



REQUEST FOR EXPRESSION OF INTEREST (REOI) SELECTION OF INDIVIDUAL CONSULTANT

REFERENCE NUMBER: MITI/PROC/EDF11-TFP/001/2023

DATE: 31st August 2023

REQUEST FOR SERVICES

TITLE: SHORT-TERM EXPERT (STE) – NATIONAL PROJECT COORDINATOR/EXPERT FOR KENYA MOYALE BORDER POST UPGRADE PROJECT FUNDED UNDER THE COMESA EDF 11 TRADE FACILITATION PROGRAMME

1. The Ministry of Investments, Trade, and Industry (MITI), State Department for Trade (SDT) of the Republic of Kenya is inviting individual Consultants to submit their CV and Financial Proposal for the following services:

SHORT-TERM EXPERT (STE) - NATIONAL PROJECT COORDINATOR/EXPERT FOR KENYA MOYALE BORDER POST UPGRADE PROJECT FUNDED UNDER THE COMESA EDF 11 TFP.

2. The Terms of Reference (ToRs) defining duties and tasks and expected deliverables as well as the minimum technical requirements for these services are attached as Annex 1 to this Request for Expression of Interest (REOI).
3. Only Individual Consultants are eligible for this assignment.
4. The maximum budget for this contract is for expert service/consultants' fees only. Proposals exceeding this budget will not be accepted.
5. Your Expression of Interest must be presented as per ***Expression of Interest Forms*** (including Cover Letter for the EOI for the position, Curriculum Vitae, Financial Proposal) attached as Annex 2 to this Request for Expression of Interest, in the French language and be accompanied by copies of all the indicated supporting documents. If the supporting documents are not in French, these shall be accompanied by a certified translation into French.
6. Your application documents clearly marked and email bearing the subject: **"MITI/PROC/EDF11-TFP/001/2023 – STE National Project Support Expert for Kenya Moyale Border Post Upgrade Project Funded Under the COMESA EDF 11 Trade Facilitation Programme"**, should be emailed to the following address:

**Ministry of Investments, Trade, and Industry (MITI),
State Department for Trade (SDT)
Republic of Kenya,
Attention to: Director, Human Resource Officer of the SDT
Email: hrmd.trade@trade.go.ke;
copy to: jkmrotich@gmail.com; and
Copy to: Email: procurement@comesa.int**

6. The deadline for submission of your application, to the address indicated in Paragraph 5 above, is: ***(21st August 2023, at 17:00 Hours.)***
7. **Physical submission of applications is NOT allowed.**
8. Your CV will be evaluated against the following criteria.

S.N	Evaluation Criteria	Maximum Mark
1.	General qualifications: Education Qualifications	20 %
2.	Professional Work Experience	40 %
3.	Required skills for the Assignment	40 %
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 date of signature of the contract by MCT and the consultant.

11. Additional requests for information and clarifications can be made until 7 working days prior to deadline indicated in the paragraph 6 above, from the Procuring entity:

Ministry of Investment, Trade, and Industry (MITI),

State Department for Trade (SDT)

Republic of Kenya,

Attention to: Director, Human Resource Officer of the SDT

Email: hrmd.trade@trade.go.ke;

copy to: jkmrotich@gmail.com; and

Copy to: Email: procurement@comesa.int

12. The answers on the questions received will be sent to the Applicant and all questions received as well as the answers to them will be posted on the Ministry website at the latest 3 working days before the deadline for submission of applications.

ANNEXES:

- ANNEX 1: **Terms of Reference (ToRs)**
- ANNEX 2: **Expression of Interest Forms**

Sincerely,

Principal Secretary

State Department for Trade

Ministry of Investment, Trade, and Industry

P.O. Box 30430-00100

NAIROBI, Kenya

Email: psfortrade@gmail.com



TERMS OF REFERENCES (ToRs)

FOR A SHORT-TERM CONSULTANT - NATIONAL PROJECT COORDINATOR FOR KENYA MOYALE BORDER POST UPGRADING PROJECT FUNDED UNDER COMESA EDF 11 TRADE FACILITATION PROGRAMME

1. INTRODUCTION AND BACKGROUND

In November 2018, the Common Market for Eastern and Southern Africa (COMESA) Secretariat and the European Union (EU) signed a Euro 48 million COMESA Trade Facilitation Programme (TFP) funded by the EU under the 11th European Development Fund (EDF) for the benefit of its Member States. The overall objective of the TFP is to play a fundamental role in deepening regional integration, improving inclusive regional economic growth and enhancing competitiveness of the COMESA region. The specific objectives of the TFP are to increase intra-regional trade flows of goods, persons and services by reducing the costs/delays of imports/exports at specific border posts through reduction of non-tariff barriers (NTBs), implementation of digital FTA, the WTO Trade Facilitation Agreement (TFA), and improvements of coordinated border management (CBM) and liberalization of trade in services and free movement of persons.

Kenya is among the 21 Member States of COMESA, the largest of the eight Regional Economic Communities (RECs) recognized by the African Union, with an evenly distributed population of above 540 million. The trade integration agenda of COMESA includes a functioning Free Trade Area (FTA) currently comprised of 16 Member States-Kenya inclusive, various trade and transport facilitation instruments, the creation of a Customs Union as well as the progressive liberalization of trade in services, investments and the free movement of persons in the region. Facilitating trade among the COMESA Member States has been identified as one of the key functions that will enable all the Member States to attain each Members economic growth objectives.

As part of the TFP modalities of implementation, the Ministry of Investments Trade and Industry (MITI) of the Government of Republic of Kenya and the COMESA Secretariat signed a sub-delegation agreement for the implementation of the coordinated border management activities and trade and transport facilitation instruments at Moyale border post (between Kenya and Ethiopia) on **16th May 2023**. The agreement is worth KES 350 Million and aims to enhance trade facilitation activities at the border post through upgrading the cross-border infrastructure and equipment, simplifying and modernizing border procedures and processes, enhancing automation and electronic exchange of information among the border agencies and raising awareness and building capacity of relevant stakeholders.

The project will be under the management and supervision of the MITI. It will be implemented in accordance with the agreed terms and conditions with the COMESA Secretariat and as spelt out in sub-delegation agreement. The MITI, being a government institution tasked to spearhead the trade integration agenda in Kenya, shall provide overall supervision for the implementation of the project through the established frameworks which include the National Trade Facilitation Committees (NTFC) and relevant border agencies and key stakeholders. To support the implementation of the project, the MITI plans to engage consultants and short-term expertise to provide necessary technical and expertise support as and when required. In this regard, MITI intends to recruit a Project Coordinator on a short-term basis who can support the initial phase of implementation of the project.

2. OBJECTIVES

The overall objective of the consultancy for the Project Coordinator will be providing support to the coordinating Ministry of Trade, MITI in coordinating the rolling out and implementation of the project interventions to ensure that the first phase of the detailed approved action plan for implementation is adhered to so as to achieve the

attainment of the project objectives in line with the sub-delegation agreement signed between the COMESA Secretariat and the MITI.

The specific objectives of assignment for the of the coordinator include, but are not limited to the following:

- a) Coordination of the implementation of project interventions at Moyale Border Post as per the sub-delegation agreement and Action plans under the guidance of MITI;
- b) Professional support in putting in place systems for smooth implementation of the project;
- c) Coordinate and assist preparations and delivery of project workplans in a way that ensures delivery of expected results;
- d) Support in preparations and procurements of required goods and services;
- e) Facilitate communication relationships of MITI with COMESA and with national public and private sector stakeholders and project beneficiaries; and
- f) Preparation of progress reports and M & E reports.

3. EXPECTED RESULTS

The expected key results of the consultancy service include the following:

- a) Project implementation work plans and schedules are reviewed and submitted for approvals;
- b) Required ToRs, specifications and bid documents are prepared and submitted for approvals and advertisement as per the approved work plans;
- c) Required project consultants and services are procured as per the work plans;
- d) Financial payments are made on result basis in accordance to the ToRs and quotations and contracts within the framework of the sub-delegation agreement;
- e) Project documents (such as Aide Memoire and Budget, and quotations) required to conduct meetings, workshops are prepared and submitted as per the approved work plans;
- f) Meetings, workshops, and trainings as well as missions related to the project and organized and facilitated; and
- g) Progress reports and M & E Reports are prepared and submitted to the Coordinating Ministry.

4. DUTIES AND TASKS OF THE PROJECT COORDINATOR

Under the overall guidance and direct supervision of the State Department for Trade (SDT) of the Ministry of Investments Trade and Industry (MITI) and technical support by the COMESA Project Team, the Project Coordinator will undertake the following duties and tasks:

- a. Coordinating project activities and liaising with the SDT, COMESA Secretariat, NTFC, relevant border agencies, private sector stakeholders to ensure effective implementation of the project activities;
- b. Providing management services in supervising the implementation and monitoring of the approved activities and budget performance;
- c. Coordinating the preparation of activity work plans and budgets and ensuring their timely execution as well as identifying and addressing challenges;
- d. Coordinate and support in preparation of ToRs and specifications required for procurement, Bidding Documents, Procurement and financial documents in line with the project work plans;
- e. Providing support in organizing and convening periodical meetings, workshops, and missions related to the project;
- f. Monitoring, recording and reporting of progress of the project against the Annual Work Plan and Budget;
- g. Coordinate and support project consultants and experts who would be recruited under the Project and ensuring they are working effectively and delivering expected results;
- h. Assist in monitoring delivery of suppliers or service providers and verification and approvals of their payment requests against the contract and making follow ups with processing of payments in accordance with applicable rules and procedures;
- i. Guiding the overall M&E strategy and implementation of project activities; and
- j. Undertake any other related duties and tasks as may be assigned from time to time.

5. REPORTING REQUIREMENT

The Project Coordinator will be reporting to Principal Secretary (SDT) with day to day oversight provided by State Department for Trade officer as delegated by Principal Secretary (SDT).

As part of his/her duties, the coordinator will prepare and submit the following reports: Monthly, Quarterly, and Final Reports of the assignment based on applicable standards and templates of the COMESA/EDF as stipulated in the sub-delegation agreement.

6. REQUIRED QUALIFICATIONS, COMPETENCES AND EXPERIENCE

The Project Coordinator should satisfy the following requirements:

Education Qualifications:

At least Master's degree in a relevant field such as Project Management, Public Administration, Management, Development studies, Economics, International Trade or other related fields.

Professional experience:

- Minimum 6 years of proven professional experience in similar areas of project management, planning, strategy development, policy analysis and trade related matters in either the private or public sector at national or regional organizations.
- Good knowledge on concept and implementation of the WTO Trade Facilitation Agreement (TFA) and COMESA Trade Facilitation Instruments and Systems will be an added advantage.
- Experience in a field or fields relevant to regional integration and international technical cooperation will be an added advantage.
- Proven professional experience across a broad range of programmatic and administrative functions (budget/work Programme, procurement, audit, evaluation, etc.) in a related field or fields relevant to regional integration or international technical cooperation experience will be an added advantage.
- Knowledge and experience of the COMESA and EDF Procurement and Financial Regulations and Procedures in implementing related projects would be an asset.

Required Skills:

- Computer skills in various MS Office applications (Excel, Word, PowerPoint) and use of Internet and video/tele conferencing virtual meetings;
- Excellent organizational and communication skills including written and oral presentations and report writing;
- Good ability to organize and implement multi-sectoral national meetings, workshops and trainings;
- Excellent in presentations and report writing;
- A self-driven personality with a proactive attitude and good anticipation of needs;
- Ability to work in a team environment under minimum supervision;
- Ability and experience across a broad range of programmatic and administrative functions: budget/work Programme, procurement, audit, evaluation, etc.
- Ability to work with people of diverse cultural, education, socio-economic, and linguistic/ethnic backgrounds.
- Experience and understanding of the monitoring and evaluation framework.
- Ability to multi-task and must be a quick learner who focuses on high productivity and results.
- Ability to communicate in local language is an added advantage
- Understanding and speaking the native language of Moyale will be an added advantage

Nationality: The applicant should be Kenyan Nationality.

7. DURATION OF THE CONTRACT AND WORKING SCHEDULE

The Project Coordinator will be recruited for six (6) months as a short-term expert, attached to the State Department for Trade which shall be responsible for his/her direct supervision.

The Consultancy assignment will be effective from the date of signature by both sides and is expected to be commence immediately within one (1) week from the date of signature upon signature of the contract by both parties. For this the applicant should confirm on his application of his availability to start work immediately after signing the contract.

During the contract period, the Consultant shall observe official working hours of the duty station and may be expected to work beyond the official working hours at no extra cost.

8. OFFICIAL DUTY STATION AND LOCATION OF THE COORDINATOR

The Project Coordinator will be based in office of the State Department for Trade (SDT), located in Nairobi, Kenya with possibilities of travels to the border post and other missions outside Nairobi to undertake duties related to the project.

The Ministry will provide the Expert with a good working environment within the office. However, the Expert is recommended to have his/her own laptop to undertake his duties and tasks.

9. CONDITIONS AND PAYMENT OF THE CONSULTANCY SERVICE CONTRACT

The Project Coordinator will be engaged on short term basis under the EDF -11 TFP, sub-delegation agreement signed between the COMESA Secretariat and the MITI.

The maximum monthly fee of **EURO 5,000 (FIVE THOUSAND EURO)** only will be payable as an all-inclusive lump-sum in equal monthly installments: *no additional payments will be due to the Project Coordinator for any other requirements such as medical benefits, local transport, schooling allowances, insurance, pension funds, taxes etc.*

However, when travelling on duty for purposes of this contract, the Project Coordinator will be entitled to travel related expenses such as *per diem* allowance at the COMESA ruling rate for missions that will be undertaken as per the Terms of References. Where an authorized travel is sponsored by another organization or institution, the ruling rate of that institution shall apply.

The monthly fee will be paid on satisfactory accomplishment of the expected tasks and supported by source of evidence.

Other provisions of the Contract that include the terms and conditions of the contract, and rights and obligations of the Consultant will be further defined in the Contract to be signed.

10. SELECTION CRITERIA FOR INDIVIDUAL CONSULTANTS

The successful Individual Consultant will be chosen based on the following evaluation criteria.

S.N	Evaluation Criteria	Maximum Mark
1.	<i>General qualifications: Education Qualifications</i>	20
2.	<i>Professional Work Experience</i>	40
3.	<i>Required skills for the Assignment</i>	40
Total		100

11. MODE OF APPLICATION

Interested candidates meeting the above requirements should submit their ***Applications, Expression of Interest Forms attached as Annex 2, Curriculum Vitae*** and be accompanied by copies of all the indicated supporting documents in English electronically through email to Chief Human Resource Officer of the SDT, Kenya. (If the supporting documents are not in English, these shall be accompanied by a certified translation into English).

Applications must be submitted electronically through email to the SDT. The application documents should clearly be marked and email bearing the subject:

“...Reference Num.....- CONSULTANT POSITION – KENYA NATIONAL PROJECT COORDINATOR UNDER THE COMESA EDF 11 -TFP” should be emailed to the following address:

[hrmd.trade@trade.go.ke and copy to jkmrotich@gmail.com]

The deadline for submission of the application is 21st August 2023

ANNEX 2: EXPRESSION OF INTEREST FORMS

A. COVER LETTER FOR THE EXPRESSION OF INTEREST

B. CURRICULUM VITAE

C. FINANCIAL PROPOSAL

ANNEX 2 (A): COVER LETTER FOR THE EXPRESSION OF INTEREST

REFERENCE NUMBER: MITI/PROC/EDF11-TFP/001/2023 Dated: (*insert date ...2023*)

REQUEST FOR SERVICES TITLE: *STE - National Project Coordinator/Expert for Kenya Moyale Border Post Upgrade Project Funded under the COMESA EDF 11 Trade Facilitation Programme*

[Location, Date]

To:

Mr. Alfred K'Ombudo
Principal Secretary
State Department for Trade
Ministry of Investment, Trade, and Industry
P.O. Box 30430-00100
NAIROBI, Kenya
Email: psfortrade@gmail.com

Dear Sir/Madam:

I, the undersigned, offer to provide the consulting services for the **STE - National Project Coordinator/Expert For Kenya Moyale Border Post Upgrade Project Funded Under the COMESA EDF 11 Trade Facilitation Programme** in accordance with your Request for Expression of Interests number **MITI/PROC/EDF11-TFP/001/2023**, dated [*insert date*] for the sum of [*Insert amount(s) in words and figures*]. This amount is lumpsum, inclusive of all expenses deemed necessary for the performance of the contract in accordance with the Terms of References requirements.

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

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

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

I understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature [*In full and initials*]: _____

Name of Signatory: _____

Title of Signatory: _____

ANNXE 2(B) : CURRICULUM VITAE
[insert full name]

1. **Family name:** *[insert the name]*
2. **First names:** *[insert the names in full]*
3. **Date of birth:** *[insert the date]*
4. **Nationality:** *[insert the country or countries of citizenship]*
-
5. **Physical address:** *[insert the physical address]*
6. **Postal address**
7. **Phone:** *[Insert Postal Address]*
8. **E-mail:** *[insert the phone and mobile no.]*
[Insert E-mail address(es)]
9. **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>

10. **Language skills:** (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 no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>

11. **Membership of professional bodies:** *[indicate the name of the professional body]*
12. **Other skills:** *[insert the skills]*
13. **Present position:** *[insert the name]*
14. **Years of experience:** *[insert the no]*
15. **Key qualifications:** (Relevant to the assignment)
[insert the key qualifications]
16. **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>

17. 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: Fax: 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]	Name 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: Fax: 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]	Name of the Assignment: Beneficiary of the Assignment: Brief description of the Assignment: Responsibilities:

18. Other relevant information: (e.g. Publications)

[insert the details]

19. Statement:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my 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 the Ministry of Investment, Trade, and Industry (MITI) of the Republic of Kenya request, I will provide certified copies of all documents to prove that I have the qualifications and the professional experience as indicated in points 8 and 14 above¹, documents which are attached to this CV as photocopies.

By signing this statement, I also authorize the Ministry of Investment, Trade, and Industry (MITI) of the Republic of Kenya 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 9***
 2) Proof of working experience indicated at point 15

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/ Contract signed with them.*