Manager and under the overall management of the Chief Executive Officer.

- The Chief Executive Officer will provide quality assurance and ensure that the documentation produced is reviewed and approved.
- The Chief Executive Officer will ensure that the Individual Consultant receives all relevant documentation with respect to CBC Guidelines, Rules and Regulations necessary for the execution of his/her tasks.

## **12. CONTRACT**

A formal contract specifying the scope of the assignment shall be prepared and signed between the Secretariat and the Individual Consultant prior to the beginning of the assignment. The contract shall also clearly spell out the responsibilities of the two parties.

## **13. PAYMENT PERIOD**

The period for payment shall be 30 days from acceptance of the report, based on the payment outputs.

#### **14. PRICING**

All prices MUST be indicated in USD. There will be a no price variation of the contract after signing of contract except upon a mutual written agreement between the two parties. Prices must be exclusive of all taxes within Zambia.

#### **15. AWARD OF CONTRACTS**

COMESA Business Council reserves the right to wholly or partially reject or award this contract to any bidder and has no obligation to award this contract to the lowest bidder.

#### **16. CLOSING DATE OF PROPOSALS**

Proposals must be emailed to the COMESA Business Council Secretariat on or before **31<sup>st</sup> May 2022** at latest by **23.00hrs, CAT**.

#### **17. REJECTION OF PROPOSALS**

Any proposal received by the Secretariat after the closing date and time shall be rejected.

#### **18. TECHNICAL QUERIES**

For any technical queries related to the specifications of work or TORs, kindly contact: [procurement@comesabusinesscouncil.org](mailto:procurement@comesabusinesscouncil.org)

#### **19. DISCLAIMER**

COMESA Business Council does not bind itself to accept any proposal and reserves the right to accept the whole or partially any of the submitted proposals.

The Chairperson- Procurement Committee  
COMESA Business Council  
COMESA Secretariat Building, Ben Bella Road  
P.O. Box 30051 Lusaka, Zambia.  
Tel: (260) 211 229725.

a) The Technical Proposal should include the following:

- Updated profile of the Individual Consultant including a CV;
- Detailing his/her understanding of the task and highlighting experience and expertise in similar works as well as a detailed approach and methodology for carrying out the assignment including an outline of the supporting documents/ projects and their references;
- Copies of academic and professional qualifications of the consultant.

b) The Financial Proposal shall be in line with No. 10 and No. 14 of this RFP.