

**EAST AFRICAN COMMUNITY(EAC)**

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

**Request for Expression of Interest (REOI) to Assess, identify and catalogue Indigenous Knowledge and Technologies in East Africa** *(fixed-budget selection for Regional Individual Consultants).*

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| --- |
|  |
|  **Reference Number: EAC/EASTECO/RFPs/009/2023-2024.** |
|  **18TH April 2024.** |

**INVITATION TO EXPRESS INTEREST.**

1. EASTECO is an institution of the EAC, based in Kigali, Rwanda. The Commission invites competent and eligible Individual Consultants from the all **EAC partner states** to submit their applications for services above. The principle of equity at according procurement opportunities among Partner States will be applied in this consultancy. **The Terms of Reference defining the minimum technical requirements for these services are attached as Annex 1 to this Request for Expression of Interest.**
2. **Only Individual Consultants are eligible for this assignment provided that they fulfil the following eligibility criteria:**

*a) They are not being bankrupt or wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are being subject of proceedings concerning those matters, or are being in any similar situations arising from a similar procedure provided for in the national legislation or regulations of EAC Partner States;*

*b) They have not been convicted of offences concerning their professional conduct by a judgment which haves the force of res judicata; (i.e. against which no appeal is possible);*

*c) They have not been declared guilty of grave professional misconduct proven by any means which EAC Secretariat can justify;*

*d) They have not fulfilled obligations related to the payments of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those countries where the contract is to be performed;*

*e) They have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the EAC’s financial interests; or*

*f) They are not being currently subject to a penalty resulting from an Administrative Review.*

***3*.** Your Expression of Interest must be presented in English as per the Standard Expression of Interest Forms attached as Annex 2 to this REOI in English language and be accompanied by copies of all the indicated supporting documents.

***4.*** The submission MUST contain: Filled & signed application/cover letter; Curriculum Vitae (CV), Technical and Financial Proposals; copies of academic and other testimonials; copies of Contracts/Orders/Appointment letters and the Official Referee letters and/or Completion certificates.

Interested candidates may submit their bids:

* Through the e-mail: **tenders@easteco.org** and NOT to any other. The application should have a PASSWORD, until the opening date and time: **Thursday 2ND May 2024 at 3 PM East African Time, or 2 PM Rwanda Time,** when the Consultant shall IMMEDIATELY send the said password to the same email (**tenders@easteco.org)** to officially open their application.
* **ALTERNATIVELY,** submit your application via registered mail, courier service or hand delivered in a plain SEALED envelope with consultancy’s subject and reference provided above and addressed to:

The Secretary, Procurement Committee,

East African Science and Technology Commission (EASTECO),

Queensland House, 4TH Floor, Kigali-Rwanda.

Tel: +250 789 44 77 81

**So as to be received not later than the same deadline given above:** **Thursday 2ND May 2024 at 3 PM East African Time, or 2 PM Rwanda Time.** Opening of the applications shall follow immediately after this time. **The EASTECO is an equal opportunity employer. Female and Youth candidates are encouraged to apply.**

**INSTRUCTIONS:**

Your proposal should be submitted as per the following instructions, and in accordance with the Terms and Conditions of the Standard Contract attached as a separate document as Annex 3. Do not submit that Annex 3 as part of your application.

**5.0 SELECTION CRITERIA**

**5.1 Preliminary/mandatory evaluation criteria:**

5.1.1. Signed and dated application letter **only using the format provided as Annex 2A. on page 11 below**.

5.1.2. Submission of a filled and signed C.V. **using ONLY the format provided as Annex 2B. on pages 12 to 14 below**, containing only the RELEVANT and DETAILED information as required under Clause 5.2 below.

5.1.3. Submission of a filled, signed and dated **Financial Proposal, using ONLY the format provided as Annex 2C. on page 15 below**,

5.1.4. Submission of a **Technical Proposal** as per Article 5.2.3. below.

5.1.5. Copies of RELEVANT **academic and professional certificates and testimonials** as required under clause 5.2 of technical evaluation criteria below.

5.1.6. Valid Copies of **Contracts or Orders** from past Clients OR Appointment Letter(s) from previous similar employment; as evidence of having performed similar assignments, as required under Article 5.2 below.

5.1.7. EACH copy of Appointment Letter/Contract/Order/ in 5.1.6. above MUST be accompanied by its valid and corresponding **Official Referee letter OR Completion letter/certificate** from the respective Employer or Client; as evidence of having SUCESSIFULLY performed these SAME assignments.

5.1.8. Any Consultant quoting a figure above **USD. 10,000** shall be disqualified at this stage.

*Applications lacking any of the above documents shall not be considered further.*

**5.2. Technical evaluation criteria:**

**5.2.1.** Academic Qualification of at least Master Degree in natural sciences relevant to ethnobotanical, ethnozoological and artefact inventorization and cataloguing from a recognized university - *Provide a valid copy of the certificate* – **15 marks.**

**5.2.1.1** Additional technical or professional training in any of the above disciplines will be an added advantage - *Provide valid copy of the certificate(s)* – **10 marks.**

**5.2.2.** The Candidates should provide work-related experience **at least for the last 5 years** and evidence of **at least three (3) previous contracts/orders for similar assignments within the last 10 years**, including:

1. Extensive knowledge and experience in knowledge management systems, especially in indigenous knowledge and technology systems;
2. Demonstrable training and experience in survey methodology, especially in research and development;
3. Demonstrable experience in development of ethnobotanical, ethnozoological and artefact inventories and catalogues for archival purposes;

Evidence of having successfully/satisfactorily performed the similar assignment(s) as above shall be verified by the Consultant submitting the following:

1. Copies of relevant and valid Contracts/Orders OR Official Appointment letter(s) from Employers or Clients, showing evidence of having performed the above assignments, for up to years – **2 marks for EACH complete year. Maximum total score for up to ten cumulative years = 20 marks.**

For number of complete years below ten (10) but at least five (5) years, the score shall be prorated, i.e. **number of years divided by 10 years multiplied by 20 marks.**

1. For each or combination of the above copy/copies of Contract(s)/Order(s)/Official Appointment letter(s), corresponding valid and official Referee letter(s) OR valid completion letter(s)/certificate(s) from the respective Employer(s) or Client(s) must be provided; to demonstrate successful completion or performance of EACH assignment – **2 marks for ALL corresponding Official Referee letter(s) OR Completion letter(s)/certificate(s)** **for EACH** **complete year.**

**Maximum total score for all corresponding Official Referee letter(s) OR Completion letter(s)/certificate(s) for the ten cumulative years = 20 marks.**

**5.2.3** A technical proposal not exceeding four pages detailing:

1. Understanding of the ToRs – **5 marks.**
2. An outline of the methodological approach for the assignment – **25 marks.**
3. Activity schedule – **5 marks.**

Total possible marks = **100 marks.**

The Minimum qualifying score shall be **70%**, i.e. **70 marks.**

**5.3** **Interview, Negotiation and Awarding Criteria:**

Before negotiation, the evaluation committee shall interview the **Highest** scoring Consultant with questions, on his/her qualitative competences on requirements **Nos. (vii) and (viii) under Article 5** of the ToRs.

If the Consultant is successful, a negotiation shall be held with the **Highest** scoring Consultant and who is within the stated budget. Upon successful negotiation, the Consultant shall be recommended for awarded of the contract. The negotiation shall not involve the cost quoted, unless there will be change of scope of the ToRs during the negotiation, resulting to adjustment of the 30 man-days, but not the unit cost quoted.

**6.** **Validity of the Expression of Interest:** Your Expression of Interest should be valid for a period of **120 days** from the date for deadline for submission indicated in Paragraph 4 above.

**7.** **Duration, Location and Remuneration:**

This assignment shall run for a period of **20-man days** spread over **90 calendar days**, to commence immediately upon issuance of the contract. The assignment will require that the consultant to work virtually and also to travel for physical meeting with relevant stakeholders, as will be agreed by the commission.

***NOTE:*** *This is a fixed-budget consultancy, with a maximum budget of Ten Thousand US Dollars (****USD.10,000)****. The Consultant must therefore quote an all-inclusive professional fee of lower than and up to USD10,000 for all the 20 man-days.* *Any Consultant quoting a figure above USD. 10,000 shall be disqualified at the preliminary evaluation stage.*

In addition, if the contracted consultant shall come from outside their country of origin or resident, the Commission shall provide air ticket and daily subsistence allowance for the days s/he will travel for physical meeting with relevant stakeholders - where necessary - as will be agreed with the commission, as per EAC financial rules and regulations.

No other benefit should be expected from this consultancy, including any other reimbursable and miscellaneous costs. The consultant should therefore include all such costs as part of the man-day rate. The cost must include ALL the applicable taxes in the country of origin and must be quoted in USD.

**8.** **Request for additional information and/or clarifications** may be done, but not later than 2 working days PRIOR to deadline indicated, using this email address….**procurement@easteco.org**….

Any addendum or clarification from EASTECO concerning this application shall be sent to all the shortlisted consultants.

**ANNEXES:**

Annex 1: Terms of Reference.

Annex 2: Expression of Interest Forms:

1. Cover letter,
2. CV and
3. Financial proposal.

Annex 3: Standard Contract for Individual Consultant (***NOTE: This is attached separately for Consultant’s information and should NOT be submitted back with or as part of the proposal***).

***Sincerely,***

***SENIOR PROCUREMENT OFFICER,***

***EASTECO.***

**ANNEX 1: TERMS OF REFERENCE**

**Terms of Reference for the Consultancy to** **Assess, identify and catalogue Indigenous Knowledge and Technologies in East Africa**

**1.0 Background**

The East African Science and Technology Commission (EASTECO) is a semi-autonomous institution of the East African Community (EAC) that was established by the fifth Extra Ordinary Summit of the EAC Heads of State on June 18, 2007. This was in accordance with the relevant provisions of the Treaty on the Establishment of the East African Community as set out in Chapter 16, Article 103 (a), where the Partner States undertook to promote co-operation in the development of science and technology within the Community’s Partner States. The EAC is an intergovernmental organisation comprised of six Partner States including Burundi, Kenya, Rwanda, Tanzania South Sudan and Uganda. The overall objective of EASTEECO is to promote and coordinate the development, management and application of science and technology to support EAC regional integration and socio-economic development.

The Treaty for the establishment of East African Community, in Article 103 section 1 (c), commits Partner States to promote development and use of indigenous science and technologies. Article 118 (h) on Health also commits Partner States to promote the development of good nutritional standards and the popularization of indigenous foods. Indigenous Knowledge and technology refer to intricate knowledge and technology systems acquired over generations by communities as they interact with the environment. It encompasses technological, economic, philosophical, learning and governance systems. It is therefore a body of empirical knowledge and beliefs handed down through generations of inhabitants of a specific locale, by cultural transmission, about the relationship of living beings with each other and their environment. Indigenous communities in east Africa possess rich traditional knowledge expressed in many practices in their communities. The need to recognize IKT is paramount for economic and cultural empowerment of indigenous people in particular, and for enriching modern scientific knowledge and innovations for regional socio-economic development.

The East African regional strategy for indigenous knowledge and technology systems 2022-2032, and the EAC regional Science technology and Innovation (STI) research and development agenda 2020-2030 prioritize the development of an inventory of ethnobotanical, ethnozoological and other forms of indigenous knowledge and technologies (IKT) in a) Traditional ecological knowledge and technologies; b) Farming and food systems including indigenous food processing c) Medical, pharmaceutical and environment knowledge and technologies d) Construction and infrastructure development technologies. Scientific enquiry in IKT presents a unique opportunity for multi-disciplinary, collaborative and participatory research engagement to enrich the regional research and innovation system in East Africa. It presents a distinct opportunity as a nexus between the private sector, the academia, and the local communities, to develop novel IKT-based products in areas such as medical ethnobotany and ethno-zoology, pharmaceutical, and nutraceutical products. It also provides an opportunity in use of traditional artefacts in architecture, engineering, art, design and performing art, which will promote regional integration and socio-economic development.

It is against this background that EASTECO intends to conduct an assessment of IKT in the region to identify and catalogue Indigenous Knowledge and Technologies. The General Objective is to develop an inventory and catalogue of ethnobotanical, ethnozoological and inanimate artefacts for indigenous knowledge and technology systems in East Africa to ensure their preservation for future generations, safeguarding cultural diversity and identity.

The Specific Objectives are:

1. To inventorize and catalogue indigenous knowledge and technologies in traditional ecological systems practiced by diverse indigenous communities in East Africa.
2. To inventorize and catalogue indigenous knowledge and technologies in agriculture and food systems including, food processing systems
3. To inventorize and catalogue indigenous knowledge and technologies in health and wellbeing systems

It is expected that the inventory will form a solid regional reference catalogue upon which further development of Indigenous Knowledge and Technologies processes will be based for the benefit of the citizens of the Community. The study will develop a comprehensive catalogue of indigenous Knowledge and Technologies in East Africa, highlighting their diversity, relevance, and contributions to sustainable development, increase awareness and recognition of indigenous knowledge among policymakers, researchers, and development practitioners, enhance collaboration and knowledge exchange between indigenous communities and external stakeholders, and empower indigenous communities to preserve, transmit, and utilize their knowledge for the benefit of present and future generations.

**2.0 The Consultancy**

The East African Science and technology Commission intends to develop a regional inventory of ethnobotanical, ethnozoological and inanimate artefact relevant to a) Agriculture and food systems including food processing b) Health and well-being systems, EASTECO is therefore seeking to engage a consultant to develop an inventory and catalogue of indigenous knowledge and technologies in East Africa.

**2..1. The General Objective of the consultancy**

The general objective of this consultancy is to develop a regional inventory and catalogue of ethnobotanical, ethnozoological and inanimate artefacts of indigenous knowledge and technology systems in East Africa.

**2.1.1. Specific Objectives of the consultancy**

1. To develop and submit inception report detailing the understanding of the consultancy, with data collection methods and instruments, work pan, and expected outputs and timeline,
2. To conduct a desk review and undertake regional survey and Partner States consultation on the existing IKT for each of the 2 identified disciplines in EAC Partner States;
3. To develop regional instrument for assessment, identification and cataloguing existing IKT for each of the 4 identified disciplines in EAC Partner State;
4. To develop a regional inventory and catalogue of existing IKT for each of the 2 identified disciplines in EAC Partner States

**3.0 Main Expected Outputs**

1. Detailed inception Report on the understanding of the consultancy as well as describing objectives, methodologies and planned schedule of work.
2. Baseline report on the existing IKT in each of the 2 identified disciplines in EAC Partner States
3. Instrument for assessment of existing IKT in each of the 2 identified disciplines in EAC Partner States
4. Regional inventories and catalogues of existing IKT for each of the 2 identified disciplines in EAC Partner States

**4.0 List and Schedule of Deliverables**

1. Development and submission of an acceptable inception report of the regional inventories and catalogues of existing IKT for each of the 2 identified disciplines;
2. Baseline report on literature, National consultations on the regional inventories and catalogues of existing IKT for each of the 2 identified disciplines;
3. Instrument for assessment of existing IKT for each of the 2 identified disciplines;
4. Develop draft report on the regional inventories and catalogues of existing IKT for each of the 2 identified disciplines;
5. Validation workshop of the draft regional inventories and catalogues of existing IKT for each of the 2 identified disciplines;
6. Submission of the revised final report of the regional inventories and catalogues of existing IKT for each of the 2 identified disciplines;

The assignment will be carried out within **20 man-days** spread out over **90 calendar days**.

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| --- | --- | --- |
| **Time** | **Deliverable** | **Submission Timeline** |
| 0-Man days  | Contract for the consultancy | Signed Contract  |
| 3-Man days  | **Inception Report of the consultancy**This will include: 1. The understanding of the assignment
2. Comments on the TORs
3. Refined approach and methodology
4. Updated work plan

Meeting with client will be held within 2 days after submission to discuss the report. The consultant will present the inception report to EASTECO for validation and approval. | Inception report submitted within 8 days post contract signing  |
| 20-Man days  | **Baseline Report for IKT**Literature desk review report on Baseline report on literature, National consultations on the regional inventories and catalogues of existing IKT for each of the 2 identified disciplines. | Literature Review Report submitted within 40 days post contract signing  |
| 10 -Man days | **Instrument for assessment of IKT**Framework for assessment regional inventories and catalogues of existing IKT for each of the 2 identified disciplines | National Consultation Reports within 50 days post contract signing  |
| 10-Man days  | **Draft inventory and catalogue of IKT**Develop draft report on the regional inventories and catalogues of existing IKT for each of the 2 identified disciplines.  | Draft Report within 60 days post contract signing  |
| 3-Man days  | **Regional validation Workshop**Validation workshop of the draft regional inventories and catalogues of existing IKT for each of the 2identified. The output of the validation workshop including comments, corrections and recommendations shall be captured in the Regional Validation Workshop Report. | Draft Strategy within 85 days post contract signing  |
| 4-Man days | **Final Inventory and catalogue of IKT**Submission of the revised final report of the regional inventories and catalogues of existing IKT for each of the 2 identified; | Final Report within 90 days post contract signing  |
| **50 -Man days** |  | 1. **days**
 |

**5.0 Qualifications, skills and competences of the Consultant:**

Applications are hereby invited from suitably qualified citizens of the EAC Partner States, with the following profile:

1. Academic Qualification of at least Master Degree in natural sciences relevant to ethnobotanical, ethnozoological and artefact inventorization and cataloguing from a recognized university;
2. Extensive knowledge and experience in knowledge management systems, especially in indigenous knowledge and technology systems;
3. Demonstrable experience in development of ethnobotanical, ethnozoological and artefact inventories and catalogues for archival purposes
4. Demonstrable knowledge and skills in data collection, analysis and production of quality reports, and experience in facilitation of national stakeholders’ workshops;
5. Detailed list of similar consultancies previously done in the past ten (10) years;
6. Evidence of at least three (3) previous contracts/orders of similar assignments in the last 5 years;
7. Sound work ethics, including commitment to time and meeting deadlines, as well as maintaining courtesy and trustworthiness;
8. Fluency in English language and Kiswahili

**6. Payment conditions.**

Payment to the consultants will be scheduled as follows:

|  |  |  |
| --- | --- | --- |
| **S/N** | **Payment**  | **Deliverable**  |
|  | 10% | Submission of detailed and acceptable inception Report on the understanding of the consultancy with clear workplan, methodology and data collection tool. |
|  | 25% | Submission of acceptable instrument and Baseline report on the existing IKT in each of the 2 identified disciplines in EAC Partner States  |
|  |  |  |
|  | 25% | Submission of Draft regional report on regional inventories and catalogues of existing IKT for each of the 2 identified disciplines in EAC Partner States |
|  | 40% | Submission of revised validated regional inventories and catalogues of existing IKT for each of the 2 identified disciplines in EAC Partner States |
|  | 100% |  |

**7.0 Responsibilities of the EASTECO**

Responsibilities of the EASTECO) will include:

1. provision of relevant reports, data and documentation for the assignment as and where available – however the Consultant has the ultimate responsibility for collecting the required data and documentation which cannot be made availed by the Client;
2. linkage with consultant with relevant stakeholders, although the consultant bears the ultimate responsibility of liaising with the IKT stakeholders
3. Making comments on work progress, collection of comments on reports from other stakeholders and submission of all the comments to the Consultant.
4. Facilitate meetings with relevant partners and stakeholders.
5. Reviewing/approving/feedback on all the above deliverables.

**8.0 Reporting line and linkages:**

1. The EASTECO Secretariat is responsible for ensuring that the Consultant performs his/her duties in an efficient manner.
2. The Secretariat will also introduce the consultant to partners and stakeholders for organising the meetings, workshops and all other undertakings relevant to this consultancy.
3. The consultant shall be responsible to the Executive Secretary of the EASTECO.
4. The day-to-day assignment and contact will be managed through the Deputy Executive Secretary, to whom the consultant will report directly.

**ANNEX 2: Expression of Interest Forms**

[A. COVER LETTER FOR THE EXPESSION OF INTEREST FOR THE PROJECT 10](#_Toc267927845)

[B. CURRICULUM VITAE 11](#_Toc267927846)

[C. FINANCIAL PROPOSAL 14](#_Toc267927847)

**ANNEX 2**

**2A. COVER LETTER FOR THE EXPESSION OF INTEREST FOR THE PROJECT**

***[insert name and reference number]***

[*Location, Date*]

**To: The Executive Secretary, East African Science and Technology Commission (EASTECO)**

**Queensland House, 4TH Floor, Kigali-Rwanda.**

Dear Sir:

I, the undersigned, offer to provide the consulting services Assess, identify and catalogue Indigenous Knowledge and Technologies in East Africa, in accordance with your Request for Expression of Interests number *EAC/EASTECO/RFPs/009/2023-2024,* dated………………..and my Financial Proposal for the sum of [*Insert amount(s) in words and figures*1[[1]](#footnote-1)]. This amount inclusive of all expenses deemed necessary for the performance of the contract in accordance with the Terms of Reference requirements, andincludeany of the following taxes in Procuring Entity’s country: value added tax and social charges or/and income taxes on fees and benefits.

I hereby declare that all the information and statements made in CV are true and accept that any misinterpretation contained in it may lead to my disqualification. I take note that under the provisions of the EAC Procurement Policy applicable to this Request of Expression of Interest, a contract cannot be awarded to applicants who are in any of the following situations:

*a) They are being bankrupt or wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are being subject of proceedings concerning those matters, or are being in any similar situations arising from a similar procedure provided for in the national legislation or regulations of the EAC member states;*

*b) They have been convicted of offences concerning their professional conduct by a judgment which haves the force of res judicata; (i.e. against which no appeal is possible);*

*c) They have been declared guilty of grave professional misconduct proven by any means which* EASTECO *can justify;*

*d) They have not fulfilled obligations related to the payments of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those countries where the contract is to be performed;*

*e) They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the* EASTECO *financial interests; or*

*f) They are being currently subject to an administrative penalty.*

I confirm that I am not in any of the situations described above, and I hereby declare that at any point in time, at the EASTECO’s request, I will provide certified copies of documents to prove that I do not follow in any of the situation described above. I am aware that the penalties set out in the EAC Procurement Policy may be applied in the case of a false declaration, should the contract be awarded to me. My proposal is binding upon me for the period indicated in ***paragraph 6*** of the REIO above. I undertake, if our Proposal is accepted and to be available for the entire duration the contract as indicated in ***paragraph 7*** of the REOI above.

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

Yours sincerely,

Signature [*In full and initials*]:

Name and Title of Signatory:

**2B. CURRICULUM VITAE**

***[insert the full name]***

|  |  |
| --- | --- |
| **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. Purchase Order details:** | ***Address****: [insert the physical address]* |
|  | ***Phone: [****insert the phone and mobile no.]* |
|  | ***E-mail:*** *[insert the email]* |
| **7. Education:** |  |
|  |  |
| **Institution:****[Date from – Date to]** | **Degree(s) / Certificates obtained:** |
| *[indicate the month and the year]* | *[insert the name of the degree and the specialty/major]* |
| *[indicate the month and the year]* | *[insert the name of the degree and the specialty/major]* |

|  |  |
| --- | --- |
| **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 this assignment)*[insert the key qualifications]* |

**13. Specific relevant experience:**

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

1. **Professional experience RELEVANT TO THIS ASSIGNMENT:**

| **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:******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 Purchase Order/Contract/Appointment letter:*** ***Beneficiary of the Purchase Order/Contract*** ***Appointment letter:******Brief description of the Purchase Order/Contract/*** ***Appointment letter:*** ***Responsibilities:*** |
| *[indicate the month and the year]* | *[indicate the country and the city]* | ***Name of the Company:******Address of the company:******Phone:******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 Purchase Order/Contract/Appointment letter:*** ***Beneficiary of the Purchase Order/Contract Appointment letter:******Brief description of the Purchase Order/Contract/ Appointment letter:*** ***Responsibilities:*** |
| *[indicate the month and the year]* | *[indicate the country and the city]* | ***Name of the Company:******Address of the company:******Phone:******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 Purchase Order/Contract/Appointment letter:*** ***Beneficiary of the Purchase Order/Contract Appointment letter:******Brief description of the Purchase Order/Contract/ Appointment letter:*** ***Responsibilities:*** |

1. **Other relevant information:** (e.g. Publications)

***[insert the details]***

1. ***Statement:***

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I hereby declare that at any point in time, at the EASTECO request, I will provide copies of all documents to prove that I have the qualifications and the professional experience and indicated at points 7 and 14 above**[[2]](#footnote-2),** documents which are attached to this CV as photocopies.

By signing this statement, I also authorized EASTECO to contact my previous or current Employers/Clients indicated at point 14 above, to obtain directly reference about my professional conduct and achievements.

|  |  |  |
| --- | --- | --- |
| Signature | Date: |  |

**MANDATORY ATTACHMENTS (SUPPORT DOCUMENTS):**

*1) Proof of qualifications indicated on* ***No. 7 above*** *(Academic & professional certificates & testimonials).*

*2) Proof of working experience indicated at* ***No. 14 above*** *(valid and relevant Copies of Contracts/Orders/Appointment letters and also, completion certificates/Referee letters for EACH stated assignments).*

**2C. FINANCIAL PROPOSAL**

***[Insert name and reference number]***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **N°** | **Description** | **Unit** | **No. of Units** | **Unit Cost****(in US$)** | **Total****(in US$)** |
| **Professional Fees/Remuneration** | Man-days | 20 |  |  |
| **Total Financial Offer (Fee)** |  |

***NOTE:*** *This is a fixed-budget consultancy, with a maximum budget of Ten Thousand US Dollars (****USD.10,000)****. The Consultant must therefore quote an all-inclusive professional fee of lower than and up to USD10,000 for all the 20 man-days. Any Consultant quoting a figure above USD. 10,000 shall be disqualified at the preliminary evaluation stage.*

In addition, if the contracted consultant shall come from outside their country of origin or resident, the Commission shall provide air ticket and daily subsistence allowance for the days s/he will travel for physical meeting with relevant stakeholders - where necessary - as will be agreed with the commission, as per EAC financial rules and regulations.

No other benefit should be expected from this consultancy, including any other reimbursable and miscellaneous costs. The consultant should therefore include all such costs as part of the man-day rate. The cost must include ALL the applicable taxes in the country of origin and must be quoted in USD.

Signature:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)