



EXPRESSIONS OF INTEREST (EOI) - SELECTION OF INDIVIDUAL CONSULTANTS

FOR

**CONSULTANCY TO UNDERTAKE AN ASSESSMENT OF EXISTING SIMPLIFIED GOODS DECLARATION PROCESSES AS
A BUILDING BLOCK FOR A SIMPLIFIED TRADE REGIME FRAMEWORK IN WEST AFRICA**

EOI NUMBER: PRQ20240645

EOI ISSUE DATE: 14TH NOVEMBER 2024

EOI SUBMISSION DATE: 2ND DECEMBER 2024 *ON OR BEFORE 1400 HRS (GMT)*

DESCRIPTION OF SERVICES

CONSULTANCY TO UNDERTAKE AN ASSESSMENT OF EXISTING SIMPLIFIED GOODS DECLARATION PROCESSES AS A BUILDING BLOCK FOR A SIMPLIFIED TRADE REGIME FRAMEWORK IN WEST AFRICA

1. INTRODUCTION

1.1 About TradeMark Africa

TradeMark Africa (TMA) is a leading African Aid-for-Trade organisation, founded in 2010 with the mission to grow intra-African trade and increase Africa's share in global trade, while helping make trade more pro-poor and environmentally sustainable. TMA operates on a not-for-profit basis and is funded by the Bill and Melinda Gates Foundation, Canada, Denmark, the European Union, Finland, France, Ireland, the Mastercard Foundation, the Netherlands, Norway, the United Kingdom, and the United States of America. TMA works closely with regional and continental organisations, national Governments, the private sector, and civil society.

Since its inception, TMA has delivered substantial gains for trade and regional economic integration in East Africa and the Horn of Africa, including a reduction of 16.5% in cargo transit times on the Northern Corridor from Mombasa to Bujumbura, and a reduction of an average of 70% in the time taken to cross selected one stop border posts. TMA works in 14 countries across East and West Africa, Southern Africa, and the Horn.

In 2022, TMA set up a catalytic finance company – Trade Catalyst Africa – that will pilot commercially viable projects for creating trade infrastructure (both physical and digital) as well as increasing access to Trade Finance for Small and Medium Enterprises (SMEs).

Both TCA's and TMA's headquarters are in Nairobi, Kenya. Offices are in: EAC (East Africa Community) Secretariat - Arusha, Burundi, the Democratic Republic of Congo, Djibouti, Ethiopia, Ghana, Malawi, Rwanda, Somaliland, Tanzania, and Uganda, with **operations** in Mozambique, South Sudan, and Zambia. For more information, please visit www.trademarkafrica.com

1.2 The Economic Community of West African States (ECOWAS)

The Economic Community of West African States (ECOWAS) is a regional organization comprising 15 West African countries, including Benin, Burkina Faso, Cape Verde, Côte d'Ivoire, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone, The Gambia, and Togo. ECOWAS was established in 1975 to promote economic integration, regional cooperation, and development among its member states. The organization is committed to creating a unified market, facilitating trade, and fostering sustainable economic growth through various initiatives aimed at reducing trade barriers, harmonizing policies, and encouraging the free movement of goods, services, and people across borders.

ECOWAS is a Customs Union since 2015 with the entry into force of the Common External Tariff (CET). ECOWAS The preferential tariff treatment christened ECOWAS Trade Liberalization Scheme (ETLS). The ETLS ensures the free movement of ECOWAS originating goods without the payment of customs duties and taxes of equivalent within the Community. The major benefit of the ETLS is its impact on the growth of the industrial sector and the enhancement of commercial activities within the region with its attendant positive economic effects. In addition, ECOWAS has a Community Customs code that harmonizes all the customs procedure within the region. In the

ECOWAS Customs Code, there is a simplified Customs procedure included to support small-scale cross-border traders.

Despite these efforts, intra-ECOWAS trade remains relatively modest. In 2023, intra-ECOWAS exports accounted for approximately 10% of the region's total exports, reflecting the need for continued efforts to enhance trade linkages and address structural challenges such as inadequate infrastructure, inconsistent application of trade policies, and regulatory bottlenecks. The majority of ECOWAS' trade continues to be with partners outside the region, particularly in commodities such as oil, minerals, and agricultural products.

To achieve deeper integration and leverage the region's economic potential, ECOWAS continues to prioritize trade facilitation programs aimed at boosting intra-regional commerce and diversifying its exports beyond primary commodities. Through these programs, ECOWAS strives to transform the region into a dynamic economic hub that can compete globally while fostering economic prosperity within West Africa.

1.3 Small Scale Cross Border Trade and Simplified Trade Regime in the Context of West Africa and Africa

Research by the United Nations Economic Commission for Africa (UNECA) estimates that informal cross-border trade (ICBT) accounts for between 7% and 16% of formal intra-African trade flows, and 30% to 72% of formal trade between neighbouring countries. Small-scale cross-border trade represents approximately 40% of regional trade in Africa. Though exact data on informal trade involving unregistered or unlicensed individuals is difficult to capture, studies suggest that for some basic consumer products, the value of informal trade can equal or even surpass that of formal trade. Due to its flexibility and the economic opportunities, it offers, particularly in regions with high unemployment, women dominate this sector, making up 70% to 80% of small-scale traders in some African countries.

The development, adoption, and implementation of a Simplified Trade Regime (STR) framework within ECOWAS presents a unique opportunity to harness and formalize the substantial informal trade occurring across West Africa's porous borders. ECOWAS has taken significant steps to facilitate small-scale cross-border trade, which is primarily driven by women and youth. Article 141 of the ECOWAS Customs Code provides for the Simplified Customs Declaration (SCD) document, intended for traders dealing with consignments below a specific value threshold. However, the practical application of the SCD varies across member states, leading to inconsistencies in its use within the region.

The STR is a specialized trade facilitation policy designed for Micro, Small, and Medium Enterprises (MSMEs) that frequently engage in low-value trade. Its goal is to ensure that MSMEs are not excluded from the benefits of regional economic integration. The STR helps formalize small-scale trade, enabling MSMEs to access preferential trade treatment within the region. It also improves the performance of these enterprises by simplifying customs procedures and reducing the cost and time associated with clearing goods.

On a broader scale, COMESA (the Common Market for Eastern and Southern Africa) began implementing the STR in 2016, helping small-scale traders formalize their activities and benefit from regional preferential treatment. Similarly, the East African Community (EAC) has successfully implemented its own STR. Both regimes simplify the customs clearance process, enabling traders to benefit from duty exemptions on goods listed in the regional Common Lists. In countries where the STR has been actively implemented, it has reduced both the cost and time required to clear goods.

In the EAC and COMESA regions, the STR was introduced to address the challenges faced by small-scale cross-border traders, including:

1. Lack of knowledge and information on the benefits of trading with other member states.
2. Complex documentation and procedures.
3. High clearance costs.
4. Delays in clearing goods and processing tax refunds.

The STR simplifies trade using four main instruments and one administrative pillar:

1. **Common List of Products** – specifies goods eligible for preferential treatment.
2. **Threshold for the Value of Consignments** – currently set at **USD2,000** in the EAC and COMESA.
3. **Simplified Certificate of Origin** – issued to MSMEs with qualifying goods upon arrival at the border by Trade Information Desk Officers (TIDOs).
4. **Simplified Customs Document** – used by traders to declare goods on the common list, with duty exemptions on those goods.

At the continental level, the African Continental Free Trade Area (AfCFTA), recognizing the Regional Economic Communities (RECs) as the building blocks of African integration, has also introduced an STR. The AfCFTA STR includes a threshold of USD 5,000, designed to further support small-scale traders in accessing the benefits of free trade across Africa.

2. OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is to undertake a comprehensive assessment of the implementation and application of the ECOWAS Simplified Customs Procedure (ECOWAS Customs Code) and any other simplified trade framework currently being utilised. The assessment should clearly identify implementation gaps and challenges and recommend policy actions towards building a functional STR regime in the ECOWAS region. The assessment will ensure that the priority countries (**Benin, Côte d'Ivoire, Ghana, Togo, and Nigeria**) are focused on in more detail.

This consultancy will also involve engaging relevant stakeholders that will include Small Scale Cross Border Traders (SSCBTs), ECOWAS Commission, Ministries responsible for trade, customs administrations, and trade facilitation agencies. The key countries along the Abidjan- Lagos Corridor to be considered during the assessment include:

- i. Noe-Elubo border (between Cote d'Ivoire and Ghana)
- ii. Akanu-Noepe JBP (between Ghana and Togo)
- iii. Aflao-Kodjoviakope border (Ghana and Togo)
- iv. Sanvee Kondji-Hilacondji JBP (Togo and Benin)
- v. Seme-Krake JBP (Benin and Nigeria)

2.1 Specific objectives

- i. To assess the existing legal framework supporting simplified trade in the ECOWAS region.
- ii. To assess the use and effectiveness of the Simplified Customs Procedure (SCD) in the ECOWAS region.

- iii. To propose actionable policy recommendations and interventions to strengthen the ECOWAS SCD and adopt STR best practices across Africa.

3. SCOPE

i. Review of Legal and Policy Frameworks

- Conduct an exhaustive review of the existing legal and policy frameworks that support simplified trade in the ECOWAS region, focusing on Benin, Côte d'Ivoire, Togo, and Nigeria.
- Analysis of Simplified Customs Procedures (SCD): Conduct a comprehensive review of the current usage of the Simplified Customs procedure (SCD) across Member States, especially in Benin, Côte d'Ivoire, Togo, and Nigeria.
- Identify how the SCD is implemented by customs authorities and used by small-scale traders.
- Identify the strengths, weaknesses, and gaps in the SCD, including institutional capacities, procedural efficiency, and challenges faced by traders and customs authorities.
- Evaluate the consistency of the STR framework's application across the region and its ability to meet the needs of small-scale traders.
- Examine the accessibility, awareness, and effectiveness of the SCD in simplifying trade procedures.
- Identify divergences and convergences in the implementation of SCD across the priority countries and provide insights into areas for improvement.
- Identify lessons learned from other RECs such as the EAC and COMESA that have effectively implemented an STR.

ii. Identification of Barriers to Effective Implementation

- Identify legal, institutional, procedural, and technical barriers that hinder the full and effective implementation of the SCD in the ECOWAS region, particularly in Benin, Côte d'Ivoire, Ghana, Togo, and Nigeria.
- Assess the capacity of customs officials and trade facilitation agencies to implement the framework and identify any resource or training gaps.

iii. Stakeholder Consultations and Interviews

- Engage with key stakeholders, including customs authorities, ministries responsible for trade, small-scale cross border traders, the ECOWAS Commission, relevant trade facilitation agencies in the priority countries and other relevant institutions to gather insights into the implementation of simplified trade frameworks.
- Conduct interviews and consultations with stakeholders from the four priority countries, with a focus on those stationed at border crossings with high volume of SSCBT, to understand challenges, opportunities, and best practices.
- Include traders' perspectives on the accessibility and practicality of the STR and SCD in their cross-border trade activities.

iv. Development of Policy Recommendations

- Propose detailed and actionable recommendations to address the gaps and challenges identified in the legal framework, institutional capacity, and operational practices.

- Provide strategies for improving the accessibility, awareness, and efficiency of STR and SCD among small-scale traders.
- Suggest improvements to harmonize the application of the STR framework across Member States and strengthen regional trade facilitation.

4. DELIVERABLES

The specific deliverables shall include:

- An inception report** two weeks after signing of the contract. This will include the consultant's understanding of the terms of reference, proposed methodology, and a detailed work plan for undertaking the activities.
- Draft report** that will include findings on all the terms of reference.
- Final report** detailing findings, analysis, and recommendations and that fully incorporates feedback from TMA and engaged stakeholders.

5. METHODOLOGY

The bidder must share their proposed methodology of implementing this assignment including proposed general and specific approaches and work plan before commencement. This should detail how outputs will be achieved and institutions/individuals to be consulted to help achieve them, etc.

6. QUALIFICATIONS AND EXPERIENCE

The individual consultant shall possess the following qualifications and experience:

- A master's degree in international Trade, Economics, Trade Policy, Trade Law, Development Studies, Regional Integration, Customs or related trade field from a recognised University/ Institution.
Copies of academic certificates MUST be attached
- A minimum of 10 years of relevant experience (at least 5 years in West Africa) in undertaking various trade consultancy assignments in cross-border trade and regulatory processes, international trade preferably conducting needs assessments, reviews etc.
- Good understanding of national and regional level and in issues of integration, Trade and Customs, and Regional Economic Communities (RECs). Experience in ECOWAS is highly preferred.
- In-depth knowledge of trade policy and trade facilitation issues, and application of trade facilitation frameworks and guidelines especially the Simplified Trade Regime in Africa.
- Demonstrable stakeholder management skills and ability to work flexibly with Governments officials, development partners and private sector entities, with a demonstrated ability to manage relationships and interests in a tactful and productive manner.
- Good communication skills, including the preparation and presentation of high-quality reports
Provide a sample of a recent report
- Demonstrable ability to deliver similar assignments within stipulated timeframes.
- A good command of English, knowledge of French would be an added advantage.

7. RECIPIENT

The main recipient will be the Economic Community of West African States (ECOWAS) Commission, ECOWAS Member States and TradeMark Africa offices in Accra, Ghana and in Nairobi, Kenya.

8. REPORTING FRAMEWORK

The consultant will be engaged by TradeMark Africa (TMA) on behalf of ECOWAS Commission. The consultant will report to the TMA Director for West Africa & AfCFTA Director and/or their designate. Technical backstopping will be provided by the TMA Director for Trade & Customs and/or their designate.

9. DURATION OF THE ASSIGNMENT

This assignment shall be delivered within **3 months**.

10. BUDGET

The available budget for this assignment ranges from USD 45,000 to USD 50,000 inclusive of all reimbursable costs and applicable Taxes.

11. Ethical considerations

TradeMark Africa (TMA) places a strong emphasis on ethical considerations in the recruitment of individual specialists. This commitment involves conducting a transparent, merit-based selection process that adheres to principles of fairness, equal opportunity, and confidentiality. TMA is dedicated to preventing conflicts of interest, upholding anti-corruption measures, and complying with local regulations. Robust whistleblower protection mechanisms and ongoing integrity measures are implemented to ensure ethical standards endure throughout the consultant's coordinators' tenure. Ethical integrity is fundamental to TMA's recruitment process, aligning with its core values of transparency and fairness.

A. Invitation to Express Interest

TMA therefore wishes to invite interested individual consultants possessing professional and demonstrable experience in the stated services. The EoI document for this tender can be obtained at TMA's website, <https://www.trademarkafrica.com/procurement>. Individual consultants are required to frequently visit the TMA website during the tendering period for updates and clarifications provided on the EoI. TMA shall not be liable should an individual consultant fail to take into consideration the availed documents on the website.

B. Expression of Interest (EoI) Requirements

EoIs are invited from interested and qualified *individual consultants* with appropriate experience and expertise in undertaking the stated assignment. Interested individual consultants are required to:

- Submit the EoI written in the **English language**;
- Examine the documents comprising this EoI in detail and respond appropriately; and,
- Meet the qualification criteria stipulated. Those who do not meet the requirements need not submit an EoI.

The Eols must remain valid for not less than 120 days from the date of submission. TMA shall endeavour to complete the evaluation and communicate within this period. The Eol shall be prepared in indelible ink, and it shall contain no interlineations or overwriting, except as necessary to correct errors made by the individual consultant. Any such corrections must be initiated by the person(s) who sign(s) the Eol.

C. Eol Submission

Eols will be submitted as follows:

Submission Mode	Details
<p>Soft copy submissions only</p> <p>Interested and qualified candidates are invited to send their application including updated Curriculum Vitae and letter of interest (a short proposal outlining their experiences as stipulated in the evaluation criteria) with subject title as “CONSULTANCY TO UNDERTAKE AN ASSESSMENT OF EXISTING SIMPLIFIED GOODS DECLARATION PROCESSES AS A BUILDING BLOCK FOR A SIMPLIFIED TRADE REGIME FRAMEWORK IN WEST AFRICA” – PRQ20240645</p>	<p>Use the email address below for bid submission.</p> <p>Attention: Head of Procurement Email address: <u>procurement@trademarkafrica.com</u> Date: 2nd December 2024 Time: <i>On or before 1400 HRS. (GMT)</i></p>

Any Eol received after the deadline mentioned in C above shall be rejected as a late submission and shall not be considered further. All expenses relating to the preparation and submission of the response to this Eol including providing any additional information shall be entirely incurred and borne by the individual consultant.

This Eol does not entail any commitment on the part of TMA, either financial or otherwise. TMA reserves the right to accept or reject any or all Eols without incurring any obligation to inform the affected Consultant/s of the grounds.

All potential individual consultants shall be informed of the outcome of the Eol.

D. Responding to this Eol

Individual consultants will be required to present their Eol submission in a format responding to the specific requirements of the Eol as indicated.

E. Further Information and Clarification

All enquiries about this Eol should be submitted via the email address below:

Particulars	Contact Details
Name:	Attention, Mr. Joe Namwaya Head of Procurement
Email:	<u>procurement@trademarkafrica.com</u>

Particulars	Contact Details
Subject:	CONSULTANCY TO UNDERTAKE AN ASSESSMENT OF EXISTING SIMPLIFIED GOODS DECLARATION PROCESSES AS A BUILDING BLOCK FOR A SIMPLIFIED TRADE REGIME FRAMEWORK IN WEST AFRICA – PRQ20240645

Enquiries must only be for the purposes of clarifying the content of this EoI. All enquiries must clearly specify the tender title, number and section being queried.

Interested individual consultants may request for clarifications on this EoI up to seven (7) days before the submission date. TMA will endeavour to reply within three (3) business days of receipt of the sought clarification(s) to any reasonable request for explanation. It will be at TMA discretion to provide additional information where necessary.

Final clarifications from respondents and TMA responses will be made **public on the TMA website**. Individual consultants are advised to frequently check the TMA website for updates for review and consideration in preparation for their submission.

F. EoI Evaluation

The EoI shall be evaluated using the criteria below:

- TMA will examine the EoI submissions to determine completeness, general orderliness and sufficiency in responsiveness.
- The EoI qualification will be based on meeting the minimum criteria.
- TMA reserves the right to accept or reject any or all EoI submissions; and
- Any effort by the individual consultant to influence TMA in the evaluation shall result in the cancellation of their tender.

The evaluation of the individual consultant will be up to a maximum score of 100 marks and is as follows:

S/N	CRITERIA	Score
1.	A master's degree in international Trade, Economics, Trade Policy, Trade Law, Development Studies, Regional Integration, Customs or related trade field from a recognised University/ Institution. (Submit copies of relevant certificates). Professional trainings and submission of relevant testimonials will offer an added advantage.	5
2.	A minimum of 10 years of relevant experience (at least 5 years in Africa/West Africa) in undertaking various trade consultancy assignments in cross-border trade and regulatory processes, international trade preferably conducting needs assessments, reviews etc.	15
3.	Good understanding of national and regional level and in issues of integration, Trade and Customs, and Regional Economic Communities (RECs). Experience in ECOWAS is highly preferred.	15
4.	In-depth knowledge of trade policy and trade facilitation issues, and application of trade facilitation frameworks and guidelines especially the Simplified Trade Regime in Africa.	15
5.	The proposed methodology is appropriate and includes a justification of the use of the proposed methodology.	15

6.	Demonstrable stakeholder management skills and ability to work flexibly with Governments officials, development partners and private sector entities, with a demonstrated ability to manage relationships and interests in a tactful and productive manner.	15
7.	Good communication skills, including the preparation and presentation of high-quality reports	10
8.	Demonstrable ability to deliver similar assignments within stipulated timeframes.	5
9.	Excellent communication skills (both oral and written) as well as presentation skills in French and English.	5
TOTAL		100

Only applicants that attain a minimum of 70 marks out of 100 marks shall be shortlisted for the interview stage. The interview stage will comprise an oral interview.

TERMS AND CONDITIONS OF THIS EOI

1. Acceptance of Terms and Conditions

In submitting a response to this Eoi, the individual consultant is deemed to have accepted the terms and conditions of this and all other sections of this Eoi.

2. No Contract

This Eoi process does not create a binding legal contract or relationship either explicit or implied, between TMA and any individual consultant.

The issue of and response to this Eoi does not create any obligation on TMA to enter into any commitment to procure services specified in this Eoi.

3. Cancellation, Suspension or Change to Eoi

TMA reserves the right in its sole and unfettered discretion to:

- a) Cancel or suspend this Eoi or vary any of the terms, dates, timings or processes in this Eoi;
- b) Call and/or re-advertise for responses or revisit any evaluation criteria or process pertaining to this Eoi; and
- c) Seek clarification about any response.

4. Official Communication

Individual consultants must provide their full contact details for the purpose of making and receiving communications about this Eoi.

5. Assumptions and Interpretations

Individual consultants will document their interpretations, assumptions, and perceived risks they have used in response to this Eoi where they deem necessary.

6. Ownership of Documents

This EoI is the property of TMA and may not be copied or reproduced in any way, other than for the purpose of preparing and submitting responses without the prior written approval of TMA. The submissions to TMA shall be retained by TMA.

7. Conflict of Interest

Individual consultants will ensure that, throughout the evaluation process, TMA is kept informed of any perceived, potential, or real conflicts of interest that should reasonably be brought to the attention of TMA, where such conflicts arise from the interests or duties of the individual consultant.

8. Acceptance of Submissions

TMA shall not accept a submission which does not comply with or fails to provide the information specified in this EoI.

9. Notifications

TMA will notify **all** individual consultants on the outcome of this EoI once the evaluation process has been completed.

10. Confidentiality

The information provided in this EoI and any other information, material or communication released during this EoI process is for the sole purpose of enabling an individual consultant to prepare and present a comprehensive submission.

11. Liability

TMA will not be liable (in contract or tort, including negligence) for any direct or indirect damage, loss, or cost (including legal and lawyer/client costs) to any individual consultants or other person in respect of this process.

12. Costs and Charges

This EoI is issued on the understanding that no charge will be made by the individual consultants for preparation of any EoI submission or any other information that may be supplied.

13. Applicable laws

This EoI and any subsequent decisions, actions, contracts, or outcomes are subject to and governed by the laws of **Ghana**.

14. Evaluation Process

A formal evaluation process will be followed to ensure a fair and transparent assessment of each submission as well as eliminate submissions which do not meet the minimum criteria. The submissions that do meet minimum criteria will be evaluated based on the best fit to the objectives and will be short-listed for participation at the interview or Request for Proposals (RFP) stage.

15. Supplier Code of Conduct

All Consultants are required to sign the Supplier Code of Conduct attached separately.

16. Confirmation of Experience Letters / References

References of potential individual consultants that have been given by a current TMA employee shall not be accepted in support of the submission of a bid as part of a procurement process. For the avoidance of doubt, TMA Certificates of Assignment Completion signed by the Head of Procurement are acceptable in support of applications, bids, proposals, or submissions.

17. Eligibility

- a) For the avoidance of doubt, this EoI is **ONLY** open to individual consultants and not sole proprietors.
- b) Bidders debarred by the World Bank and/or under the Public Procurement and Disposal Act (PPDA) of the Government of **Ghana** or any of TMA donors or any other international donor agency are barred from bidding.

18. Due diligence

TMA shall conduct a reasonable search of publicly available information to determine whether the partner is suspected of any activity relating to organised crime, including financing or other support. Contracting shall be subject the outcome from the search.

The Individual should submit proof of country of origin together with submissions.

19. Complaints

Any questions, queries, or concerns about the procurement process should be raised directly with the Head of Procurement in the first instance via procurement@trademarkafrica.com, who will address the matters raised. If the matter is not satisfactorily resolved, the complainant is encouraged to write to complaints@trademarkafrica.com.

ANNEX 1: CURRICULUM VITAE TEMPLATE

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: *{List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained **attach valid copies of the certificates and testimonials**}*

Employment record relevant to the assignment: *{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the*

assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included}.

Period	Employing organization and your title/position. Contact info for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005 - present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Hbbb, deputy minister]		

Membership in Professional Associations and list of any Publications made to date:

Language Skills (indicate only languages in which you can work ranking from 1 to 5 for speaking, writing, and reading where 1 is poor and 5 is excellent):

Language	Reading	Writing	Speaking

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts (insert the period)	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks in which the Expert will be involved}	

Individual consultant's contact information: (E-mail: Phone:)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand

that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Client.

{Day/month/year}

Name of individual consultant

Signature

Date

Note:

1. Failure by the individual consultant to sign the CV (physically or electronically), may lead to the CV not being considered altogether.
2. Failure to submit copies of certificates and/or accreditation may lead to the CV being invalidated.

ANNEX 2: EMAIL SUBMISSIONS GUIDELINES

Guidelines for Bidders for Bid Submissions via Email

1.1 Bidder Guidance for Emailed Submissions

- a) TradeMark Africa (TMA) will automatically send an email acknowledgment for all applications, bids, proposals and/or submissions received via the email addresses stipulated/specified in the bidding document. If a bidder does not receive an email acknowledgement **IMMEDIATELY** after submitting their applications, bids, proposals and/or submissions, via the email address stipulated in the bidding document, **IMMEDIATELY** contact TMA's Procurement unit using the mobile phone number, **+254 731 884 428**, to confirm whether the applications, bids, proposals and/or submissions were received.
- b) Bidders must not ignore any bounce back email received regarding rejection of an emailed application, bid, proposal and/or submission. If such an email is received, contact TMA's Procurement unit **IMMEDIATELY**.

1.2 Possible Reasons for Emailed Submission Rejection

- a) The email submission exceeded the maximum size of 5 MB;
- b) The subject line matched a known phishing subject line;
- c) The email contained a known phishing Uniform Resource Locator (URL), or the email originated from a server associated with phishing;
- d) The outbound mail server was present on a subscribed blacklist; or
- e) The email contained a virus or malware.

1.3 Remedial Action for Rejected Email Submission Prior to Tender Closing Date & Time

Prior to the tender closing date and time, if a bidder's submission is rejected, the following remedial action should be explored prior to re-submission.

- a) If the collective size of the emailed attachments **exceeds 5 MB**, the bidders should resubmit through multiple emails or may use other modes such **WeTransfer, Dropbox, or Google drive**. The bidder shall be

required to clearly identify how many emails constitute the full submission.

e.g., email **1 of XX**;

- b) If the emailed submission included zipped or executable files, unzip or remove the executable files then resubmit through one or more emails (refer to point 1.3a) above if the files collectively exceed 5 MB);
- c) If the email submission is rejected because of a blacklisted domain, the bidder is required to resend the submission from a different email account from a different domain that is not blacklisted, e.g., Gmail. Please note, this should be done before the stipulated tender submission deadline; and
- d) If the email submission is rejected because of a virus/malware in the email or any of the email attachments, ensure that the virus/malware is removed/cleaned prior to resubmission.

TMA's Procurement unit shall only consider and review cases of undelivered applications, bids, proposals and/or submissions, when it is brought to our attention by the affected bidder/s prior to the tender submission deadline.

Automatic Email Acknowledgement sent from the Procurement and Framework Mailboxes

Dear Sir/Madam,

This is to acknowledge receipt of your email to TradeMark Africa's Procurement mailbox.

Your email will be reviewed, and a response will be provided at the earliest opportunity. We encourage you to visit our website www.trademarkafrica.com/procurement-faqs/ for our procurement guidelines and answers to FAQs.

If you have submitted a bid for an open procurement process, it may take several weeks before you receive any further communication from us.

*The maximum size of each email with attachments should not exceed **5 MB**.*

*Please get in touch with us via the mobile number, **+254 731 884 428**, in case you do not receive an automatic acknowledgement email immediately after submission of your bid.*

For and on behalf of:

Joe Namwaya

Head of Procurement

TradeMark Africa

Fidelity Insurance Centre, 2nd Floor, Off Waiyaki Way, Westlands

P.O. Box 313, 00606 Nairobi, Kenya

Email: procurement@trademarkafrica.com

www.trademarkafrica.com