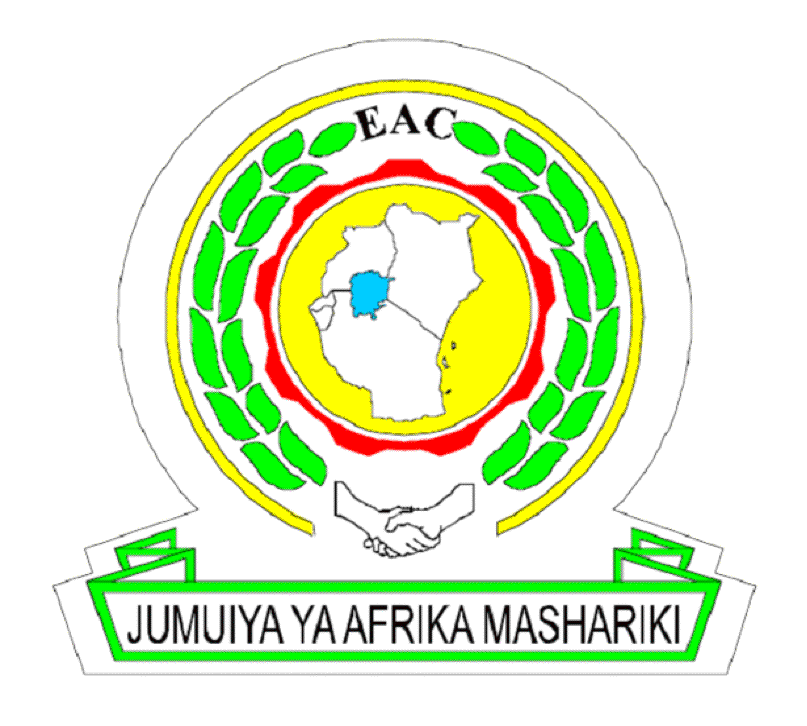
**EAST AFRICAN COMMUNITY**

**EAST AFRICAN SCIENCE & TECHNOLOGY COMMISSION (EASTECO).**



**REQUEST FOR PROPOSAL TO ORGANIZE THE 3RD EAC REGIONAL E-HEALTH & TELEMEDICINE WORKSHOP, MINISTERIAL CONFERENCE AND TRADE EXHIBITION**

**(Consultant Qualifications Selection).**

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| **Reference Number: EAC/ESTECO/RFPs/002/2021.** |
| **Date of Issue: MARCH 2021.** |

**Section 1. Letter of Invitation**

**03/03/2021**

**Dear Consultant,**

1. The EASTECO invite Technical and Financial proposals for Consultancy to organize the 3rd EAC Regional E-Health & Tele-medicine Workshop, Ministerial Conference and Trade Exhibition. More details on the services are provided in the attached Terms of Reference.
2. The Bidding Document has been posted in the EASTECO website ([www.easteco.org](http://www.easteco.org)) and the EAC website ([www.eac.int](http://www.eac.int)), under procurement/consultancy portals.
3. The selection shall be based on **Consultant’s Qualifications,** whose procedure is detailed in this Bidding Documents.
4. The Bidding Documents includes the following:

Section 1 - Letter of Invitation

Section 2 - Information to Bidders

Section 3 - Technical and Financial Proposals - Standard Forms

Section 4 - Terms of Reference

5. The hard version proposals should be addressed to the address provided below and delivered on or before **Monday, 15TH March 2021 by 12 p.m. East African Time (i.e. 11 a.m. Rwandan time).**

6. Soft/electronic version proposals should be dully filled, signed, stamped, scanned in **PDF** and emailed to this email ONLY: [tenders@easteco.org](mailto:tenders@easteco.org) on or before **Monday, 15TH March 2021 by 12 p.m. East African Time (i.e. 11 a.m. Rwandan time).**

7. NOTE: The bidder should secure both the Technical and Financial proposals with confidential PASSWORDS **before submitting** them and submit the password for Technical Proposal ONLY to the above email to open their Technical proposal at the EASTECO offices on **Monday, 15TH March 2021 strictly at 12.10 p.m. East African Time (i.e. 11.10 a.m. Rwandan time).**

**8.** Bidders or theirrepresentatives are invited to attend the technical proposal opening. **The EASTECO is an equal opportunity employer. Female candidates are encouraged to apply.**

**Yours sincerely,**

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***THE SECRETARY***

***EASTECO PROCUREMENT COMMITTEE***

***2ND FLOOR, TELECOM HOUSE, KACYIRU, KIGALI***

***EMAIL:*** [***procurement@easteco.org***](mailto:procurement@easteco.org)

**Section 2. Information to Bidders**[[1]](#footnote-1)

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| **Definitions** | (a) “BD” means the Bidding Documents to be prepared by the Contracting Authority for the selection of Contractor, based on the EAC Standard Template.  (b) “Contracting Authority” means the procurement Authority with which the selected Consultant signs the Contract for the Services.  (c) “Contractor” means any Authority or person that may provide or provides the Services to the Client under the Contract.  (d) “Contract” means the Contract signed by the Parties and all the attached documents that are the General Conditions (GC), the Special Conditions (SC), and the Appendices.  (e) “Data Sheet” means such part of the Instructions to Bidders used to reflect specific country and assignment conditions.  (f) “Day” means calendar day.  (g) “Evaluation Committee” it is a panel of experts appointed by the Contracting Authority and assigned to evaluate the bids.  (h) “Instructions to Bidders” (Section 2 of the BD) means the document which provides shortlisted Bidders with all information needed to prepare their Proposals.  (i) “LOI” (Section 1 of the BD) means the Letter of Invitation being sent by the Contracting Authority to the shortlisted Bidders.  (j) “Personnel” means professionals and support staff provided by the Bidders or by any Sub-Contractors and assigned to perform the Services or any part thereof; “Foreign Personnel” means such professionals and support staff who at the time of being so provided had their domicile outside the Contracting Authority’s country; “Local Personnel” means such professionals and support staff who at the time of being so provided had their domicile inside the Contracting Authority’s country.  (k) “Proposal” means the Technical Proposal and the Financial Proposal.  (l) “Services” means the consulting services or the work to be performed by the Contractor pursuant to the Contract.  (m) “Subcontractor” means any person or Authority with whom the Bidder or Contractors intends to subcontracts any part of the Services.  (n) “Terms of Reference” (TOR) means the document included in the BD as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Contracting Authority and the Contractor, and expected results and deliverables of the assignment. |
| **1. Introduction** | 1.1 The Contracting Authority named in **the Data Sheet** will select a firm among those listed in the Letter of Invitation, in accordance with the procurement method indicated in **the Data Sheet**, method detailed in the edition of the Guidelines indicated in **the Data Sheet**.  1.2 The shortlisted Bidders are invited to submit a Technical Proposal and a Financial Proposal for consulting services required for the assignment named in **the Data Sheet** and presented in details in the Terms of Reference attached as Section 5 of this Bidding Documents. The proposal and the Terms of Reference will be the basis for contract for a signed contract with the successful firm.  1.3 The assignment shall be implemented in accordance with the phasing indicated in **the Data Sheet**. When the assignment includes several phases, the performance of the Bidder under each phase must be to the Contracting Authority’s satisfaction before work begins on the next phase.  1.4 The Bidders must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain firsthand information on the assignment and on the local conditions, Bidders are encouraged to request the Contracting Authority to provide further information before submitting a proposal and to attend a pre-bid conference if one is specified in **the Data Sheet**. Attending the pre-proposal conference is optional. The Bidders’ representative should contact the Contracting Authority at the address stated in **the Data Sheet** or to obtain additional information on the pre-bid conference.  1.5 The Contracting Authority will provide the inputs specified in **the Data Sheet**, assist the firm in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.  1.6 Please note that (i) the costs of preparing the proposal, including a visit to the Contracting Authority, are not reimbursable as a direct cost of the assignment; and (ii) the Contracting Authority is not bound to accept any of the proposals submitted.  1.7 The Contracting Authority’s policy requires that Bidders provide professional, objective, and impartial advice and at all times hold the Contracting Authority’s interest’s paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Bidders shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Contracting Authority.  1.7.1 Bidders will be excluded from the bidding process if it will be in a conflict-of-interest situation as described below:   1. Conflict between consulting activities and procurement of goods, works or services (consulting or general). A bidder or a contractor that has been engaged by the Contracting Authority to provide goods, works, or services for the organization, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a bidder or a contractor hired to provide consulting services for the preparation or implementation of a project, and of its affiliates, shall be disqualified from subsequently providing goods, works or general services resulting from or directly related to the contractor’s consulting services for such preparation or implementation. 2. Conflict among consulting assignments: Neither, bidders or contractors (including their personnel and sub-Bidders) nor any of their affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the bidder or contractor. For instance, a contractor assisting the Contracting Authority to implement a project shall not be engaged to prepare an independent assessment for the implementation of the same project, or contractors hired to prepare Terms of Reference (TOR) for an assignment shall not be hired for the assignment in question. 3. Relationship with Contracting Authority Staff: bidders or contractors (including their personnel and sub-contractors) having business or family relationship with a member of the Contracting Authority or its Organs and Institutions directly or indirectly involved in any part of: (i) the preparation of the TOR or Technical Specification of a contract, (ii) the selection process for 4. Such contract, or (iii) the supervision of the contract, may not be awarded the contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Contracting Authority throughout the selection process and the execution of the contract.   1.7.2 Since previous or ongoing participation in relation to the assignment by the Bidder, its professional staff, or its affiliates or associates under a contract with the Contracting Authority its Organs and Institutions may result in rejection of the proposal, the bidders should clarify their situation in that respect with the Contracting Authority before preparing the proposal.  1.7.3 Bidders may be hired for downstream work, when continuity is essential, in which case this possibility shall be indicated in **the Data Sheet** and the factors used for the selection of the Bidder should take the likelihood of continuation into account. It will be the exclusive decision of the Contracting Authority whether or not to have the downstream assignment carried out, and if it is carried out, which Bidder will be hired for the purpose.  1.8 It is the Contracting Authority’s policy to require that Contracting Authority Staff as well as Bidders under Contracting Authority financed contracts, observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the Contracting Authority:   1. defines for the purposes of this provision, the terms set forth below as follows:   (i) “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;   1. “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefits or to avoid an obligation; 2. “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party; 3. “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party; 4. “obstructive practice”   (aa) deliberately destroying, falsifying, altering or concealing material evidence to the investigation or making false statements to investigators in order to materially impede the Contracting Authority , or a governmental or independent investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or  (bb) acts intended to materially impede the exercise of the Contracting Authority or governmental or inspection and audit rights.   1. It will take the following measures against the bidder recommended for award who has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question; 2. will reject the bid for award; 3. will declare the bidder/the contractor, including its affiliates, ineligible, either indefinitely or for a stated period of time, to become the Contracting Authority’s contractor; 4. will cancel or terminate any ongoing contract with the bidder /the contractor; 5. will request the relevant national authorities to conduct a joint investigation with the Contracting Authority to inspect or carry out audits of the bidder /the contractor’ accounting records and financial statements in connection with the contract in question for which it was found guilty of engaging in corrupt, fraudulent, collusive, coercive, or obstructive practices; 6. will forfeit the bid or performance securities of the bidder /the contractor; 7. will suspend any payments due to the bidder/ contractor, under the contract in question or any other contract the bidder/contractor might have with the organization, until the extent of damage caused by the its engagement in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the Contracting Authority’s contract are determined and recovered, and 8. Will sue the bidder /contractor to recover the damages caused by its engagement in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question, if they are not fully recovered by the securities and the payments otherwise due to the bidder/contractor.   1.9 Neither the shortlisted Bidders nor their personnel or subcontractor shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Contracting Authority in accordance with the above sub para. 1.8 (d).  1.10 Bidders shall furnish information as described in the Financial Proposal submission form (Section 4A) on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal, and to execute the work if the firm is awarded the contract.  1.11 Without limitation on the generality of this rule, Bidders, and their subcontractors and personnel shall not be hired under the circumstances set forth below:  (a) They are bankrupt;  (b) Payments to them have been suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with their national laws in the total or partial loss of the right to administer and dispose of their property;  (c) Legal proceedings have been instituted against them involving an order suspending payments and which may result, in accordance with their national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of their property;  (d) They have been convicted, by a final judgment, of any crime or offence concerning their professional conduct;  (e) They are guilty of serious misrepresentation with regard to information required for participation in an invitation to tender;  (f) They have been de-barred by the East African Community pursuant to the provisions in the EAC’s Procurement Policies and Procedures Manual 2011.  1.11 Only shortlisted Bidders are allowed to participate in this bidding process. If a Bidders is shortlisted as Joint Venture or Consortium, the composition of Joint Venture or Consortium can be changed with prior approval of the CONTRACTING AUTHORITY and only if :(i) is supported by solid and objective arguments, (ii) does not alter the competition, (iii) is not generating a conflict of interest, and (iv) is not invalidating the criteria and conditions in place when the joint venture or consortium was prequalified. |
| **2. Clarification and Amendment of Bidding Documents** | 2.1 Bidders may request a clarification of any of the Bidding Documents up to the number of days indicated in **the Data Sheet** before the proposal submission date. Any request for clarification must be sent in writing by paper mail, facsimile, or electronic mail to the Contracting Authority’s address indicated in **the Data Sheet**. The Contracting Authority will respond by facsimile, or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited Bidders who intend to submit proposals.  2.2 At any time before the submission of proposals, the Contracting Authority may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, amend the BD. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, facsimile, or electronic mail to all invited Bidders and will be binding on them. The Contracting Authority may at its discretion extend the deadline for the submission of proposals. |
| **3. Preparation of Proposal** | 3.1 Bidders are requested to submit a proposal written in the language indicated in the **Bid Data Sheet.** All correspondence between the Bidder and the Contracting Authority shall be in this language. |
| **Technical Proposal** | 3.2 In preparing the Technical Proposal, Bidders are expected to examine the documents constituting this BD in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.  3.3 While preparing the Technical Proposal, Bidders must give particular attention to the following:  (i) If a Bidder considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual Bidder(s) and/or subcontract part of the services to other consulting firms, as appropriate. In case of subcontracting this shall be in the limit stated in **the Data Sheet** but under no circumstances shall exceed forty percent (40%) of the total staff-days input. The Bidders are encouraged to seek the participation of regional Bidders when subcontracting part of the assignment. Under no circumstances, the Bidders shall associate with the other short-listed Bidders, or their affiliates, invited for this assignment. Affiliates are the group of companies, firms, associations, etc. where the Bidder or any of the major shareholders owns a minimum of twenty percent (20%) of shares of the share capital. For the same purpose, major shareholder is any legal or physical person who owns no less than twenty percent (20%) of the shares of the Bidder.  (ii) For assignments on a staff-time basis, the estimated number of professional staff-days is given in **the** **Data Sheet**. The proposal shall, however, be based on the number of professional staff-days estimated by the Bidders.  (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.  (iv) Proposed professional staff must, at a minimum, have the experience indicated in the Terms of Reference, preferably working under conditions similar to those prevailing in the country (ies) of the assignment.  (v) Alternative professional staff shall not be proposed, and **only one curriculum vitae (CV)** must be submitted for each position.  (vi) Reports to be issued by the Bidders as part of this assignment must be in the language(s) specified in **the** **Data Sheet.** It is desirable that the firm’s personnel have a working knowledge of the official languages of the country (ies) of the assignment.  3.4 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):  (i) Any comments or suggestions on the Terms of Reference on facilities to be provided by the Contracting Authority and on Standard Form of Contract (Form Tech 2).  (ii) A description of the methodology and work plan for performing the assignment (Form Tech 3).  (iii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Form Tech 4).  (iv) CVs recently signed by the proposed professional staff (Form Tech 5). Key information should include number of years working and positions and responsibilities held in various assignments during the last ten (10) years. To be considered during the evaluation, t**he CV shall be accompanied byproof of all stated qualifications and working experience*.*** The proof qualifications shall be in the form of the copies of the degrees and diploma obtained, while for the professional experience the proof shall be either acknowledgement letters from the previous employers or copies of the contracts signed with them. If the language of these documents is not the English language, they shall be accompanied by a certified translation into English.  (v) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Form Tech 6 and 7).  (vi) A detailed description of the proposed methodology, staffing, and monitoring of training, if **the Data Sheet** specifies training as a major component of the assignment.  (vii) Any additional information requested in **the Data Sheet**.  3.5 The Technical Proposal shall not include any financial information. If financial information is included in the technical proposal this will be automatically disqualified. |
| **Financial Proposal** | 3.6 In preparing the Financial Proposal, Bidders are expected to take into account the requirements and conditions outlined in the BD documents. The Financial Proposal should follow Standard Forms (Section 4). It lists all costs associated with the assignment, including (a) remuneration for staff (foreign and local, in the field and at headquarters), and (b) reimbursable expenses such as subsistence (per diem, housing), transportation (international and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys, and training, if it is a major component of the assignment. The Reimbursable expense shall cover **only** the cost indicated in **the Data Sheet.** All other cost estimated by the bidders for the execution of the assignment shall be included in the daily fees of the experts.  3.7 The Financial Proposal **shall not** include the local taxes (including social security), duties, fees, levies, and other charges imposed under the applicable law in Tanzania or in the countries of assignment, on the Bidders, the subcontractors, and their personnel (other than nationals or permanent residents of Tanzania), unless **the Data Sheet** specifies otherwise. For this purpose, the bidders’, the subcontractors’ and their personnel’ home countries shall not be considered as countries of assignment.  3.8 If so specified in **the Data Sheet, t**he Financial Proposal **must** include, without any modification, the amount indicated as fixed reimbursable expenses, to cover for the expenditures already priced by the Contracting Authority (i.e., cost of trainings, cost of study tours, cost of financial audits, cost of equipment, etc).  3.9 The total budget available for this assignment, including the taxes indicated at para. 3.7 and the reimbursable expenses indicated at para 3.8, is indicated in **the Data Sheet**. **Financial Proposal exceeding the available budget will be rejected as non-responsive.**  3.10 Bidders **must** express the price of their services in the US Dollars. The payment will be made in **US Dollars**, and the Bidder shall bear all the cost and risks implied by the currency exchange. **Financial Proposals expressed in other currencies than the US Dollars will be automatically disqualified.**  3.11 Commissions and gratuities, if any, paid or to be paid by Bidders and related to the assignment will be listed in the Financial Proposal submission form (Section 4A).  3.12 **The Data Sheet** indicates how long the proposals must remain valid after the submission date. During this period, the Bidder is expected to keep available the professional staff proposed for the assignment. The Contracting Authority will make its best effort to complete evaluation within this period. If the Contracting Authority wishes to extend the validity period of the proposals, the Bidders who do not agree have the right not to extend the validity of their proposals. |
| **4. Submission, Receipt, and Opening of Proposals** | 4.1 The original proposal (Technical and Financial Proposal) shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person who sign(s) the proposals.  4.2 **An authorized representative of the firm initials all pages of the proposal. The representative’s authorization is confirmed by a written power of attorney accompanying the proposal.**  4.3 For each proposal, the Bidders shall prepare the number of copies indicated in the **Data Sheet.** Each Technical Proposal and Financial Proposal shall be marked “Original” or “Copy” as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original governs.  4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “Technical Proposal,” and the original and all copies of the Financial Proposal in a sealed envelope clearly marked “Financial Proposal” and warning: “Do Not Open with the Technical Proposal.” Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and be clearly marked, “Do Not Open, Except in Presence of the Evaluation Committee.” **Information on the outer and inner envelopes should also include the name of the Bidder and the contract name and reference number.**  4.5 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in **the Data Sheet.** Any proposal received after the closing time for submission of proposals shall automatically rejected and shall be returned unopened to the Bidder. |
| **5. Proposal Evaluation** |  |
| **General** | 5.1 From the time the bids are opened to the time the contract is awarded, if any Bidder wishes to contact the Contracting Authority on any matter related to its proposal, it should do so in writing at the address indicated in **the Data Sheet**. Any effort by the firm to influence the Contracting Authority in the proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the Bidder’s proposal.  5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, including any Administrative Reviews, is concluded. |
| **Public Opening and Evaluation of Technical Proposals: Scoring** | * 1. The Contracting Authority shall conduct the bid opening in public at the address, date and time specified in **the** **Data Sheet.** Only the representatives of the bidders and the Evaluation Committee members are allowed to participate in public opening sessions. Any other interested person shall request, in writing, the Contracting Authority Secretariat’s permission to participate in a specific bid opening session.   2. The bid opening shall commence with the Chairperson the Evaluation Committee reading out the Bidders’ names and the time of arrival of the proposal. A registration number will be given to each proposal. All envelopes shall be opened one at a time, by the Chairperson of the Evaluation Committee, in order of their arrival.   3. At the opening, only the Technical Proposal envelope shall be opened immediately and checked for compliance with formal submission requirements by the evaluation committee. The Financial Proposal shall remain sealed and deposited in a safe place until all submitted proposals, of technically responsive bids, are opened publicly.   4. No Bid shall be rejected at Bid opening except for late bids, in accordance with ITB Sub-Clause 4.5. Only envelopes that are opened and read out at Bid opening shall be considered further.   5. The Contracting Authority shall prepare the minutes of the Bid opening that shall include a brief description of the bid opening procedures and its finding as. The Bidders’ representatives who are present shall be requested to sign the attendance sheet. A copy of the minute shall be distributed to all Bidders who submitted bids in time.   6. Once the Bid opening is concluded, the Evaluation Committee, as a whole, and each of its voting members individually, evaluates the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria (typically not More than three per criteria), and point system specified in **the Data Sheet**. Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in **the Data Sheet.** |
| **Public Opening and Evaluation of Financial Proposals: Ranking** | 5.9 After the evaluation of quality is completed, the Contracting Authority shall notify those Bidders whose proposals did not meet the minimum qualifying mark or were considered nonresponsive to the BD and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Contracting Authority shall simultaneously notify the Bidders that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall not be sooner than two weeks after the notification date. The notification may be sent by registered letter, cable, telex, facsimile, or electronic mail.  5.10 The Financial Proposals shall be opened publicly in the presence of the Bidders’ representatives who choose to attend. The name of the Bidder, the technical scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Contracting Authority shall prepare minutes of the public opening.  5.11 The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have costed all items of the corresponding Technical Proposals; if not, the Contracting Authority will cost them and add their cost to the initial price), correct any computational errors, and determine if the total price is within the maximum budget available. The evaluation shall exclude those taxes, duties, fees, levies, and other charges imposed under the applicable law; and to be applied to foreign and non-permanent resident Bidders (and to be paid under the contract, unless the Bidder is exempted), and estimated as per para. 3.7. **Should the Financial Proposal, after applying any correction or adjustments, exceeds the available budget for the assignment indicated at paragraph 3.9, this shall be automatically disqualified.**  5.12 **Once corrections or adjustments have been applied; the Financial Proposal shall be adjusted with the Regional Preference. This implies that a bid offering fifty percent (50%) or more expertise (experts) from the EAC Region will** **be discounted, for the purpose of evaluation only, will fifteen percent (15%).**  For the purpose of calculation of the of the percentage of regional expertise, the basis shall be the total number of key staff days allocated to regional experts in the overall allocation of key staff resources proposed by the bidder.  5.13 The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet.Proposals will be ranked according to their combined technical (*St*) and financial (*Sf*) scores using the weights (*T* = the weight given to the Technical Proposal; *P* = the weight given to the Financial Proposal;  *T* + *P* = 1) indicated in **the Data Sheet**: . The firm achieving the highest combined technical and financial score will be awarded the contract. |
| **6. Negotiations of Contract** | 6.1 The Client, prior to award the contract, may enter into negotiation with the successful bidder in order to confirm the availability of proposed Professional staff, incorporation in the methodology of the aspects for which clarifications were requested during the evaluation and the modification of the schedule of mobilization of the team and submission of deliverables under the contract.  6.2 No negotiation on the: (i) composition of the proposed professional staff team, (i) individual or overall professional staff inputs, (iii) unit or total price, and/or (iv) proposed methodology is allowed.  6.3 As far as possible, the negotiation shall be conducted in writing. Only on exceptional circumstances, the Client and the successful shall meet for negotiations. In such case the meeting shall take place at the address indicated in the **Bid Data Sheet**.  6.4 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, Client will require assurances that the Professional staff will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.  6.5 The negotiations shall be recorded in a minute of the negotiations and be attached as annex to the contract. |
| **7. Award of Contract** | 7.1 The Bidder who submitted a technical and financial responsive proposal and received the highest combined score, calculated as per formula given in para 5.13 and the Data Sheet, will be awarded the contract.  7.2 After the approval of the Evaluation Report, Contracting Authority will promptly notify other both the success and the unsuccessful bidders about the outcome of the evaluation of the bids.  7.3 In case of the successful bidder, following the notification of award the validity of its offer shall be automatically extended with sixty (60) days.  7.4 No later than thirty (30) days from that date of notification of the recommendation for the award of the contract, the Contracting Authority shall submit to the applicant the contract for the consulting services. The successful bidder shall be given fifteen (15) days to sign the contract to the Contracting Authority. If it fails to do so, the Contracting Authority may consider cancelling the award of the contract.  7.5 The Contractor is expected to commence the assignment on the date and at the location specified in **the Data Sheet.** |
| **8. Confidentiality** | 8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the Bidders who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the contract. |
| **9. Appeals** | 9.1 Short listed Bidders may appeal any of the Contracting Authority’s decision taken during the evaluation process by following the procedures described on the Contracting Authority’s Policies at the article specified in **the Data Sheet.** |
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**Information to Bidders**

**Data Sheet**

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| **Clau-se Refe-rence** | **Clarifications and/or Amendment to Reference Clause** |
| 1.1 | The name of the Contracting Authority is ***EASTECO.***  The procurement method is: ***Consultant’s Qualifications selection (CQS)***  The Edition of the Contracting Authority’s Procurement Manual is: ***Procurement Manual***  ***March 2016 & 2020 revised.*** |
| 1.2 | The name, objectives and description of the assignment are: **Organization of the 3rd EAC Regional E-Health & Telemedicine Workshop, Ministerial Conference and Trade Exhibition.** |
| 1.3 | The assignment is phased***: NO.*** |
| 1.4 | A pre-bid conference will be held: *NO,* but clarifications may be raised and responded to. |
| 1.5 | EASTECO will provide all the relevant records and documents concerning the conference. |
| 1.7.3 | The Contracting Authority envisages the need for continuity for downstream work: ***No.*** |
| 2.1 | Clarifications may be requested ***3 days*** before the submission date.  The address for requesting clarifications is***: procurement@easteco.org***  The correspondence shall bear the following reference **EAC/ESTECO/RFPs/002/2021.** |
| 3.1 | The language of the bidding process is: ***ENGLISH.***  Any supporting documents that are part of the bid shall be issued in English. If the original documents are written in a language other than English, they shall be accompanied by an original certified translation into English. The cost of the translation shall be borne by the bidders. In case of discrepancies between the original language and the language of translation, the language of translation shall prevail. |
| 3.3 | (i) The Bidder ***SHOULD NOT*** sub-contract any portion of the assignment.  (ii) The estimated number of professional staff – days required for the assignment is: ***90 days.***  (iii)Reports that are part of the assignment must be written in the following language(s): English. |
| 3.4 | (vi) Training is a specific component of this assignment: Yes, on the software/platform to be applied. |
| 3.6 | Any reimbursable costs (e.g. Air and Road transport and Accommodation) should be quoted in the financial proposal. These shall be sourced and/or negotiated as per the EAC policies. |
| 3.7 | Taxes: ***The Consultant should pay the income tax on the professional fee/remuneration as per the RRA’s tax law & regulations.*** |
| 3.12 | Proposals must remain valid for***90 days after the opening date.*** |
| 4.3 | The e-proposal should be dully filled, stamped, signed and scanned and sent in PDF. Hard version proposals should be delivered to the address provided before the deadline given. |
| 4.4 | The proposal submission address is: ***The Secretary, EASTECO Procurement Committee, Telecom House, Kacyiru, Kigali; email: tenders@easteco.org*** |
| 4.5 | Both Technical and Financial Proposals must be submitted no later than the following date and time: **Monday, 15TH March 2021 by 12 p.m. East African Time (i.e., 11 a.m. Rwandan time).** |
| 5.1 | The address to send information to EASTECO is: **The Secretary, EASTECO Procurement Committee, Telecom House, Kacyiru, Kigali; EMAIL: procurement@easteco.org** |
| 5.3 | The opening of the Technical proposals will be held at: **EASTECO Offices on Monday, 15TH March 2021 at 12.10 p.m. East African Time (i.e. 11.10 a.m. Rwandan time).** |
| 5.8 | **EVALUATION CRITERIA:**   1. **Preliminary/mandatory criteria:**    1. Submission of BOTH Technical Proposal and Financial Proposal, dully filled, stamped and signed, using the provided submission forms.    2. CVs of the proposed Professional and Managerial staff for this assignment in the format provided, together with Copies of RELEVANT academic and professional certificates and testimonials.    3. At least three copies of Contracts/Orders from your current or past Clients.    4. At least three Referee letters or from your current or past Clients addressed to EASTECO or Three Certificates of Completion from your current or past Clients.    5. Certificate of Registration/Incorporation of the firm.    6. Current Tax Compliance Certificate of the firm.    7. Current Business Permit of the firm. 2. **Technical evaluation criteria:**     **2.1.** Detailed and satisfactory Understanding of the ToR by the Firm – **10 marks.**  **2.2.** Proposed Methodology/approach & workplan for quality & innovative services in the ToRs –  Methodology/approach = **20 marks;**  Workplan **= 10 marks;**  **Total = 30 marks.**    **2.3.** **Specific experience of the firm related to this assignment**  i.e., **Evidence of having undertaken similar services:**    **2.3.1**: At least three copies of Contracts OR Orders of SIMILAR assignments from your current  or past Clients during the last five years = **6 marks;**   * **4 to 6 Contracts/Orders = 10 marks;** * **Above 6 Contracts/Orders = 15 marks.**   **2.3.2.** For **each** of the Copy/Order under 2.3.1. above,  An official Referee letter from your current or past Clients addressed to EASTECO **must**  be provided,  OR  A Certificate of Completion from your current or past Clients = **6 marks;**   * **4 to 6 Referee letters or Completion certificates = 10 marks;** * **Above 7 Referee letters or Completion certificates = 15 marks.**     **2.4**. **Qualification and experience of the proposed management & professional team**:   * + 1. List the proposed Management and professional team (Staff) to handle this Contract   and Specify their individual task(s). Use the FORM TECH 4 provided below. **– 10 marks.**     * + 1. The Team leader’s C.V. must clearly indicate his/her academic and professional qualifications   and years of relevant experience:   * Atleast a Bachelor Degree in relevant discipline, e.g.: Mass Communication, Event Management, business and management studies, hospitality management, marketing, travel, tourism, Public Relations is required **= 3 marks;**   **Relevant master’s degree = 2 marks,**  **Total = 5 marks.**   * Atleast five (5) years of relevant experience is required **= 3 marks.**   **More than 5 years’ experience = 5 marks.**   * Membership of a relevant Professional association will be an added advantage   = **5 marks.**     * + 1. The C.V.s of the other team members must clearly indicate their academic   and professional qualifications and years of relevant experience.   * Atleast a diploma in relevant discipline, e.g.: Mass Communication, Event Management, business and management studies, hospitality management, marketing, travel, tourism, Public Relations is required **= 3 marks;**   **Relevant Bachelor’s degree = 2 marks,**  **Total = 5 marks.**   * Atleast (3) years of relevant experience is required **= 3 marks.**   **More than 3 years’ experience = 5 marks.**   * Membership of a relevant Professional association will be an added advantage   = **5 marks.**   * NOTE: **The total marks for each team member shall be prorated to** **maximum of** **3 marks, i.e., score/15\*5, for a maximum team of three, maximum total marks for all team members = 15 marks.**   **NOTE: Provide detailed 3-page C.V.s, ONLY in the format provided as FORM TECH 5 below, PLUS copies of educational and professional certificates & testimonials.**  The minimum technical score required to pass: ***70 out of the possible 100.*** |
| 5.13 | The firm scoring the **Highest score** under Technical evaluation shall be recommended for award of the contract upon the requisite successful negotiations. |
| 6.3 | The negotiations of the contract shall be held virtually via **Ms. Teams.** |
| 7.5 | The expected date to commence the assignment shall be immediately upon signing of the contract by the both parties and issuance of the same to the Firm. |

**Section 3.** Technical Proposal Submission Form

**FORM TECH-1 Technical Proposal Submission Form**

***[Date]***

To: The Executive Secretary, EASTECO

We, the undersigned, offer to **Organize the 3rd EAC Regional E-Health & Telemedicine Workshop, Ministerial Conference and Trade Exhibition** in accordance with your Bidding Document dated ***[insert the date]*** and our Proposal. We are hereby submitting our Technical Proposal.

Our Proposal is binding upon us and subject to the modifications resulting from correction and clarification made during the evaluation process, for a period of ***[insert the number of days]*** form the deadline for submission of the bid, as indicated in the Data Sheet reference to clauses 3.12 and 4.5.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Name and Title of Signatory:

Name of Firm:

Address:

Phone:

E-mail:

**Form Tech-2 Description of Approach, Methodology and Work Plan for Performing the Assignment**

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal **(max. 5 pages, inclusive)** divided into the following three chapters:

1. *Technical Approach and Methodology,*
2. *Workplan*
3. *Organization and Staffing,*
4. *Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment (****see the ToRs below****), approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the issues being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*
5. *For your workplan, use FORM TECH-3 provided below.*
6. *Organization and Staffing. in this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key staff and their roles. USE ONLY THE FORM TECH-4 GIVEN BELOW FOR THAT PURPOSE.*

### FORM TECH-3 Work PLAN

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **N°** | **Activity[[2]](#footnote-2)** | **Months[[3]](#footnote-3)** | | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **n** |
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**FORM TECH - 4 Team Composition and Task Assignments**

|  |  |  |  |
| --- | --- | --- | --- |
| Professional / Managerial Staff | | | |
| Name of Staff | Area of Expertise | Position Assigned | Task Assigned |
|  |  |  |  |
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### 

**FORM TECH - 5 Curriculum Vitae (CV) for Proposed Professional/Managerial Staff[[4]](#footnote-4)**

|  |  |
| --- | --- |
| **Proposed role in the project:** | *[insert the name of the position and indicate the key position]* |
| **1. Family name:** | *[insert the name]* |
| **2. First names:** | *[insert the names in full]* |
| **3. Date of birth:** | *[insert the date]* |
| **4. Nationality:** | *[insert the country or countries of citizenship]* |
| **5. Civil status:** | *[insert: married/ divorced/single/ widower]* |
| **6. Contract details:** | ***Address****: [insert the physical address]* |
|  | ***Phone: [****insert the phone and mobile no.]* |
|  | ***E-mail:*** *[insert the email]* |
| **8. Education:** |  |
|  |  |
| **Institution:**  **[Date from – Date to]** | **Degree(s) or Diploma(s) or Certificates obtained:** |
| *[indicate the month and the year]* | *[insert the name of the diploma and the specialty/major]* |
| *[indicate the month and the year]* | *[insert the name of the diploma and the specialty/major]* |

**7. Language skills:** (Indicate competence on a scale of 1 to 5) (1 – excellent; 5 – basic)

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading** | **Speaking** | **Writing** |
| *[insert the language]* | *[insert the no.]* | *[insert the no.]* | *[insert the no.]* |
| *[insert the no.]* | *[insert the no.]* | *[insert the no.]* | *[insert the no.]* |
| *[insert the no.]* | *[insert the no.]* | *[insert the no.]* | *[insert the no.]* |

|  |  |
| --- | --- |
| **8. Membership of professional bodies:** | *[indicate the name of the professional body]* |
| **9. Other skills:** | *[insert the skills]* |
| **10. Present position:** | *[insert the name]* |
| **11. Years of experience:** | *[insert the no]* |
| **12. Key qualifications:** (Relevant to the assignment)  *[insert the key qualifications]* | |

**13. Specific experience in the region:**

|  |  |
| --- | --- |
| **Country** | **Date from - Date to** |
| *[insert the country]* | *[indicate the month and the year]* |
| *[insert the country]* | *[indicate the month and the year]* |
| *[insert the country]* | *[indicate the month and the year]* |

1. **Professional experience[[5]](#footnote-5)[[6]](#footnote-6):**

| **Date from – Date to** | **Location of the assignment** | **Company& reference person (name & contact details)** | **Position** | **Description** |
| --- | --- | --- | --- | --- |
| *[indicate the month and the year]* | *[indicate the country and the city]* | ***Name of the Company:***  ***Address of the company:***  ***Phone:***  ***Fax:***  ***Email:***  ***Name and title of the reference person from the company:*** | *[indicate the exact name and title and if it was a short term or a long-term position]* | ***Name of the contract:***  ***Beneficiary of the contract:***  ***Brief description of the contract:***  ***Responsibilities:*** |
| *[indicate the month and the year]* | *[indicate the country and the city]* | ***Name of the Company:***  ***Address of the company:***  ***Phone:***  ***Fax:***  ***Email:***  ***Name and title of the reference person from the company:*** | *[indicate the exact name and title and if it was a short term or a long-term position]* | ***Name of the contract:***  ***Beneficiary of the contract:***  ***Brief description of the contract:***  ***Responsibilities:*** |
|  |  |  |  |  |
| *[indicate the month and the year]* | *[indicate the country and the city]* | ***Name of the Company:***  ***Address of the company:***  ***Phone:***  ***Fax:***  ***Email:***  ***Name and title of the reference person from the company:*** | *[indicate the exact name and title and if it was a short term or a long-term position]* | ***Name of the contract:***  ***Beneficiary of the contract:***  ***Brief description of the contract:***  ***Responsibilities:*** |

**Section 4. Financial Proposal Submission Form**

**FORM FIN-1 Financial Proposal Submission Form**

**[*Date*]**

To: The Executive Secretary, **EASTECO**

We, the undersigned, offer to provide the consulting services to **Organize the 3rd EAC Regional E-Health & Telemedicine Workshop, Ministerial Conference and Trade Exhibition** in accordance with your Bidding Document dated *[insert the date]* and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of US$ ***[insert the amount in words and figures].*** This amount is inclusive of the taxes (including social security), duties, fees, levies, and other charges imposed under the applicable law in my country).

Our Financial Proposal shall be binding upon us subject to the modifications resulting from correction and clarification made during the evaluation process, up to expiration of the validity period of the Proposal.

Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

|  |  |  |
| --- | --- | --- |
| Name and Address  of Agents | Amount and  Currency | Purpose of Commission  or Gratuity |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Name and Title of Signatory:

Name of Firm:

Address:

Phone:

Facsimile:

E-mail:

**FORM FIN- 2 SUMMARY of Costs**

|  |  |
| --- | --- |
| **Cost component** | **Costs** |
| **(US$)** |
| **Remuneration** |  |
| **Reimbursable Expenses** |  |
| **Other expenses** |  |
| **Taxes** |  |
| **Total** |  |

## Form FIN- 3 BREAKDOWN of Remuneration

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Input**  **(in staff days)** | **Staff-daily Rate**  **(in US$)** | **Total**  **(in US$)** |
| ***(a)*** | ***(b)*** | ***(c)= (a) X (b)*** |
| **Experts/ Staff Members** |  |  |  |  |
| *[name]* | *[position in the contract]* | [*Home*] *[number]* | [*Home*] *[amount]* | [*Home*] *[amount]* |
| [*Field*] *[number]* | [*Field*] *[amount]* | [*Field*] *[amount]* |
| *[name]* | *[position in the contract]* | [*Home*] *[number]* | [*Home*] *[amount]* | [*Home*] *[amount]* |
|  |  | [*Field*] *[number]* | [*Field*] *[amount]* | [*Field*] *[amount]* |
| **TOTAL RENUMERATION** | | | |  |

**TERMS OF REFERENCE**

Deadline for submission of CV:  **Monday, 15TH March 2021 by 12 p.m. East African Time (i.e. 11 a.m. Rwandan time).**

Expected Starting date of this assignment: **29/03/2021.**

Expected Ending date:                                                **29/06/2021.**

1. **Background**

The Treaty for the Establishment of the East African Community recognizes Science and Technology as a key driver for sustainable socio-economic development. It explicitly provides for the Partner States to promote and support cooperation in the development and application of science and technology within the Community in Articles 5, 12 and 103. The 5th Extra-ordinary Summit of the EAC Heads of State held on 18th June 2007 established the East African Science and Technology Commission (EASTECO) as an institution of the EAC, in response to the provisions of the Treaty. The Protocol establishing EASTECO defines the overall objective of the Commission as to promote and coordinate the development, management and application of science and technology in Partner States to support regional integration and socio-economic development. Science and Technology is identified as one of the key drivers for sustainable socio-economic development in EACs industrialization and integration Agenda.

The Consortium consisting of the East African Science and Technology Commission (EASTECO), EAC Regional Center of Excellence in Biomedical Engineering (CEBE)/University of Rwanda, the EAC Secretariat and the East African Health Research Commission (EAHRC) is organizing the “The 3rd EAC Regional E-health & Telemedicine Workshop, Ministerial Conference and International Trade Exhibition” in Kampala, Uganda, from **19TH – 20TH May 2021.**

The Conference will gather participants including policymakers from public and private organizations, e-Health and Telemedicine experts and professionals, Technology and ICT solutions providers, Research and Development Institutions, Development Partners, International and Non-profit Organizations, to consider and follow-up on the implementation of the resolutions of the second workshop, and also introduce EAC public and private sector decision makers to solutions that will enable the improvement of healthcare infrastructure and delivery through the use of ICTs.

The methodology will include a Ministerial Panel and a Development Partners’ Round Table, workshop sessions where selected papers will be presented. An International Exhibition of e-Health & Telemedicine solutions will be held through which companies will showcase their products. The event will also provide an opportunity to share national, regional and global experience in e-Health and Telemedicine programs and solutions, biomedical engineering and allow participants to get insight into policy and regulatory systems, infrastructure and technologies, and efficient partnerships to improve healthcare delivery.

**THEMES AND TOPICS:**

The Overall theme of the Conference is: “Embracing Digital technologies to foster innovations in healthcare for the wellbeing of East Africans”.

Thematic areas and topics considered in the Workshop and the Ministerial Conference will cover the following (although not limited to):

**1. Enabling environment for e-healthcare in the EAC, including advancements in National eHealth Strategies and implementation of the Digital REACH Initiative:**

* Experiences in implementing the National Digital Health Strategies;
* E-Health readiness and digital health interoperability in the EAC;
* E-Health initiatives and the SDGs;
* Financial solutions for disadvantaged, remote and rural communities;
* Online and m-Payment and reimbursement issues;

**2. Enhancing digital skills for healthcare personnel for improved service delivery:**

* E-literacy in healthcare;
* E-learning for health training;

**3. Digital Technology development and innovation for healthcare services and systems:**

* ICT enabled devices and systems for health; Bio-informatics and Information management;
* Mobile communications applications for health;
* Big data and health information systems;
* Young innovators in technology solutions for health
* Emerging technology applications for health: Internet of Things, Artificial

intelligence.

It is against this background that the EASTECO is recruiting a Hybrid Conference Consultancy firm to enable the EASTECO and co-organizers to efficiently and successfully prepare and organize the event.

**MAIN PURPOSE OF THE ASSIGNMENT:**

The **main tasks** of the Hybrid Conference event management Consultancy firm are to take a leading role in the planning, coordination and execution of all technical and logistical aspects of the 3rd EAC Regional E-health & Telemedicine Workshop, Ministerial Conference and Trade Exhibition to ensure that all the conference preparation steps are timely and successfully conducted.

The **expected outcome** is a well-organized and coordinated Conference.

**DUTIES AND RESPONSIBILITIES OF THE CONSULTANCY**

The role of the Consultancy firm is to support the Conference Co-organizers in general and EASTECO in particular to prepare and implement all required tasks for a successful event, including the execution of all required tasks related to the preparation and hosting a successful and professional Meeting, execution of the conference organization work-plan, invitations and communication with participants, and capturing the reports and minutes of the meetings of the Conference Steering Committee.

Working closely with EASTECO staff, the consultant will also submit to the co-organizers and EASTECO Secretariat all required proposals for a successful Conference, including suitable services regarding provision of information to participants, invitation and registration process.

A detailed breakdown of duties and responsibilities is outlined below:

***1. Preparation and Management of the Conference:***

* Propose the hybrid conference solution that includes; the virtual conference platform to be used, payment platform for exhibitors and physical room/ studio setup among others;
* Design a conference website, conference logo, registration link, manage calls for papers;
* Provide a Work-Plan, Budget and the Program Agenda of the conference;
* Ensure that all contacts (Potential sponsors, exhibitors, presenters, participants, etc.) are followed up and communication handled;
* Plan and manage the virtual and physical event;
* Coordinate the production team on ground for the ministerial session;
* Support EASTECO Staff to ensure that all contacts and actions taken with suppliers are noted and communicated to EASTECO Management for approval;
* Promote the event using flyers and social media as examples of ways to spark attention;
* Participate in the national and regional planning committee meetings for the conference.

***2. Sponsors, Exhibitors, Participants’ management:***

* Advise and assist EASTECO on the list of Sponsors, Exhibitors, Keynote Speakers, Meeting Chairs and Moderators, Presenters, guest of honor and other participants;
* Send out Invitations to ALL participants, including meeting chair(s), speakers, moderators, etc..; and follow up on invitations via telephone, email, or any other means of communication;
* Ensure efficient registration through website and compile confirmed registration list of participants, speakers, support staff, event management team, ushers, etc.;
* Prepare Speakers profiles and the program;
* Prepare briefing notes/video on hybrid conference usage to all participants;
* The consultant shall work in close collaboration with Professional Officers at EASTECO handling different functions like Procurement: Senior Procurement Officer, logistics and Protocol: Principal Administration Officer, Budget issues: Principal Accountant and Technical issues: Principal Officer, Information and Communication Technology.

***3. Conference Venue arrangements:***

* Liaise with Venue Manager to ensure effective and efficient arrangements for all Meeting rooms (for plenary and break-out sessions), as per specified meetings’ schedule;
* Ensure all required audiovisual and IT equipment is available in all the rooms as required;
* Ensure that on-site participants’ registration is well organized;
* Ensure that tags/badges design and lists for all participants, speakers, Media, VIPs, etc.. are effectively and efficiently conducted;
* Support EASTECO Staff in the preparation, production and efficient distribution of conference materials that will be used at the conference (including the book of abstracts and the Conference Program);
* Liaise with EASTECO Staff in the Design and printing of banners for the Conference, the Design and production of conference bags and other branding material, writing pads/notebooks and pens for participants;
* Ensure that notes /minutes of all conference sessions are kept.

***4. Communication & Press Release:***

* Market the conference using different platforms;
* In liaison with EASTECO, arrange publication of print media articles in regional and international newspapers;
* Work with EASTECO staff to Manage and update website content and for social media accounts;
* Supervise High profile interviews – for TV, newspapers and other communication media – during the Conference, and at the Press conference.

**Expected Outputs:**

1. Develop a Conference Planning matrix of all administrative, technical and logistical activities that will be undertaken in the organization of the 3rd EAC Regional E-health & Telemedicine Workshop, Ministerial Conference and Trade Exhibition clearly delineating priority status;
2. Develop, maintain and update workplan and checklists of all the planning aspects for the conference;
3. Prepare weekly reports on conference registration, evolution of conference planning activities in order to inform the efficient planning and execution of the conference;
4. Analyze event performance and prepare metrics presentation.
5. Produce the 3rd EAC Regional E-health & Telemedicine Workshop, Ministerial Conference and Trade Exhibition Conference Report.

**REPORTING:**

The consultant will be accountable to Executive Secretary, EASTECO. The day-to-day assignment and contact will be managed through the Principal Officer, Information and Communication Technology Development, to whom the consultant will report directly.

**CONTRACT DURATION, LOCATION AND REMUNERATION:**

The assignment is for Three (3) months (90 days) from **March 2021 until June 2021.**

**QUALIFICATION AND EXPERIENCE**

The firm should have at least 5 years demonstrable relevant experience of managing and implementing an event of a similar nature and magnitude. Preference will be given to firms with sufficient experience in managing events for international organizations with links to local, regional, and international audiences.

**ABILITY AND SKILLS**

* Ability to coordinate virtual and large conferences
* Ability to establish a good working relationship with the delegates and the conference organizers

**9.0 SCHEDULE OF DELIVERABLES**

The assignment will be executed over a three (3) months period as follows:

|  |  |
| --- | --- |
| **Deliverables** | **Timelines** |
| Contract Signing | 25% |
| Conference website, Call for papers, registration, conference program, work plan, conference publicity | 25% |
| Coordination of the ground production team and virtual conference facilitation | 25% |
| Conference Report | 25% |

**10. Payment Schedule:**

The payment terms shall be as follows;

* Twenty five percent (25%) upon signing of the contract.
* Twenty five percent (25%) on provision of a running conference website, registrations, call for papers, conference program, communication and follow up of potential sponsors/speakers/ exhibitors, participants, work plan, and conference publicity.
* Twenty five percent (25%) on coordination of the production team on ground for the ministerial session and entire virtual and physical event.
* Twenty five percent (25%) after handover report.

1. This Information to Bidders section shall not be modified. Any necessary changes to address specific country and project issues, shall be introduced only through the Data Sheet (e.g., by adding new clauses). Likewise, modifications to the standard Form of Contract should be made only by including clauses outlining the special conditions and not by introducing changes in the wording of the general conditions. [↑](#footnote-ref-1)
2. Indicate all main activities of the assignment, including delivery of reports and other benchmarks such as Procuring Entity’s approvals. [↑](#footnote-ref-2)
3. Duration of activities shall be indicated in the form of a bar chart [↑](#footnote-ref-3)
4. **The CV above must not exceed five (3) pages**  [↑](#footnote-ref-4)
5. **2 Only key information about the positions and the responsibilities held in various assignments during the last three (3) years should be included.**

   [↑](#footnote-ref-5)
6. [↑](#footnote-ref-6)