



[RE-ADVERTISEMENT]

REQUEST FOR EXPRESSION OF INTEREST SELECTION OF INDIVIDUAL CONSULTANTS

REFERENCE NUMBER: MoTRI/PROC/EDF11/001/2021TF DATE: 08 NOV. 2022

REQUEST FOR SERVICES

TITLE: SHORT-TERM EXPERT (STE) CONSULTANT - NATIONAL PROJECT COORDINATOR TO ASSIST IN IMPLEMENTATION OF UPGRADE ETHIOPIA'S GALAFI AND MOYALE BORDER POSTS PROJECT FUNDED UNDER THE COMESA EDF 11 TRADE FACILITATION PROGRAMME (TFP)

1. *The Ministry of Trade and Regional Integration (MoTRI)* is inviting individual Consultants to submit their CVs and Financial Proposals for the following services:

SHORT-TERM EXPERT (STE) Consultant - National Project Coordinator to Assist in Implementation of Upgrade Ethiopia's Galafi and Moyale Border Posts Project Funded Under the COMESA EDF 11 -TFP.

2. The Terms of Reference (ToRs) defining 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 (REOI), in the 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.
6. Your application documents clearly marked and email bearing the subject: **"MoTRI/PROC/EDF11/001/2021TFP – SHORT-TERM EXPERT (STE) - NATIONAL PROJECT COORDINATOR TO ASSIST IN IMPLEMENTATION OF UPGRADE ETHIOPIA'S GALAFI AND MOYALE BORDER POSTS PROJECT FUNDED UNDER THE COMESA EDF 11 TRADE FACILITATION PROGRAMME (TFP)"**, should be emailed to the following address:
**FDRE, Ministry of Trade and Regional Integration,
Gurd-Shola, Around Century Mall
P.o.Box 704, Addis Ababa, Ethiopia
Attention: Human Resource Management and Development Directorate
Telephone: (+251) 1155228579/ or (+251) 1155118025/ +251115151177
Email: frehiwot72@gmail.com; and zerihun12abera@gmail.com
Copy to: mussiomotri@gmail.com; henokseyoum321@gmail.com and smwesigwa@comesa.int**
7. The deadline for submission of your application, to the address indicated in Paragraph 5 above, is: **November 29, 2022 at 17:00 Hours.**
8. **Physical submission of applications is NOT allowed.**

9. 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

10. 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 2,3,4,5,6,7 and 8 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 7 above.

11. The assignment is expected to commence within ten (10) days from the date of signature of the contract by MoTRI and the consultant.

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

The Procuring entity:

FDRE, Ministry of Trade and Regional Integration

Contact persons:

- 1) **Mr. Mussie Mindaye** - Email: mussiemotri@gmail.com;
- 2) **Ms. Frehiwot W/Mariam** - Email: frehiwot72@gmail.com;
- 3) **Mr. Zerhuin Abera** - Email: zerihun12abera@gmail.com; and
- 4) **Dr. Henok Seyoum** Email: henokseyoum321@gmail.com

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,

Ms. Frehiwot W/Mariam
Chief Executive Officer, Human Resource and Finance Division
Ministry of Trade and Regional Integration

ANNEX 1:

TERMS OF REFERENCE (ToRs)

FOR A SHORT-TERM EXPERT (STE) - NATIONAL PROJECT COORDINATOR TO ASSIST IN IMPLEMENTATION OF UPGRADE ETHIOPIA'S GALAFI AND MOYALE BORDER POSTS PROJECT FUNDED UNDER THE COMESA EDF 11 - TFP

1. INTRODUCTION AND BACKGROUND:

Ethiopia is among the 21 Member States of the Common Market for Eastern and Southern Africa (COMESA) which is 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, 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 member state's economic growth objectives.

In November 2018, the COMESA Secretariat and the European Union signed a Euro 48 million COMESA trade facilitation Programme (TFP) funded by the European Union under the 11th European Development Fund (EDF) for the benefit of its Member States. The overall objective of 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.

As part of the TFP modalities of implementation, the Ministry of Trade and Regional Integration (MoTRI) of the government of the Federal Democratic Republic of Ethiopia and the COMESA Secretariat signed a sub-delegation agreement in February 2021 for the implementation of the coordinated border management activities and trade and transport facilitation instruments at Moyale border post (between Ethiopia and Kenya) and Galafi border posts (between Djibouti and Ethiopia). The agreement is worth 5.57 million Euros and aims to enhance trade facilitation activities at the border posts 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 MoTRI. 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 MoTRI, being a government institution tasked to spearhead the regional trade integration agenda in Ethiopia, 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 MoTRI plans to engage to coordinators to provide necessary technical and expertise support when required. In this regard, MoTRI intends to recruit two National Project Coordinators on a short-term basis those can support the Ministry in the remaining activities for the implementation of the project.

2. OBJECTIVE:

The Project Coordinator will be providing support to the coordinating Ministry of Trade and Regional Integration (MoTRI) in coordinating the rolling out and implementation of the project interventions in line with the project's sub-delegation agreement's requirement and that of the planned activities.

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

- a) Coordination of the implementation of project interventions at Galafi and Moyale border posts as per the sub-delegation agreement and Action plans under the guidance of MoTRI;
- b) Professional support is putting in place 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 the communication between the MoTRI and COMESA secretariat as well as the 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) Effective Project implementation of border management at Moyale and Galafi border posts based on work plans;
- b) To upgrade cross-border infrastructure and equipment at both border posts;
- c) Required project consultants and services are procured as per the work plans;
- d) Facilitated financial payments on result basis in accordance to the ToRs and quotations with the framework of the sub-delegation agreement;
- e) Preparation of documents (such as Aide Memoire and Budget, and quotations) required to conduct, organized and facilitate trainings, meetings, workshops and missions related as per the approved work plans;
- f) 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 Trade Relation and Negotiation Directorate General 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 MoTRI, COMESA Secretariat, National Task Force, 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, Biding 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 preparation of progress reports on Monthly, Quarterly, bi-annual and annual base for the submission of MoTRI and Secretariat in line with the Work Plan and Budget;
- g. Guiding the overall M&E strategy and implementation of project activities; and
- h. Undertake any other related duties and tasks as may be assigned from time to time.
- i. Take the lead in the production and dissemination of periodic M&E and progress report.

5. REPORTING REQUIREMENT

The Project Coordinator will be reporting to Trade Relation and Negotiation Directorate General of the MoTRI.

6. REQUIRED QUALIFICATIONS, COMPETENCES AND EXPERIENCE

The Project Coordinator should fulfill the following requirements:

Education Qualifications:

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

Professional experience:

- Minimum 10 years of proven professional experience in the area of project management, planning, strategy development, policy analysis and trade related matters in either the private or public sector. Experience in regional integration and concept on the WTO TFA and Trade Facilitation Instruments and Systems will be an added advantage.
- Good knowledge on project cycle management activities (programming, implementing and monitoring) at national or regional organizations and experience on EDF procedures will be an asset;
- Experience and understanding of the monitoring and evaluation framework.

Required Skills:

- Computer skills in various MS Office applications (Excel, Word, PowerPoint) and Excellent in presentations and report writing;
- Excellent organizational and communication skill;
- Ability to organize and implement multi-sectoral national meetings, workshops and trainings;
- Ability to work in team under minimum supervision;
- Ability to work with people of diverse cultural, education, socio-economic, and linguistic/ethnic backgrounds.
- Ability to multi-task and must be a quick learner who focuses on high productivity and results.

Language:

- The use of English and Amharic languages for the assignment is paramount. A combination of two or more of the country's languages will be an added advantage. However, the reporting language will be English.
- Additional knowledge of COMESA Language is Advantages.

Age

- The Candidate is not more than 45 years old.

7. DURATION OF THE CONTRACT AND WORKING SCHEDULE

The Project Coordinators will be recruited for short term, through the office of the MoTRI, and under the supervision of Trade Relation and Negotiation Directorate General and COMESA secretariat, for a period of 6 months subject to re-new based on the Coordinator's achievement.

The Coordinator's assignment will be effective from the date of signature by both sides and is expected to be commenced in (insert expected date) immediately 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 coordinators 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 the coordinating Ministry's office, located in Ethiopia, Addis Ababa with possibilities of travels to the border posts and other missions outside Addis Ababa to undertake duties related to the project.

9. CONDITIONS AND PAYMENT OF THE CONSULTANCY SERVICE CONTRACT

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

The maximum monthly fee of \$ 5000 /Five Thousands US Dollar/ for each will be payable as an all-inclusive lump-sum in equal monthly emoluments: *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 *asper 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.

ANNEX 2: EXPRESSION OF INTEREST FORMS

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A. COVER LETTER

FOR THE EXPRESSION OF INTEREST FOR THE PROJECT

REFERENCE NUMBER: MOT/PROC/EDF11/001/2021TFP

DATE: 8 NOV. 2022

REQUEST FOR SERVICES TITLE:

SHORT-TERM EXPERT (STE - NATIONAL PROJECT COORDINATOR TO ASSIST IN IMPLEMENTATION OF UPGRADE ETHIOPIA'S GALAFI AND MOYALE BORDER POSTS PROJECT FUNDED UNDER THE COMESA EDF 11 – TFP.

[Location, Date]

**To: FDRE, Ministry of Trade and Regional Integration
Addis Ababa, Ethiopia**

Dear Sir/Madam:

I, the undersigned, offer to provide the consulting services for the **Short-Term Expert (Ste - National Project Coordinator to Assist In Implementation of Upgrade Ethiopia's Galafi and Moyale Border Posts Project Funded Under the COMESA EDF 11 – TFP**, in accordance with your Request for Expression of Interests number MoTRI/PROC/EDF11/001/2021TFP, dated [08 November 2022] 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 and Title of Signatory: _____

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 Trade and Regional Integration 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 Trade and Regional Integration 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.*

C. FINANCIAL PROPOSAL

REFERENCE NUMBER: MoTRI/PROC/EDF11/001/2021TFP **Date:**08 Nov. 2022

SHORT-TERM EXPERT (STE) - NATIONAL PROJECT COORDINATOR TO ASSIST IN IMPLEMENTATION OF UPGRADE ETHIOPIA'S GALAFI AND MOYALE BORDER POSTS PROJECT FUNDED UNDER THE COMESA EDF 11 -TFP.

Please insert your Total Financial Offer in both words and figures.

TOTAL FINANCIAL OFFER (\$USD)	<i>[please insert the total financial offer in number)</i>
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[Please insert the Total Financial Offer in words].

Signature *[In full and initials]:* _____

Name and Title of Signatory: _____