



Selection of Consultant

DJIBOUTI CORRIDOR TRADE, LOGISTICS AND TRANSPORT PROJECTS COORDINATOR

CALL FOR EXPRESSIONS OF INTEREST

FINANCED BY

Agence Française de Développement



SEPTEMBER 2024



ANNOUNCEMENT

REQUEST FOR EXPRESSION OF INTEREST (EOI)

TITLE OF TENDER: DJIBOUTI CORRIDOR TRADE, LOGISTICS AND TRANSPORT PROJECTS COORDINATOR

TENDER NUMBER: PRQ20240260

TradeMark Africa (TMA) is a leading African Aid-for-Trade organisation that was established in 2010. TMA aims to grow intra-African trade and increase Africa's share in global trade, while helping make trade more pro-poor and more environmentally sustainable. Our focus on reducing the cost and time of trading across borders through enhanced trade policy, better trade infrastructure, standards that work for businesses, greater use of digital innovations and a focus on creating trade access for vulnerable groups, has contributed to substantially lower cargo transit times through improved border efficiency, and reduced trade barriers.

TMA recently rebranded from TradeMark East Africa (TMEA), reflecting our ambitions to serve partners in driving continental-wide trade gains, and are expanding from East and the Horn of Africa to Southern and West Africa. TMA operates on a not-for-profit basis and is funded by institutional and philanthropic development partners. TMA works closely with regional and continental intergovernmental organisations, national Governments, the private sector, and civil society organisations to deliver results that drive shared prosperity and reduce poverty.

TradeMark Africa (TMA), an organization funded by the French Development Agency (AFD), is seeking Expressions of Interest for the position of Djibouti Corridor Trade, Logistics and Transport Projects Coordinator to serve the Secretariat Office.

The terms of reference of this expression of interest (EOI) and the invitation to tender document are available at the following address <https://www.trademarkafrica.com/procurement/>. All questions regarding the title and number of the tender should be sent by e-mail to the following address procurement@trademarkafrica.com.

We also inform you that only applications from **individuals** will be accepted. The deadline for submitting applications is **23rd September 2024 at 11:30 a.m. (EAT)**.

Interested and qualified individuals should submit their application and CV as indicated in the solicitation document.

TMA is unable to respond to questions relating to this EOI within 7 days of the submission deadline.



Matrix template for evaluating Expressions of Interest

The criteria below may be used to establish the shortlist of Applicants. Each criteria must be completed for each Applicant. For each experience submitted by the Applicant, check the boxes of the criteria which are met by the experience.

Name of the Applicant: _____

The desired Djibouti Corridor Trade, Logistics and Transport Projects Coordinator will have:

- 8 years' experience of working in trade, transport, logistics and economic development, customs programmes in Ethiopia.
- Proven Project Management skills to oversee and coordinate project activities related to trade/transport and logistics
- Experience in survey and primary data collection and analysis skills; demonstrated experience in data compilation, statistical analysis and research and reporting
- Demonstrated experience of undertaking trade/transport/logistics and corridor related works; or demonstrate experience on bilateral agreements, trade and transit agreements,
- Demonstrated work experience of working with Ethiopian trade, transport and logistics, customs, economic development agencies in Ethiopia,
- Demonstrated experience in border trade & customs procedures is an advantage.
- Experience in working various M&E tools including logical framework, any that support to measure the performance of projects
- Master's Degree from a University in economics, commerce, international trade, transport logistics, development studies or related field.
- Knowledge of English and Amharic local languages is mandatory, but other Ethiopian languages are an added advantage.

The selection of Applicants to be shortlisted shall follow the rules as defined herebelow:

- The Applicant must have met the minimum experience and comply with each criterion; otherwise the application will be disqualified.
- The ranking of Applicants is based on the greatest number of criteria fulfilled (boxes checked).
- For a Joint Venture, the experiences of all members will be added together for a combined total.

- An application that does not meet any of these requirements will be rejected.

TradeMark Africa will draw up a shortlist of compliant candidates from among the submitted applications, who will receive the Request for Proposals for the performance of the services.

The Expressions of Interest must be submitted in **Hard copy form (1 Original and 2 Copies) and a flash disk attached** to the address below no later than, **23rd September 2024 at 11.30 AM (EAT)**.

TradeMark Africa

Elili International Hotel Building, 19th Floor.

Kazanchis Business District, Guinea Conakry Street

Kirkos Sub-City, woreda 17/18

Addis Ababa, Ethiopia

www.trademarkafrica.com

Interested candidates can obtain further information at the following address during office hours:

Further information	Contact details
Name:	RECIPIENT, Mr. Joe Namwaya TradeMark Africa Elili International Hotel Building, 19th Floor. Kazanchis Business District, Guinea Conakry Street Kirkos Sub-City, woreda 17/18 Addis Ababa, Ethiopia www.trademarkafrica.com
E-mail:	Questions can be submitted to the following email address procurement@trademarkafrica.com
Object:	PRQ20240260: EXPRESSION OF INTEREST (EOI) FOR DJIBOUTI CORRIDOR TRADE, LOGISTICS AND TRANSPORT PROJECTS COORDINATOR
Submission	For the submission of offers only, the Customer's address is as follows: TradeMark Africa TradeMark Africa Elili International Hotel Building, 19th Floor. Kazanchis Business District, Guinea Conakry Street Kirkos Sub-City, woreda 17/18 Addis Ababa, Ethiopia www.trademarkafrica.com The deadline for submission of tenders is: Date: 23 rd September 2024 Time: 11:30 a.m. (EAT) <i>[The office opens at 8:00 a.m. and closes at 5:00 p.m. EAT].</i>

ANNEX 1: TERMS OF REFERENCE FOR: DJIBOUTI CORRIDOR TRADE, LOGISTICS AND TRANSPORT PROJECTS COORDINATOR

ABOUT TRADEMARK AFRICA

TradeMark Africa (TMA), formerly TradeMark East Africa, is an Aid-for-Trade organisation established in 2010, with the aim of growing prosperity through increased trade. TMA operates on a not-for-profit basis and is funded by: Belgium, the Bill and Melinda Gates Foundation, Canada, Denmark, the European Union, Finland, France, Ireland, the Netherlands, Norway, the United Kingdom and the United States of America. TMA works closely with regional intergovernmental organisations, including the African Union (AU), the African Continental Free Trade Area (AfCFTA) Secretariat, the East Africa Community (EAC), the Intergovernmental Authority on Development (IGAD), the Common Market for East and Southern Africa (COMESA), the Southern Africa Customs Union (SACU), national Governments, the private sector and civil society organisations.

The first two strategic periods of TMA (2010-2023) have contributed to substantial gains for trade and regional integration in East Africa and the Horn of Africa in terms of decreased cargo transit times (reduction of 16.5% on the Northern Corridor from Mombasa to Bujumbura), improved border efficiency (the time to cross targeted one-stop border posts has been reduced by an average of 70%), and reduced barriers to trade. The continental-wide shift and rebrand to TMA were officially launched in West Africa in January 2023, with Ghana being the first country of operations in the region.

While continuing to leverage our core expertise in trade facilitation, we will evolve our focus to harness the potential of digitalisation, support African exporters to pioneer low-carbon trade, address core trade factors behind food security and promote inclusive trade. By increasing trade volumes, and enhancing the sustainability and inclusiveness of trade, we aim to deliver job creation, poverty reduction and enhanced economic growth.

TMA's headquarters are in Nairobi, Kenya. Operations and offices are in: EAC Secretariat - Arusha, Burundi, the Democratic Republic of Congo, Djibouti, Ethiopia, Ghana, Malawi, Mozambique, Rwanda, Somaliland, South Sudan, Tanzania, Uganda and Zambia.

For more information, please visit www.trademarkafrica.com

1. Objectives of the assignment (Expected results)

The objective of this assignment is to support TradeMark Africa Ethiopian country programme to implement the various corridor-based interventions planned along the Djibouti corridor. The coordinator expected to assist the programme to implement transport, logistics and trade related projects.

The main objectives are:

- Support Ethiopia programme to implement projects that aim at improving efficiency and capacity of logistics and transport system and infrastructure
- Assist in the implementation of projects targeted to improve trade Systems and procedures, Improve trade regulatory environment, increased Trade capacity and inclusive trade

2. Scope of Work

The coordinator will work with TMA to:

- Support the program in key stakeholders' engagement planning, organization, and periodic activity in line the country programme guidance
- Develop detailed implementation management plans and implement Trade, Transport, and logistics related existing projects and others from initiating the concept to developing ToRs, EoI etc
- Assist monitoring the progress of the projects that are targeted on trade (including Standards), transport and logistics and help in report preparation
- Support established project Implementation Teams (PITs) in organizing meetings, recording minutes, and assisting in their project deliverables review and assist all cross-country joint projects between Ethiopia and Djibouti.
- Assist to improve coordination between TMA and various government Agencies and private sectorial association including Ministry of Trade and Regional Integration, Ethiopian Maritim Affairs, Ministry of Transport and Logistics, NQIs, Ethiopian Customs Commission, Ethiopian Horticulture Produces and Exporter Association, Ethiopian Freight Forwarders and Ship Agents Associations etc
- Supporting TMA design high quality interventions in line with the EU-AfD agreement to reduce the cost and time of trade along Djibouti Corridor and the Horn of Africa
- Prepare a monthly projects progress report and bi-weekly work plan/update for implementation along the Djibouti corridor
- Assist in ToRs preparation and in bidders' proposal evaluation process for projects focused on the corridor
- Conduct targeted baseline assessment on transport/trade and logistics innervations in Ethiopia, document and share impacts/ change stories and case studies both intended and non-intended outcomes of the Djibouti corridor programme
- Provide technical advice with the purpose of improving programme delivery, especially in areas of transport, trade, standards and logistics components
- Prepare Quarterly Reports of the Djibouti corridor programme transport/trade & logistics component with achieved milestones, outcomes and outstanding outputs
- Obtain basic data and monitor progress of Component 1,2, and 3 EU-AfD interventions of the Djibouti corridor and update the logical framework,
- facilitate capacity building projects and record attendance, compile guidelines (booklets), modules and training materials prepared for the training and assure they are explained/simplified/domesticated for the intended programme.
- Develop/assist terms of reference, concept note, proposal and financial report for projects in ECP

3. Deliverables

The coordinator will provide an initial inception report with detail work plan after 2 weeks, then after with monthly progress reports outlining activities. The deliverables of this assignment will be monthly reports.

- Monthly report outlining activities and what progress has been made in implementing each activity listed under the scope of work.
- Monthly work plan/schedule and an implementation management plan incorporating monitoring, evaluation tool
- Compiled material including Training materials, deliverables, prepared guidelines, Concept notes, proposals, ToRs, EoI etc

4. Recipients

The direct recipient of this assignment will be TradeMark Africa Ethiopian Country Programme

5. Duration

The contract is expected to run for Twenty months. The coordinator will carry out the above-mentioned tasks on a reasonable timeline of eighteen months.

6. Budget

TMA will cover, in full, the consultancy fees, and other operational costs, in line with TMA policies.

Before payment, all reports will be approved within 2 weeks and payment of the invoice will be made within 30 days of presentation of the invoice. If there are any questions or queries on any invoice or any report these should be provided to the consultant within 2 weeks.

7. Reporting/Coordination

The coordinator will be based in the Addis Ababa and required to check in to TMA ECP office four days of the week. The coordinator will be reporting to TradeMark Africa Ethiopian Programme Country Director and Deputy Country Director. Co-ordination of the assignment will be done by TMA's Ethiopia and Djibouti Programmes for any cross-country joint projects focusing on outcome 1,2 and 3. Key outputs of the assignment will be reviewed, and timely feedback provided.

At operational level it is expected that there will be frequent exchanges with and/or between the TMA Project Lead and core team managing this programme in Horn of Africa.

8. Required Skills/Experience

TMA is looking for an individual trade Coordinator who is an experienced in trade facilitation expert and knowledgeable of Ethiopia and the region.

- 8 years' experience of working in trade, transport, logistics and economic development, customs programmes in Ethiopia.
- Proven Project Management skills to oversee and coordinate project activities related to trade/transport and logistics
- Experience in survey and primary data collection and analysis skills; demonstrated experience in data compilation, statistical analysis and research and reporting
- Demonstrated experience of undertaking trade/transport/logistics and corridor related works; or demonstrate experience on bilateral agreements, trade and transit agreements,
- Demonstrated work experience of working with Ethiopian trade, transport and logistics, customs, economic development agencies in Ethiopia,
- Demonstrated experience in border trade & customs procedures is an advantage.

- Experience in working various M&E tools including logical framework, any that support to measure the performance of projects
- Master's Degree from a University in economics, commerce, international trade, transport logistics, development studies or related field.
- Knowledge of English and Amharic local languages is mandatory, but other Ethiopian languages are an added advantage.
- It is a requirement that the coordinator must be fluent in English and be able to write well in English. Fluency in Amharic and other local languages is an added advantage
- The coordinator will be senior enough and serve in senior position in to converse comfortably with senior government officials.
- The coordinator must be computer literate, especially in the use of MS Word, MS Power point and MS Excel.
- A strong understanding of the social, political, and economic landscape of the Horn of Africa would be an advantage.

TradeMark Africa

August 2024

Annex to the Expression of Interest**(To be provided signed with the application, without modification of the text)****Statement of Integrity, Eligibility, and Environmental and Social Responsibility**

Title of the offer or proposal _____ (THE "Market")

AT : _____ (THE "Owner")

1. We acknowledge and accept that the French Development Agency (the "AFD") only finances the Project Owner's projects under its own conditions which are determined by the Financing Agreement which binds it directly or indirectly to the Project Owner. Work. Consequently, there can be no legal relationship between AFD and our company, our consortium, our suppliers, contractors, consultants and subcontractors. The Project Owner retains exclusive responsibility for the preparation and implementation of the procurement process and its execution. Depending on whether it concerns contracts for works, supplies, equipment, intellectual services (consultants) or other services, the Contracting Authority may also be referred to as Client or Buyer.
2. We certify that we are not, and that none of the members of our association, nor of our suppliers, contractors, consultants and subcontractors, are in any of the following cases:
 - 2.1 Be in a state or have been the subject of bankruptcy, liquidation, judicial settlement, safeguard, cessation of activity, or be in any analogous situation resulting from a procedure of the same nature;
 - 2.2 Have undergone:
 - a) A conviction pronounced less than five years ago by a judgment which has the force of res judicata in the country where the Contract is carried out, for fraud, corruption or any offense committed in the context of the award or performance of a contract (in the event of such a condemnation, we have the option of attaching to this Declaration of Integrity additional information which would allow us to consider that this condemnation is not relevant in the context of the Contract);
 - b) An administrative sanction imposed less than five years ago by the European Union or by the competent authorities of the country in which we are established, for fraud, corruption or any offense committed in the context of the award or execution of a market (in the event of such a sanction, we may attach to this Statement of Integrity additional information that would allow us to consider that this sanction is not relevant in the context of the Market);
 - c) A conviction pronounced less than five years ago by a judgment which has the force of res judicata, for fraud, corruption or for any offense committed in the context of the award or execution of a contract financed by AFD;
 - d) 2.3 Appear on the lists of financial sanctions adopted by the United Nations, the European Union and/or France, in particular with regard to the fight against the financing of terrorism and against attacks on international peace and security;

- 2.4 Having been the subject of a termination pronounced to our exclusive fault during the last five years due to a serious or persistent breach of our contractual obligations during the performance of a previous contract, provided that this sanction does not has not been the subject of a dispute on our part in progress or having given rise to a court decision invalidating the termination at our sole fault;
 - 2.5 Not having fulfilled our obligations relating to the payment of our taxes according to the legal provisions of the country where we are established or those of the country of the Client;
 - 2.6 Be subject to an exclusion decision pronounced by the World Bank and appear as such on the list published at the email address <http://www.worldbank.org/debarr> (in the event of such an exclusion decision, we may attach to this Declaration of Integrity additional information that would allow us to consider that this exclusion decision is not relevant in the context of the Contract);
 - 2.7 Have produced false documents or been guilty of false statement(s) in providing the information required by the Client as part of this process for awarding and awarding the Contract.
3. We certify that we are not, and that none of the members of our consortium or our suppliers, contractors, consultants and subcontractors, are in any of the following conflict of interest situations:
- 3.1 Shareholder controlling the Project Owner or subsidiary controlled by the Project Owner, unless the resulting conflict has been brought to the attention of AFD and resolved to its satisfaction.
 - 3.2 Have a business or family relationship with a member of the Employer's services involved in the procurement process or the supervision of the resulting Contract, unless the resulting conflict has been brought to the attention of the AFD and resolved to its satisfaction;
 - 3.3 Control or be controlled by another bidder or consultant, be under the control of the same company as another bidder or consultant, receive from another bidder or consultant or award to another bidder or consultant directly or indirectly subsidies, have the same legal representative as another tenderer or consultant, maintain direct or indirect contact with another tenderer or consultant allowing us to have and give access to the information contained in our respective tenders or proposals, to influence them, or to influence the decisions of the Client;
 - 3.4 Be hired for a mission of intellectual services which, by its nature, may prove to be incompatible with our missions on behalf of the Project Owner;
 - 3.5 In the case of a procedure aimed at awarding a contract for works, supplies or equipment:
 - a) Have prepared ourselves or have been associated with a consultant who has prepared specifications, plans, calculations and other documents used in the context of the procurement procedure;

- b) Be ourselves, or one of the firms with which we are affiliated, recruited, or to be recruited, by the Project Owner to carry out the supervision or control of the works under the Contract.
4. If we are a public institution or a public company, to participate in a competition procedure, we certify that we enjoy legal and financial autonomy and that we are managed according to the rules of commercial law.
5. We undertake to communicate without delay to the Project Owner, who will inform AFD, of any change in the situation with regard to points 2 to 4 above.
6. As part of the award and performance of the Contract:
- 6.1 We have not committed and we will not commit an unfair maneuver (action or omission) intended to deliberately mislead others, to intentionally conceal elements from them, to surprise or vitiate their consent or to cause them to circumvent legal or regulatory obligations and/ or violate its internal rules in order to obtain an improper benefit.
- 6.2 We have not committed and we will not commit an unfair maneuver (action or omission) contrary to our legal or regulatory obligations and/or our internal rules in order to obtain an illegitimate profit.
- 6.3 We have not promised, offered or granted and we will not promise, offer or grant, directly or indirectly, to (i) any Person holding a legislative, executive, administrative or judicial within the State of the Project Owner, whether appointed or elected, permanent or not, whether remunerated or not and regardless of their hierarchical level, (ii) any other Person who exercises a public function, including for a public body or a public company, or who provides a public service, or (iii) any other Person defined as a public official in the State of the Project Owner, an unfair advantage of any kind, for himself or for another person or entity, so that he performs or abstains from performing an act in the exercise of his official functions.
- 6.4 We have not promised, offered or granted and we will not promise, offer or grant, directly or indirectly, to any Person who directs a private sector entity or works for such an entity, in any capacity, a benefit improper of any kind, for itself or for another person or entity, so that it performs or refrains from performing an act in violation of its legal, contractual or professional obligations.
- 6.5 We have not committed and we will not commit any act likely to influence the procurement process to the detriment of the Project Owner and, in particular, any anti-competitive practice having the object or effect of preventing, restricting or to distort competition, in particular by tending to limit access to the Market or the free exercise of competition by other companies.
- 6.6 We, or one of the members of our consortium, or one of the subcontractors will not acquire or supply equipment and will not intervene in sectors under embargo of the United Nations, the Union European or France.
- 6.7 We are committed to respecting and ensuring respect by all of our sub-dealing with environmental and social standards recognized by the international community, including

the fundamental conventions of the International Labor Organization (ILO) and international conventions for the protection of the environment, consistent with the laws and regulations applicable in the country of performance of the market. In addition, we undertake to implement environmental and social risk mitigation measures when indicated in the environmental and social management plan provided by the Client.

- 7. We, the members of our consortium, our suppliers, contractors, consultants and subcontractors, authorize AFD to examine the documents and accounting records relating to the award and performance of the Contract and to submit them for verification to auditors appointed by AFD.

Name : _____ Inasmuch as : _____

Duly authorized to sign for and on behalf of¹: _____

Signature : _____

Dated : _____

In the case of a group, enter the name of the group. The person signing the tender, proposal or application on behalf of the tenderer, consultant or candidate shall enclose therewith the authority granted by the tenderer, consultant or candidate.