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**REQUEST FOR PROPOSAL**

**Senior Advisor for Technical Barriers to Trade Cooperation**

**(Department of Trade and Industry)**

**QUESTIONS AND ANSWERS**

**RFP- 0197-POLICY-2020**

**CLIENT: ALLIANCE FOR GREEN REVOLUTION IN AFRICA (AGRA)**

**Disclaimer:** AGRA reserves the right to determine the structure of the process, number of short-listed participants, the right to withdraw from the proposal process, the right to change this timetable at any time without notice and reserves the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party.

**Synopsis of the Request for Proposal (Individual Consultant)**

|  |  |
| --- | --- |
| Solicitation Reference No. | **RFP- 0197-POLICY-2020** |
| Title of Solicitation | Senior Advisor for Technical Barriers to Trade Cooperation |
| Assignment Location | Addis Ababa, Ethiopia with possible relocaion to Accra, Ghana |
| Issuing Office & Address | Alliance for a Green Revolution in Africa (AGRA)  Website: [www.agra.org](http://www.agra.org) |
| Point of contact for clarifications, questions and ammendments | AGRA General Procurement,  [Procurement@agra.org](mailto:Procurement@agra.org) |
| Email Address for submission of Proposals/ Quotes | AGRA General Procurement,  [Procurement@agra.org](mailto:Procurement@agra.org) |
| Solicitation Issue Date | April 27, 2020 East African Time. |
| Deadline for submission questions and clarifications | May 5, 2020 5:00PM, East African Time. |
| Deadline for Answering questions and clarifications | May 8 , 2020 5:00PM, East African Time. |
| Deadline for Submission of Proposals | May 11, 2020 12:00PM, East African Time.  **Please include the subject line “RFP- 0197-POLICY-2020” of the email** |
| Anticipated Award Type | **FIXED PRICE CONSULTANCY AGREEMENT** |
| Submission and Evaluation Criteria | Bidder Must provide the below listed information  **Mandatory Eligibility Requirement****s:**   1. Must be a citizens of AU Member States, or the direct descendants of AU Member States Citizens 2. Proposal Cover Letter (Maximum 5 pages) 3. Must submit a detailed Curriculum Vitae/ Resume 4. Must submit a Passport/ National Identification 5. Must have an advanced university degree (Master’s or equivalent) in an area that is demonstrably related to standards/TBT, such as law, policy or engineering **OR** a Combination of relevant academic qualifications and extensive work experience in the area of standards/TBT may be accepted in lieu of the advanced university degree. 6. A minimum of 13 years of work experience (combined international level experience in the area of standards/TBT (a minimum of 7 years), and international or African standardization institutions either at the national, regional or continental level). 7. Must provide at least three reference letters of clients for similar assignments done in the last 10 years   **Evaluation Criteria:**   1. Education (20 points) 2. Technical experience related to standards/TBT (40 points) 3. Experience working with the African Union or regional African standardizing entities (20 points) 4. Experience working with the private sector (20 points) 5. Language fluency: (35 points) 6. Experience in the implementation of trade agreements (15 points) 7. Experience with international cooperation projects (15 points per year)   **Total weight: 165**  ***NB****. Only the best four candidates who receive the highest evaluation scores will be invited for an interview via teleconference by the Selection Committee. Only the financial proposal of the best candidate may be opened for negotiations.* |

**Consultancy Terms of Reference**

# **Senior Advisor for Technical Barriers to Trade Cooperation**

**Department of Trade and Industry**

Addis Ababa, African Union Commission1

**Questions and Answers:**

1. What does reference letters from clients mean? Does it mean letters from organizations or letters from individuals within the client’s organization?

These are letters from your previous employer confirming that you worked with them and the period of employment. They should be provided by individuals within the organization with authority to do so.

1. What is the maximum pages for the cover letter to be submitted in the application?

The maximum pages for the cover letter is five (5) pages.

1. Can a bidder use the USAID Biodata for submission of their financial proposal?

Bidders are required to fill in the AGRA Biodata template provided under Annex 1. The financial proposal shall specify the monthly remuneration rate and housing/accommodation allowance.

1. What is the deadline for submission of proposals?

The deadline for submission of Proposal is May 11, 2020 12:00PM, East African Time. Bidders are required to submit their technical and financial via email to [Procurement@agra.org](mailto:Procurement@agra.org) on or before the deadline.

1. Can you confirm that a Laptop will be provided to the winning bidder?

Under facilities provided, AU/DTI will provide office space, workstation / desktop (and potentially a laptop), and access to a shared printer. The consultant will utilize office stationery and consumables provided by the AU/DTI

1. How should bidders submit their application for the request for Proposals?

* Proposals MUST be submitted **via email to AGRA General Procurement: Procurement@agra.org** on or before the deadline indicated on the synopsis of the RFP
* All bidders MUST use the RFP reference number “RFP- 0197-POLICY-2020” in the subject line of the email submission.
* All bidders must submit Technical proposal (Proposal Cover Letter (Maximum 5 pages), CV, Academic certificates and supporting mandatory documents. These documents shall be submitted separately from the Financial proposal. (Use two separate attachments)
* Neither technical nor financial proposals should exceed 10MB.
* Proposal must be provided in English Language

1. Does the Anticipated Award Terms - FIX PRICE CONSULTANCY AGREEMENT (section 11 of the summary table on page 2) mean that applicant cannot negotiate his or her financial proposal?

The financial proposal shall be subject to negotiations and a fixed agreeable price will be entered with the candidate.

1. Can a candidate submit their application without submitting the required three reference letters? Given the COVID pandemic getting the references is a challenge.

If you are not in a position to share the reference letters, appointment letters or previous contracts may be considered subject to further due diligence.

1. Can applicants provide their previous contracts for similar assignments in lieu of reference letters?

This is acceptable and will be subject to due diligence

1. What is the expected date for the start of the assignment?

The expected start date of the assignment is June 2020

1. The synopsis has indicated that professional fees should be inclusive of all applicable taxes. Does the award envisage to provide the following in addition to the consultancy fee and what the AfCFTA will provide?

* Residential Accommodation? The Client/AfCFTA will not cover this cost. This should be taken into consideration while preparing your financial proposal.
* Health Insurance? And if so would it include family members. If so, how many family members would be covered? The Client/AfCFTA will not cover this cost. This should be taken into consideration while preparing your financial proposal.
* Travel Insurance? International travel including insurance shall be covered by the client on a need basis and subject to approval
* Local Transport at the Duty Station? The Client/AfCFTA will not cover this cost. This should be taken into consideration while preparing your financial proposal.
* Local Transport when on Missions outside the duty station? A unit rate should be quoted for contracting purposes. This shall be reimbursed by the client upon provision of receipts.
* Cost of Visas where these may be required? These costs where applicable will be reimbursed by the Client upon provision of receipts for approved travels.
* Cost of Airport Fees, where these are not included in the air tickets? These costs where applicable will be reimbursed by the Client upon provision of receipts for approved travels
* Cost of Transport to and from airports of embarkation and disembarkation? These costs where applicable will be reimbursed by the Client upon provision of receipts for approved travels. The cost shall not exceed the unit rate agreed in the contract
* Reporting costs where hard copy documents may be required to be submitted as well? Client/AfCFTA will provide printing and binding services
* Costs for business related calls when on mission outside the duty station? These costs where applicable will be reimbursed by the Client upon provision of receipts for approved travels. The cost shall not exceed the unit rate agreed in the contract.
* Settling-in allowance (relocation) costs at the duty station for the Advisor and his/her family? The Client/AfCFTA will not cover this cost. This should be taken into consideration while preparing your financial proposal
* Provision for an advance (recoverable from fees) for the Consultant to acquire his/her own vehicle if the Secretariat does not provide one? The Client/AfCFTA will not cover this cost. This should be taken into consideration while preparing your financial proposal

1. Are there specific formats in which the tender is expected to use for the following and can you share these formats?

* Curriculum vitae- No template required bidder to provide their own CV template
* Biodata- Use Annex 1, AGRA Biodata template,
* Technical Proposal- No template required bidder to provide their own technical proposal format, during preparation of the technical proposal, bidder will provide the following but not limited to:
  + Proposal Cover Letter (Maximum 5 pages)
  + Detailed Curriculum Vitae/ Resume
  + Eligible Academic certificates
  + Must provide at least three reference letters of clients for similar assignments done in the last 10 years
* Financial Proposal- No template required, bidder to provide in their own format.

In preparation of the financial proposal, bidder will:

* Price must be quoted in US Dollars (USD);
* Bidder must provide a duly filled and signed biodata form as per Annex 1: Biodata Form
* Consultancy fee should be inclusive of all applicable taxes
* Financial proposal shall be valid for a period of 60 days from the date of bid closure.
* Professional fees must be separated from reimbursable cost such as accommodation etc.
* Financial proposal shall be sent as a separate attachment and MUST be password protected. Financial proposal may be opened only for the best candidate.

**Annex 1: AGRA BIO DATA**

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| **CONSULTANT BIO DATA FORM *(To be completed by all successful individual consultants)*** | | | | | | | |
| 1. Consultant’s Name *(Last, First, Middle)* | | | 1. Proposed fee[[1]](#footnote-1) | | | | |
| 1. Consultant’s Address *(include postal code)* | | |
|  | | |
| 1. Telephone Number *(*include *area code)* | 8. Place of Birth | | 1. Citizenship (If *non-Kenyan citizen, give visa status)* | | | | |
| 1. EDUCATION*(include all college or university degrees)* | | | | 1. **LANGUAGE PROFICIENCY** *(see Instructions below)* | | | |
| **NAME AND LOCATION OF INSTITUTION** | **MAJOR** | **DEGREE** | **DATE** | **LANGUAGE** | | **Proficiency Speaking** | **Proficiency Reading** |
|  |  |  |  |  | | 2/S | 2/R |
|  |  |  |  |  | | 2/S | 2/R |
|  |  |  |  |  | | 2/S | 2/R |
| 1. **CONSULTANCY HISTORY** | | | | | | | |
| 1. Give last three (3) years. List fees separate for each year. Continue on separate sheet of paper if required to list all employment related to duties of proposed assignment. 2. Fee definition - payment for services rendered. | | | | | | | |
| 1. **CONSULTANT SERVICES** *(give last three (3) years)* | | | | | | | |
| **CONTRACT/ASSIGNMENT TITLE** | **CLIENT’S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #** | | | **Dates of Consultancy (M/D/Y)** | | **Daily Rate/Monthly Rate[[2]](#footnote-2) in US Dollars (specify as required)** | |
|  |  | | | From | To |
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| 1. **CERTIFICATION: To the best of my knowledge, the above facts as stated are true and correct.** | | | | | | | |
| Signature of Consultant | | | | | Date | | |
| 1. **CONTRACTOR'S CERTIFICATION** *(To be signed by responsible representative of Contractor)* | | | | | | | |
| Contractor certifies in submitting this form that it has taken reasonable steps (in accordance with sound business practices) to verify the information contained in this form. Contractor understands that AGRA may rely on the accuracy of such information in negotiating and reimbursing personnel under this contract. The making of certifications that are false, fictitious, or fraudulent, or that are based on inadequately verified information, may result in appropriate remedial action by AGRA, taking into consideration all of the pertinent facts and circumstances, ranging from refund claims to criminal prosecution. | | | | | | | |
| Signature of Contractor's Representative | | | | | Date | | |

I**NSTRUCTION**

Indicate your language proficiency in block 11 using the following numeric Language Roundtable levels. Also, the following provides brief descriptions of proficiency levels 2, 3, 4, and 5.

"S" indicates speaking ability and

"R" indicates reading ability

*2. Limited working proficiency*

S - Able to satisfy routine special demands and limited work requirements.

R - Sufficient comprehension to read simple, authentic written material in a form equivalent to usual printing or typescript on familiar subjects within familiar contexts.

*3. General professional proficiency*

S - Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics.

R - Able to read within a normal range of speed and with almost complete comprehension of a variety of authentic prose material on unfamiliar subjects.

*4. Advanced professional proficiency*

S - Able to use the language fluently and accurately on all levels normally pertinent to professional needs.

R - Able to read fluently, accurately all styles and forms of the language pertinent to professional needs.

*5. Functional native proficiency*

S - Speaking proficiency is functionally equivalent to that of a highly articulate well-educated native speaker and reflects the cultural standards of a country where the language is natively spoken.

R - Reading proficiency is functionally equivalent to that of the well-educated native reader.

1. Insert proposed fee for the AGRA assignment [↑](#footnote-ref-1)
2. Specify if it’s a daily or monthly rate [↑](#footnote-ref-2)