



ECOWAS COMMISSION
COMMISSION DE LA CEDEAO
COMISSÃO DA CEDEAO

EXPRESSION OF INTEREST (EOI)

RECRUITMENT OF STAFF FOR PERMANENT SECRETARIAT TO SUPPORT THE JOINT MANAGEMENT COMMITTEE OF THE SEME-KRAKE (BENIN-NIGERIA) AND AKANU-NOEPE (GHANA-TOGO) JOINT BORDER POSTS (JBPs)

TENDER NUMBER: PRQ20251303/ PRQ20251304/ PRQ20251305/ PRQ20251306

TENDER ISSUE DATE: 30TH APRIL 2026

TENDER SUBMISSION DATE: 21ST MAY 2026 ON OR BEFORE 15.00 PM (GHANA TIME)





ECOWAS COMMISSION
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DESCRIPTION OF SERVICES

RECRUITMENT OF STAFF FOR PERMANENT SECRETARIAT TO SUPPORT THE JOINT MANAGEMENT COMMITTEE OF THE SEME-KRAKE (BENIN-NIGERIA) AND AKANU-NOEPE (GHANA-TOGO) JOINT BORDER POSTS (JBPs)

1. RATIONALE FOR THE ASSIGNMENT

The smooth operations of the Joint Border Posts (JBPs), at the Seme-Krake and Akanu-Noepe borders are very crucial to facilitating cross border trade, achieving efficient transport logistics operations and the facilitation of the free movement of goods, people and services. These seek to contribute to the attainment the ECOWAS objectives of attaining a robust and resilient economic integration and sustainable empowerment of its citizens.

To enhance the operationalization of the Joint Border Posts (JBPs) at Seme-Krake and at Akanu-Noepe and also facilitate the joint management of the two border posts, the Commission through its respective Directorates in-charge of Trade, Customs, Free Movement, Transport etc. continue to implement annual activities with Partners for the operationalisation of the two Joint Border Posts.

The JBPs form important components of the ECOWAS Commission's transport facilitation programme that seeks to contribute to increased intra-community trade, enhanced fluidity of cross border traffic and lower overall transport costs. To ensure that the Community benefits from the significant financial investments (approximately 28 million Euros) made for the construction of the JBPs, it is of utmost importance that the successful operationalization of Posts is ensured.

The management of these border posts is expected to be achieved through improved cooperation and coordination among member states authorities and agencies such as customs, immigration, health, veterinary, phytosanitary, security services etc that operates at the borders. Accordingly, the operationalization of the two JBPs is premised on provisions of the **ECOWAS Regional Supplementary Act /SA.1/07/13**, approved by the 43rd ECOWAS Authority of Heads of State and Government Session. Each border has more detailed modalities of implementation contained in Bilateral Agreements on the Operation and Management of the JBP. The Supplementary Act and Bilateral Agreements prescribe the establishment of several joint institutional arrangements to ensure the successful operations of the posts.

Considering that the Seme-Krake and Akanu-Noepe Joint Border Posts have been operational in the last 5 years, the Commission has conducted several assessments to identify challenges and implement stringent measures to help the Country pairs benefit from the objectives of the Joint Border Post Concept. These measures include the strengthening of management structures for the JBPs as contained in the ECOWAS Supplementary Act, such as the Joint Management Committees (JMC) which comprises officials from Customs, Immigration, Border Health, Plant and Animal Husbandry, Drug Enforcement, and all other legitimate border control Agencies.

Key among the efforts to achieve this is the **establishment and sustainability of Technical Permanent Secretariats** to support and coordinate the activities of the Joint Management Committees, for enhanced operations and provide technical support for effective implementation of the JBP concept.

This Terms of Reference (ToR) is therefore to secure the services of well qualified professionals to work in these Secretariats and assist with the operations of the JBPs. The ToR comprises four (4) lots as follows:

- 1. Lot 1: Coordinator for the Seme-Krake (Benin-Nigeria) JBP Permanent Secretariat - PRQ20251305**
- 2. Lot 2: Administrative Assistant for the Seme-Krake (Benin-Nigeria) JBP Permanent Secretariat - PRQ20251306**





3. **Lot 3: Coordinator for the Akanu-Noepe (Ghana-Togo) JBP Permanent Secretariat - PRQ20251303**
4. **Lot 4: Administrative Assistant for the Akanu-Noepe (Ghana-Togo) JBP Permanent Secretariat - PRQ20251304**

Interested individuals are encouraged to apply to the lot for which they are qualified.

1. GENERAL OBJECTIVE

The general objective of the Permanent Secretariat is to provide dedicated technical assistance to the JMCs and coordinate the implementation of agreed actions in the Annual Work Plans for the efficient operations of the JBPS.

2. SPECIFIC OBJECTIVES

Specifically, the Permanent Secretariate is to:

1. Provide technical Assistance to the Joint Management Committee (JMC), in the operationalization of the JBP Concept in line with the Africa Union Guide for One-Stop Border Posts as well as the ECOWAS Regional Supplementary Act /SA.1/07/13, approved by the 43rd ECOWAS Authority of Heads of State and Government Session.
2. Draft, finalize and coordinate the implementation of periodic work plans for the JMC.
3. Schedule and organise regular meetings of the JMC.
4. Keep records of the minutes of meetings and follow up with Border Agencies with the implementation of agreed activities.
5. Support the work of the various sub-committees of JMC.
6. Coordinate activities of onboarding training and sensitization for new border officials on the activities at the JBP.
7. Perform any other related matters assigned by the Chair of the JMC or the ECOWAS Commission.

3. SCOPE OF SERVICES

The permanent secretariat will be under the supervision of the Joint Management Committee and would conduct its activities in accordance with the directives of the JMC. It shall provide technical support on the modalities of implementing the Joint Border Post concept, coordinate the activities of the JMC and any other assignments that may be relevant to its operations.

4. PERSONNEL

The Permanent Secretariat shall have the following staff:

- i. Coordinator.
- ii. Administrative Assistant.

5. LOT 1: PROFILE OF THE COORDINATOR FOR THE SEME-KRAKE (BENIN-NIGERIA) JBP PERMANENT SECRETARIAT - PRQ20251305

The coordinator shall be a person who is highly experienced in Transport and Trade Facilitation, cross border trade and customs procedures.

• Qualifications of the Coordinator

- a) The person shall have a minimum of a degree in trade facilitation, transport and logistics, supply management or any other relevant degree.





- b) Should show evidence of a minimum of 5 years' experience working on the JBP Concept, preferably within one or both Member States sharing the JBP, i.e., Benin and/or Nigeria.
- c) Must be a national of a Member State sharing the JBP, i.e., Benin and/or Nigeria.
- d) Highly skilled in Management and Operations.
- e) Effective Communication Skills.
- f) Proficient in Computing.
- g) Speaks **English or French**. Working knowledge of the other language will be an advantage.

- **Responsibilities of the Coordinator**

- a) Administration of the Seme-Krake JBP Permanent Secretariat.
- b) Planning and coordination of the activities of the Seme-Krake JMC.
- c) Liaison between the Seme-Krake JMC and relevant stakeholders.
- d) Organise regular training exercise and onboarding for new staff.
- e) Provide Quarterly Reports on the operations of the Seme-Krake JMC.
- f) Preparation of draft Annual budgets.
- g) Preparation of Annual Financial Report.
- h) Any other assignments as may be directed by the Seme-Krake JMC.

6. LOT 2: PROFILE OF THE ADMINISTRATIVE ASSISTANT FOR THE SEME-KRAKE (BENIN-NIGERIA) JBP PERMANENT SECRETARIAT - PRQ20251306

The **Administrative Assistant** should be a person of considerable knowledge in office management, record keeping, and report writing.

- **Qualifications of the Administrative Assistant**

- a) The person shall have a minimum of diploma or certificate in Office management or secretaryship.
- b) Must be a national of a Member State sharing the JBP, i.e., Benin and/or Nigeria.
- c) Strong oral and writing skills.
- d) Highly proficient in Computing (Microsoft Office Suite).
- e) Should have at least 3 years working experience in similar position, preferably within one or both Member States sharing the JBP, i.e., Benin and/or Nigeria.
- f) Speaks, writes and reads English and French very well.

- **Responsibilities of the Administrative Assistant**

- a) Assist the Coordinator in his/her duties.
- b) Draft reports on the activities of the Seme-Krake JMC.
- c) Help organise meetings of the Seme-Krake JMC.
- d) Any other Assignments as may be directed.

7. LOT 3: PROFILE OF THE COORDINATOR FOR THE AKANU-NOEPE (GHANA-TOGO) JBP PERMANENT SECRETARIAT - PRQ20251303

The coordinator shall be a person who is highly experienced in Transport and Trade Facilitation, cross border trade and customs procedures.

- **Qualifications of the Coordinator**





- h) The person shall have a minimum of a degree in trade facilitation, transport and logistics, supply management or any other relevant degree.
- i) Should show evidence of a minimum of 5 years' experience working on the JBP Concept, preferably within one or both Member States sharing the JBP, i.e., Ghana and/or Togo.
- j) Must be a national of a Member State sharing the JBP, i.e., Ghana and/or Togo.
- k) Highly skilled in Management and Operations.
- l) Effective Communication Skills.
- m) Proficient in Computing.
- n) Speaks **English or French**. Working knowledge of the other language will be an advantage.

• **Responsibilities of the Coordinator**

- i) Administration of the Akanu-Noepe JBP Permanent Secretariat.
- j) Planning and coordination of the activities of the Akanu-Noepe JMC.
- k) Liaison between the Akanu-Noepe JMC and relevant stakeholders.
- l) Organise regular training exercise and onboarding for new staff.
- m) Provide Quarterly Reports on the operations of the Akanu-Noepe JMC.
- n) Preparation of draft Annual budgets.
- o) Preparation of Annual Financial Report.
- p) Any other assignments as may be directed by the Akanu-Noepe JMC.

8. LOT 4: PROFILE OF THE ADMINISTRATIVE ASSISTANT FOR THE AKANU-NOEPE (GHANA-TOGO) JBP PERMANENT SECRETARIAT - PRQ20251304

The **Administrative Assistant** should be a person of considerable knowledge in office management, record keeping, and report writing.

• **Qualifications of the Administrative Assistant**

- g) The person shall have a minimum of diploma or certificate in Office management or secretaryship.
- h) Must be a national of a Member State sharing the JBP, i.e., Ghana and/or Togo.
- i) Strong oral and writing skills.
- j) Highly proficient in Computing (Microsoft Office Suite).
- k) Should have at least 3 years working experience in similar position, preferably within one or both Member States sharing the JBP, i.e., Ghana and/or Togo.
- l) Speaks, writes and reads English and French very well.

• **Responsibilities of the Administrative Assistant**

- e) Assist the Coordinator in his/her duties.
- f) Draft reports on the activities of the Akanu-Noepe JMC.
- g) Help organise meetings of the Akanu-Noepe JMC.
- h) Any other Assignments as may be directed.

9. BUDGET

The total value of each **Coordinator** position is estimated to be US\$72,000 inclusive of all applicable taxes.





The total value of each **Administrative Assistant** position is estimated to be US\$28,000 inclusive of all applicable taxes.

The estimated total budget is all-inclusive and shall cover all applicable statutory and related costs, including but not limited to accommodation, transportation, insurance, and any other allowances required for the effective execution of the assignment.

10. DURATION

The duration of the contract will be **One Year**, renewable depending on performance and availability of funds.

11. REPORTING

The personnel will report to the ECOWAS Director of Transport who has oversight over the delivery of this assignment. Additionally, the consultant will also report to the JMC and the TMA Director for West Africa & AfCFTA and/or the nominated representative responsible for the project. The personnel will be required to share progress reports as guided by the ECOWAS Director of Transport, the JBMCs, the TMA Director for West Africa & AfCFTA and TMA Director for Trade and Customs. The personnel shall provide constructive feedback on all aspects of the assignment and assist TMA's efforts for continual improvement.

12. ABOUT THE ECOWAS COMMISSION AND TMA

The Economic Community of West African States (ECOWAS)

The Heads of State and Government of fifteen West African Countries established the Economic Community of West African States (ECOWAS) when they signed the ECOWAS Treaty on the 28th of May 1975 in Lagos, Nigeria. These countries have both cultural and geopolitical ties and shared common economic interests. The ECOWAS region spans an area of 5.2 million square kilometres with its Member States as follows Benin, Cabo Verde, Côte d'Ivoire, The Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Nigeria, Senegal, Sierra Leone and Togo.

ECOWAS aims to facilitate intra-regional trade among its Member States, leading to the establishment of a common market in West Africa. Considered one of the pillars of the African Economic Community, ECOWAS was set up to foster the ideal of collective self-sufficiency for its Member States. As a trading union, it is also meant to create a single, large trading bloc through economic cooperation. Integrated economic activities as envisaged in the area that has a combined GDP of \$734.8 billion, revolve around but are not limited to industry, transport, telecommunications, energy, agriculture, natural resources, commerce, monetary and financial issues, social as well as cultural matters. In 2007, ECOWAS Secretariat was transformed into a Commission. The Commission headed by the President, assisted by a Vice President, thirteen Commissioners and the Auditor-General of ECOWAS Institutions, comprising experienced bureaucrats who are providing the leadership in this new orientation.

As part of this renewal process, ECOWAS is implementing critical and strategic programmes that will deepen cohesion and progressively eliminate identified barriers to full integration. In this way, the estimated 300 million citizens of the community can ultimately take ownership for the realization of the new vision of moving from an ECOWAS of States to an "ECOWAS of the People: Peace and Prosperity to All" by 2050.





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TradeMark Africa

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

Since its inception, TMA has contributed significant progress in trade facilitation and economic integration across East Africa and the Horn, including a reduction of 16.5% in cargo transit times on the Northern Corridor from Mombasa to Bujumbura, and an average 70% reduction in border crossing times at selected one stop border posts. As of 2025, TMA operates in 14 countries across East, West and Southern Africa as well as the Horn. Registration is underway in a further six countries in West and Southern Africa.

In 2022, TMA set up a catalytic finance company – Trade Catalyst Africa – to pilot commercially viable projects in trade infrastructure (both physical and digital) and to expand access to trade finance for Small and Medium-Sized Enterprises (SMEs).

Both TCA and TMA are headquartered in Nairobi, Kenya. Country and regional offices are in: Arusha (EAC Secretariat), 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





A. INVITATION TO EXPRESS INTEREST

TMA therefore wishes to invite interested individuals possessing professional and demonstrable experience in the stated services. Bidders are required to seek clarification through procurement@trademarkafrica.com.

B. EXPRESSION OF INTEREST (EOI) REQUIREMENTS

EOIs are invited from Interested and qualified individuals with appropriate experience and expertise in undertaking the stated assignment. Interested bidders are required to:

- Submit the EOI written in English language.
- Examine the documents comprising this EOI in detail and respond appropriately. Material deficiencies in providing the information requested may result in rejection of an EOI; and,
- Meet the qualification criteria stipulated. Those who do not meet the requirements need not submit EOI.

The EOIs 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 EOI shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder. Any such corrections must be initialled by the person(s) who sign(s) the EOI.

C. EOI SUBMISSION

EOIs will be submitted as follows:

Submission Mode	Details
Electronic/ Soft Copies:	Bidders MUST submit their CV via TMA procurement mailbox at the address procurement@trademarkafrica.com on or before 21 May 2026, 15.00 P.M. (Ghana Time) .

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

This EOI 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 EOIs without incurring any obligation to inform the affected applicant/s of the grounds.

D. TIMETABLE FOR THIS EOI

The timetable for the EOI stage is detailed in the table below.

Activity	Expected dates.
Expression of Interest (EOI) sharing	30 April 2026





Deadline for receipt of EOI proposals

On or before 21 May 2026 15:00 PM (Ghana time)

TMA may at its discretion alter this timetable.

E. Potential bidders are informed that **all** bidders shall be contacted on the outcome of the EOI

F. RESPONDING TO THIS EOI

Bidders will be required to present their EOI proposal in a format providing a table of contents clearly showing the pages of the relevant section and the related contents in response to the specific requirements of the EOI as indicated.

G. FURTHER INFORMATION AND CLARIFICATION

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

Particulars	Contact Details
Name:	Attention, Mr. Joe Namwaya Head of Procurement
Email:	procurement@trademarkafrica.com
Subject:	RECRUITMENT OF STAFF FOR PERMANENT SECRETARIAT TO SUPPORT THE JOINT MANAGEMENT COMMITTEE OF THE SEME-KRAKE (BENIN-NIGERIA) AND AKANU-NOEPE (GHANA-TOGO) JOINT BORDER POSTS (JBPs)

Enquiries must only be for the purposes of clarifying the content of this EOI. All enquiries must clearly specify the tender title and number.

TMA cannot answer any query relating to this tender seven (7) days or less prior to the submission deadline.

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.

All clarifications from respondents and TMA responses shall be shared through procurement@trademarkafrica.com on or before **14 May 2026 (on or before 15.00 PM. Ghana Time)**.

H. EVALUATION of proposals

The EOI shall be evaluated using the criteria below:

Lot 1: Coordinator for the Seme-Krake (Benin-Nigeria) JBP Permanent Secretariat - PRQ20251305





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No.	Criteria	Max. Score
PART I (MANDATORY)		PASS/FAIL
	Applicant must be a National of a Member State sharing the JBP (Benin and/or Nigeria) to proceed to technical evaluation	
PART II		
1	Minimum of a bachelor's degree in trade facilitation, transport and logistics, supply management or any other relevant degree	10.00
2	Minimum of 5 years' experience working on the JBP Concept, preferably within one or both Member States sharing the JBP, i.e., Benin and/or Nigeria	30.00
3	Demonstrated ability to manage operations, coordinate stakeholders, and deliver results in similar assignments	20.00
4	Proven understanding of ECOWAS trade and transport facilitation frameworks, and procedures	10.00
5	Proficient in standard office applications and digital reporting tools e.g., Microsoft Office	10.00
6	Good oral and written communication skills. Fluency in English or French. Working knowledge of the other language will be an advantage	10.00
7	Demonstrated problem-solving ability, adaptability, and experience working in multicultural environments	10.00
		100.00

LOT 2: PROFILE OF THE ADMINISTRATIVE ASSISTANT FOR THE SEME-KRAKE (BENIN-NIGERIA) JBP PERMANENT SECRETARIAT - PRQ20251306

RECRUITMENT OF STAFF FOR PERMANENT SECRETARIAT TO SUPPORT THE JOINT MANAGEMENT COMMITTEE OF THE SEME-KRAKE (BENIN-NIGERIA) AND AKANU-NOEPE (GHANA-TOGO) JOINT BORDER POSTS (JBPs)

No.	Criteria	Max. Score
PART I (MANDATORY)		PASS/FAIL
	Applicant must be a National of a Member State sharing the JBP (Benin and/or Nigeria) to proceed to technical evaluation	
PART II		
1	Minimum of a diploma or certificate in Office management or secretaryship	10.00
2	Minimum of 3 years' experience in similar roles within Benin and/or Nigeria	30.00
3	Proficient in standard office applications, email management, and digital reporting tools e.g., Microsoft Office	20.00
4	Demonstrated ability to draft correspondence, reports, and meeting notes with clarity, professionalism, and accuracy	20.00
5	Fluency in English and French	15.00





6	Familiarity with the Benin-Nigeria border context, and experience working in multicultural environments	5.00
		100.00

LOT 3: PROFILE OF THE COORDINATOR FOR THE AKANU-NOEPE (GHANA-TOGO) JBP PERMANENT SECRETARIAT - PRQ20251303

RECRUITMENT OF STAFF FOR PERMANENT SECRETARIAT TO SUPPORT THE JOINT MANAGEMENT COMMITTEE OF THE SEME-KRAKE (BENIN-NIGERIA) AND AKANU-NOEPE (GHANA-TOGO) JOINT BORDER POSTS (JBPs)		
No.	Criteria	Max. Score
PART I (MANDATORY)		PASS/FAIL
	Applicant must be a National of a Member State sharing the JBP (Ghana and/or Togo) to proceed to technical evaluation	
PART II		
1	Minimum of a bachelor's degree in trade facilitation, transport and logistics, supply management or any other relevant degree	10.00
2	Minimum of 5 years' experience working on the JBP Concept, preferably within one or both Member States sharing the JBP, i.e., Ghana and/or Togo	30.00
3	Demonstrated ability to manage operations, coordinate stakeholders, and deliver results in similar assignments	20.00
4	Proven understanding of ECOWAS trade and transport facilitation frameworks, and procedures	10.00
5	Proficient in standard office applications and digital reporting tools e.g., Microsoft Office	10.00
6	Good oral and written communication skills. Fluency in English or French. Working knowledge of the other language will be an advantage	10.00
7	Demonstrated problem-solving ability, adaptability, and experience working in multicultural environments	10.00
		100.00

LOT 4: PROFILE OF THE ADMINISTRATIVE ASSISTANT FOR THE AKANU-NOEPE (GHANA-TOGO) JBP PERMANENT SECRETARIAT - PRQ20251304

RECRUITMENT OF STAFF FOR PERMANENT SECRETARIAT TO SUPPORT THE JOINT MANAGEMENT COMMITTEE OF THE SEME-KRAKE (BENIN-NIGERIA) AND AKANU-NOEPE (GHANA-TOGO) JOINT BORDER POSTS (JBPs)		
No.	Criteria	Max. Score
PART I (MANDATORY)		PASS/FAIL
	Applicant must be a National of a Member State sharing the JBP (Ghana and/or Togo) to proceed to technical evaluation	





PART II

1	Minimum of a diploma or certificate in Office management or secretaryship	10.00
2	Minimum of 3 years' experience in similar roles within Ghana and/or Togo	30.00
3	Proficient in standard office applications, email management, and digital reporting tools e.g., Microsoft Office	20.00
4	Demonstrated ability to draft correspondence, reports, and meeting notes with clarity, professionalism, and accuracy	20.00
5	Fluency in English and French	15.00
6	Familiarity with the Benin-Nigeria border context, and experience working in multicultural environments	5.00
		100.00

Note:

Only applicants that attain a minimum of 70 marks out of 100 marks shall be shortlisted for the interview stage, which will comprise of an oral interview. It will test the candidate's analytical, communication and interpersonal skills.

TERMS AND CONDITIONS OF THIS EOI

1. Acceptance of Terms and Conditions

In submitting a response to this EOI, the respondent 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 respondent or any other party to this EOI.

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

3. Cancellation, Suspension or Change to the EOI

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

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

4. Official Communication

Respondents must provide full contact details of the person nominated to represent the respondent for the purpose of making and receiving communications about this EOI.





5. Clarification of Meaning

Respondents 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 responses submitted to TMA shall be retained by TMA.

7. Conflict of Interest

Respondents 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 respondent or its employees, officers, shareholders or directors.

8. Acceptance of Responses

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

9. Notification to Respondents

TMA will notify **all** respondents 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 a respondent to prepare and submit a response.

11. No 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 respondent 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 respondent for preparation of any EOI response or any other information that may be supplied.

13. Ghana Laws Apply

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





14. Evaluation Process

The evaluation team will follow a formal evaluation process to ensure a fair and transparent assessment of each response. The evaluation will allow the team to eliminate responses that do not meet the minimum criteria. The responses that do meet minimum criteria will be evaluated on the basis of best fit to the objectives and will be short listed for interviews.

15. Special conditions

Special conditions of EOI as relates to the General Conditions of Contract (GCC):

REFERENCE OF GCC	SPECIAL CONDITIONS OF CONTRACT
1. Acceptance of Terms and Conditions	The following conditions shall apply: <ol style="list-style-type: none"> TMA is not bound to accept any EOI. No queries shall be responded to 7 days to the submission deadline. It is a bidder's responsibility to seek for an update on this opportunity. Canvassing shall lead to automatic disqualification. All communications must be written to procurement@trademarkafrica.com Incomplete responses and late submissions shall be rejected. TMA at its own discretion, may seek any clarification and/or additional information from tenderer(s) within reasonable time.
2. Clause 13: Applicable laws	The contract for this assignment shall be domiciled in Ghana and the relevant applicable taxes in Ghana shall apply.

ANNEX 1 : CURRICULUM VITAE (CV)

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. Hbbbb, deputy minister]		

Membership in Professional Associations and Publications:

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): _____

ANNEX 2: TMA SUPPLIER CODE OF CONDUCT

This document is shared as a separate document to the tender document.

