

COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA



REQUEST FOR PROPOSAL – INDIVIDUAL CONSULTANT

**HIRE OF AN INDIVIDUAL CONSULTANT FOR THE DEVELOPMENT OF
BUSINESS CASES, ESTABLISHMENT OF HORTICULTURE
PRODUCTION CLUSTERS, AND CAPACITY BUILDING**

Reference Number: ACTESA/CEHA/ 30/01/JM-AB

FEBRUARY 2025

REQUEST FOR PROPOSALS (Individual Consultants)

Reference Number ACTESA/CEHA/ 30/01/JM-AB

Request for Services Title: Hire of individual National Consultants to Develop Business Cases, Establish Horticulture Production Clusters, and Capacity Building in countries including Ethiopia, Kenya, Rwanda, Tanzania, and Uganda.

Note: The assignment requires national Consultants and its only nationals in the respective countries above that should participate in this process.

1. COMESA is inviting you to submit your CV for the 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 5,000.00**. Proposals exceeding this budget will not be accepted. This excludes in country travel and subsistence allowance.

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 03, 2025, at 16:30hrs 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 2 months after signing by both parties.
11. Additional request for information and clarifications can be requested, no later February 24, 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](mailto:[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
Human Resources and Administration*

ANNEX 1: Terms of Reference

Terms of Reference (TOR) for the Development of Business cases, Establishment of Horticulture Production Clusters, and Capacity Building

1. Background

The COMESA-EAC Horticulture Accelerator (CEHA) Strategic Framework (2025-2035) emphasizes transforming the horticulture sector through coordinated investments, regional collaboration, and capacity development. With a focus on **Ethiopia, Kenya, Rwanda, Tanzania, and Uganda**, CEHA aims to address critical bottlenecks in horticulture value chains and leverage comparative advantages to foster resilient and profitable production clusters.

2. Objectives

The purpose of this ToR is to guide the development of business cases, the establishment of horticulture production clusters, and capacity-building initiatives aligned with CEHA's strategic priorities. The outputs will contribute to reducing post-harvest losses, improving productivity, value chain selection, agribusiness planning, established F&V production cluster, and enhancing market access across the region.

3. Scope of Work

The consultancy will focus on three primary activities:

- I. Development of Business Cases for Production Clusters**
 - a. Analyze the feasibility and profitability of proposed horticulture production clusters.
 - b. Develop investment cases for public-private partnerships to fund cluster initiatives.
 - c. Identify and document market opportunities, including regional and international demand for key value chains such as avocado, Irish potato, and onion.
- II. Establishment of Production Clusters**
 - a. Identify high-potential geographical areas for cluster establishment based on comparative and competitive advantages.
 - b. Design operational models for clusters, including production coordination, input supply, and logistics management.
 - c. Support the alignment of clusters with national and regional policies to foster scalability.
- III. Capacity Building for Value Chain Actors**
 - a. Develop training programs for farmers, SMEs, and cooperatives on good agricultural practices (GAP), quality standards, and post-harvest management.
 - b. Enhance technical and entrepreneurial skills for smallholders and agribusinesses within the clusters.
 - c. Facilitate knowledge-sharing platforms for stakeholders to exchange best practices and innovations.

4. Key Deliverables

1. Detailed reports for three pilot clusters, including financial models and stakeholder alignment.
2. Implementation plans with clear roles, governance structures, and operational strategies.
3. Training materials and reports summarizing sessions conducted.
4. A consolidated report summarizing outcomes, challenges, and recommendations for scaling up cluster activities.

5. Approach and Methodology

- i. Conduct rapid consultations with the National Chapters of CEHA, producers, SMEs to ensure alignment and buy-in.
- ii. Gather secondary data in close collaboration with the National Chapters and perform field visits for site validation and market analysis.
- iii. Use agile project management approaches to prioritize high-impact activities within the two-month timeframe.
- iv. Reporting -Establish short-term KPIs to track progress and document outcomes.

6. Timeline

The assignment will span **six weeks**, structured as follows:

- i. **Weeks 1-2:** Stakeholder consultations, site validation, and initial business case development.
- ii. **Weeks 3-4:** Finalize business cases, establish operational frameworks for clusters, and prepare training materials.
- iii. **Weeks 5-6:** Conduct capacity-building sessions, pilot cluster establishment, and compile final report.

7. Qualifications

- Minimum bachelors in Agricultural science - agriculture, Agribusiness management, Agricultural Economics.
- MSC in Agriculture is an added advantage.
- Extensive experience in agricultural value chain development, with a focus on horticulture.
- Proven expertise in rapid business case development and cluster formation.
- Demonstrated skills in capacity building and stakeholder engagement.
- Strong understanding of climate-smart practices and market systems in Eastern Africa

8. Budget

The consultancy will be executed within a budget that includes:

- Consultant fees.
- Travel and logistics for stakeholder engagement and field validation.
- Workshop and training session costs.

9. Payment schedule.

Progress payments shall be made as follows:

- a. 10% at inception and the consultant provides an inception report,
- b. 30% on submission of draft report and
- c. 60% upon submission of final report.

10. Reporting.

The consultant will report to and work at the guidance of the Leadership of the National Chapter of CEHA and the CEHA Regional Coordinator

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 figures¹]*. 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>
.....

[insert the country]

*[indicate the month and the
year]*

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' 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)					

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

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

“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.