

**EAST AFRICAN COMMUNITY(EAC).**

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

**Request for Expression of Interest (REOI) for Development of the East African Regional Geospatial Information Management Network (EAC-GIN) Framework** *(fixed-budget selection for Regional Individual Consultants).*

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|  **Reference Number: EAC/EASTECO/RFPs/006/2024-2025.** |
|  **27TH November 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), 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 12TH December 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 12TH December 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 13 below**.

5.1.2. Submission of a filled and signed C.V. **using ONLY the format provided as Annex 2B. on pages 14 to 16 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 17 below**.

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

5.1.5. 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.

5.1.6. EACH copy of Appointment Letter/Contract/Order/ in 5.1.5. 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.

5.1.7. Any Consultant quoting a figure above **USD. 15,000** shall be disqualified at this stage.

*Applications not complying with any of the above requirement shall not be considered further.*

**5.2. Technical evaluation criteria:**

**5.2.1.** At least an academic Master’s Degree in Geo-information Science, Geomatics, Geodesy, Earth observation, Remote sensing, Space science or Environmental Science from a recognized University - *Provide a valid copy of the certificate* – **10 marks.**

**5.2.1.1** A Phd oradditional 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/ comparable assignments within the last 10 years**, including:

1. Demonstrable knowledge of Geographic Information Science and Remote sensing, Space Science and Technology focusing on development policies and strategies with the ability to work in a multi-cultural environment at regional level;
2. Direct experience providing technical support to African Governments, policy makers and senior officials supported with the ability in harmonization of policies and strategies to inform practice based on continental and regional frameworks and/or agendas for national impact;
3. Minimum of five (5) years’ verifiable experience working strategic planning business in the geospatial science sector;
4. Knowledge of the enabling environment for geospatial science in the region and in Africa will be an added advantage.
5. Detailed list of comparable and relevant consultancies participated in the last ten (10) years;

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 – **3 marks for EACH complete year. Maximum total score for up to ten cumulative years = 30 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 30 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 – **3 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 = 30 marks.**

Total possible marks = **80 marks.**

The Minimum qualifying score shall be **60 marks.**

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

Before negotiation, the evaluation committee shall interview the **Highest** scoring Consultant with questions, on their methodology/approach, his/her qualitative competences on requirements on **Nos. (xiii) and (ix) under Article 9** of the ToRs below **– 20 marks.** The Minimum qualifying score shall be **= 10 marks.**

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 **30-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 Fifteen Thousand US Dollars (USD.15,000). The Consultant must therefore quote an all-inclusive professional fee of lower than and up to USD.15,000 for all the 30 man-days. Any Consultant quoting a figure above USD. 15,000 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**

1. **Background**

The East African Community (EAC) is a regional intergovernmental organisation of eight (8) Partner States: The Republic of Burundi, the Democratic Republic of the Congo, the Republic of Kenya, the Republic of Rwanda, the Federal Republic of Somalia, the Republic of South Sudan, the Republic of Uganda, and the United Republic of Tanzania. The Community aims to foster Regional Integration and socio-economic development among Partner States through development of policies and programmes to widen and deepen co-operation in political, economic, social and cultural fields including science, technology and innovation.

The Treaty for the Establishment of the East African Community recognizes Science and Technology as a key driver for sustainable socio-economic development. The treaty explicitly provides for the Partner States to promote and support cooperation in the development and application of science and technology within the Community, in Article 5, 12 and Article 103. In response to the provision of the Treaty, the EAC Summit of Heads of State established the East African Science and Technology Commission, EASTECO, in 2007, as a semi-autonomous institution of the East African Community to promote and coordinate the development, management, and application of Science and Technology in the Partner States.

The Protocol establishing EASTECO mandates the Commission as the main regional agency through which the EAC Partner States will develop and implement common Science and Technology policies, programs and projects, in priority areas that include human resources development, collaborative research, technology development and innovation. These regional STI priorities are to enable and support the sustainable production of goods and services and enhance economic competitiveness in accordance with the EAC Common Market Protocol of 2010 and the EAC Vision 2050.

Over the past decade, African investment in Space Science and Technology (SST) has grown, driven by Earth observation development programmes in Algeria, Egypt, Nigeria, Gabon, Kenya and South Africa, and investment in satellite telecommunications in countries such as Angola and Congo. According to the Business and Market Analysis of the African Space Industry [study by Space in Africa](http://africanews.space/over-3-billion-have-been-spent-on-space-projects-in-africa-since-1998/), over US$3 billion has been spent on space projects in Africa since 1998. Encouraged in part by the successful South African bid to co-host the [Square Kilometer Array global astronomy project](http://www.ska.ac.za/), the largest radio telescope to be ever built, new entrants have emerged in the African space arena.

Today, increased spending and activities are driven primarily by African agendas linked to (sustainable) development goals, and with a few exceptions, National Space Programmes are largely financed through national budgets and not foreign aid, as popularly believed. In Sudan in September 2012, the Ministers of Science and Technology recommended in the [Khartoum Declaration](https://au.int/sites/default/files/documents/30935-doc-declaration_khartoum_citmc4_eng_final_2.pdf) that the African Union (AU) Commission develop a space policy for the continent in collaboration with relevant stakeholders and taking into account remote sensing applications and satellite imagery processing. Following the Declaration, the AU Commission endorsed the establishment of a Working Group on Space Science tasked to develop a draft African Space Policy and Strategy.

Space Science and Technology, and the many practical benefits that can be derived from their application, have played a significant role in international, regional and national economic and social development efforts. Space presents a unique opportunity for cooperation in using and sharing enabling infrastructure and data towards the proactive management of disease outbreaks, natural resources and the environment, responses to natural hazards and disasters, weather forecasting, climate-change mitigation and adaptation, agriculture and food security, peacekeeping missions and conflict resolution.

Space-derived products and services in Earth observation, satellite communication, and navigation and positioning are crucial for the economic development of the EAC Region. While some of these products and services have helped to meet the social and economic needs of the continent, Partner States of the Community do not have the full technical capacity to participate independently in these space-related activities. New applications for Space Science and Technology are constantly being discovered, and spin-offs from space technologies have led to advancements in such diverse fields as medicine, materials science and computers. Exploiting these applications and technological advancements for East Africa’s social and economic development would bring many benefits. However, the high cost of participating in space activities has hindered many countries, particularly those in the East African Region, from taking full advantage of the practical benefits that SST offers.

The African Space Policy and Strategy were developed to support the AU Agenda 2063 objective of exploiting all possible opportunities available in the short, medium, and long term, to ensure positive socioeconomic transformation within the next 50 years. On the global scale, it serves the purpose to contribute to the elaboration of the variety of perspectives necessary to move forward the dial on more effective and inclusive global space governance. With a policy in place to facilitate increased regional cooperation, some of the historical limitations that have prevented successful Science and Technology Cooperation in the region will be averted.

The strategic approach in implementing the African Space Program, as proposed by the space policy, is to adopt a philosophy driven by addressing needs in response to relevant user requirements. The strategy focuses on priorities that underpin the key priority areas of political, economic, and social affairs, namely around disasters, health, ecosystems, biodiversity, and climate. However, Earth observation forms the primary focus of the African Space Program as this application is viewed to have the most potential to address the socio-economic challenges of the continent. Other focus includes Navigation, Communication & Science/Astronomy. There are other initiatives that have embraced African Space Program, these include African Monitoring of the Environment for Sustainable Development (AMESD), Monitoring for Environment and Security in Africa (MESA), Global Monitoring for Environment and Security and Africa (GMES & Africa), and [African Group on Earth Observations](http://www.earthobservations.org/activity.php?id=106) (AfriGEOSS) which provide some distinct advice for the coordination of the African Regional Space Program, utilization of Earth Observation data in monitoring of Environment and Natural Resources in Africa. These programs have also implemented capacity building program that has built on the existing capacity to enable Partner States enhance their scientific and technical knowledge and experience in space science and technology in addressing Africa’s needs”.

EASTECO has developed EAC Regional Space Science and Technology Strategy that has been approved by Council of Ministers and is now under implementation. The EAC Regional Space Science Strategy is aimed at enhancing access to space services and grow the demand for space services through effective and efficient service delivery and industry coordination. The strategy identifies six (6) space science and technology strategic programs of service to be implemented by this strategy i.e., Space operations and systems engineering, earth observation application and services, navigation and positioning, satellite communications and broadcasting, space operations systems and engineering, and space science and astronomy.

One of the activities under the Strategic Objective 6 for strengthening Coordination, Collaboration and Partnerships is the establishment of East African Regional Geospatial Information Management Network. For this network to function and operate successfully, it needs to be governed by a structural framework. In order to coordinate activities of Space Science and Technology in the EAC Region, there is therefore a need to establish a Geospatial Information network and develop the framework to guide its operations.

It is against that background that EASTECO is seeking for consultancy service to develop the East African Regional Geospatial Information Management Network (EAC-GIN) Framework.

1. **Justification**

The development of the East African Regional Geospatial Information Management Network is underpinned by several crucial justifications. As the East African Community (EAC) works towards deeper regional integration, there is a pressing need for a platform that allows Partner States to collaborate effectively on projects that span national borders. The network would enable seamless data sharing and joint decision-making, vital for infrastructure projects, environmental management, and other regional initiatives. A regional network will ensure that development planning is consistent across Partner States, avoiding duplication of efforts and ensuring that projects are aligned with regional goals, such as those outlined in the EAC Vision 2050.

Access to accurate and up-to-date geospatial data is crucial for informed policymaking. A regional network would provide a shared resource for Governments to base decisions on comprehensive, region-wide data, leading to better outcomes in sectors such as land use, agriculture, urban planning, and disaster management. A centralized network improves transparency in governance by making geospatial data more accessible to all stakeholders, including the public. This can enhance accountability in public sector projects and improve trust in government initiatives.

The East African region faces common natural hazards such as floods, droughts, and earthquakes. A regional geospatial network would support the development of early warning systems, disaster preparedness plans, and coordinated response strategies, thereby reducing the impact of disasters on communities. The region's shared ecosystems, such as the Great Rift Valley and Lake Victoria, require coordinated management efforts. A regional network would enable Partner States to monitor and protect these ecosystems more effectively, addressing issues like deforestation, pollution, and climate change.

Geospatial information is a key component of the digital economy, driving innovations in sectors such as logistics, agriculture, and e-commerce. A regional network would facilitate the development of new applications and services that leverage geospatial data, contributing to economic growth and job creation. Reliable geospatial data is essential for investors assessing opportunities in the region. A regional network would provide a comprehensive and reliable source of data, making the region more attractive to both domestic and international investors.

The establishment of a regional network would provide opportunities for training and capacity building, helping to develop a skilled workforce in geospatial technologies across the region. This would reduce reliance on foreign expertise and foster local innovation. A regional network will facilitate the exchange of knowledge and best practices among Partner States, promoting the adoption of innovative solutions and improving overall geospatial information management in the region.

Geospatial data plays a critical role in monitoring progress towards the Sustainable Development Goals (SDGs). A regional network would enable Partner States to track and report on indicators related to poverty, health, education, and the environment, contributing to more effective implementation of the SDGs. The network will help ensure that development projects are inclusive and equitable, by providing data that highlights areas of need and informs strategies to reach marginalized and vulnerable populations.

Different legal and institutional frameworks across East African countries can hinder the effective use of geospatial data. A regional network would promote the harmonization of these frameworks, ensuring that data can be shared and utilized effectively across borders. The network would contribute to stronger regional governance structures by providing a platform for coordination and collaboration among Partner states, ensuring that geospatial data management is aligned with regional priorities and policies.

The network would align East Africa with global geospatial information management initiatives, such as the United Nations Global Geospatial Information Management. This alignment would enhance the region's ability to participate in and benefit from international collaborations. By developing a regional network, East Africa would enhance its standing in the global geospatial community, demonstrating a commitment to best practices and positioning the region as a leader in geospatial information management in Africa.

The Network will be to strengthen the coordination and coherence of geospatial information management within the EAC, including its overarching trends, technology, practices, data, needs, capacity building, and partnerships, ultimately to promote synergies and enable the EAC Region Geospatial systems. The proposed network will have strategic priority as blueprint of Geospatial activities in the EAC Region and transformational pathways that will include; governance, strengthening the network; coherence and coordination, delivering as one across the EAC Region; and partnerships, capacity building and outreach.

1. **Main Objective**

The general objective of the consultancy is to develop the East African Regional Geospatial Information Management Network Framework that will strengthen the coherence and coordination of Regional Geospatial Information Management across the EAC Region.

1. **Specific Objectives**

The objectives of the geospatial Network are:

1. To develop and submit an inception report detailing the understanding of the consultancy, with data collection methods and instruments, work plan, and expected outputs and timeline;
2. To conduct a desk review and undertake regional survey and Partner States consultation on the Geospatial Information Management frameworks, policies and strategies in EAC Partner States;
3. To draft East African Regional Geospatial Information Management Network Framework with monitoring and implementation plans;
4. To develop the terms of reference that include: membership, composition and governance structure, terms of office and procedural of the Regional Geospatial Information Management Network, frequency of meetings, report procedure and secretariat mandates;
5. To validate the draft East African Regional Geospatial Information Management Network Framework with regional key stakeholders;
6. To submit the final draft of the East African Regional Geospatial Information Management Network Framework to EASTECO.
7. **Activities**

The following are the tasks of the assignment;

1. Produce and submit the inception report
2. Conduct desk review and framework landscape analysis of Geospatial Information Management in the East African region;
3. Carry out the situational analysis on Geospatial Information Management in the East African region;
4. Conduct a regional Partner States consultation on the status of Geospatial Information Management;
5. Conduct an assessment of the emerging technologies in Geospatial Information Management;
6. Propose key roles, responsibilities and activities of the Geospatial Information Management Network;
7. Develop the terms of reference that include: membership, composition and governance structure, terms of office and procedural of the Regional Geospatial Information Management Network, frequency of meetings, report procedure and secretariat mandates;
8. Develop regional implementation, monitoring and evaluation plans for the Geospatial Information Management Network;
9. Develop the East African Regional Geospatial Information Management Network Framework;
10. Present draft Regional Geospatial Information Management Network report and framework for discussion with EASTECO and Stakeholders;
11. Present the draft Geospatial Information Management Network report and framework at a regional validation workshop of key stakeholders;
12. Submit the final report and framework East African Regional Geospatial Information Management Network to EASTECO.
13. **Expected Outputs**

The key deliverables for the consultancy are:

1. Inception report;
2. Report on desk review and framework landscape analysis;
3. Situational analysis report on Geospatial Information Management in the East African region;
4. Regional Partner States Consultation Report;
5. Report on assessment of the emerging technologies in Geospatial Information Management;
6. Report on the key roles, responsibilities and activities of the Geospatial Information Management Network;
7. Terms of reference Regional Geospatial Information Management Network;
8. Implementation, monitoring and evaluation plans for the Geospatial Information Management Network submitted;
9. Draft Regional Geospatial Information Management Network report and framework;
10. Stakeholders’ validation meeting report;
11. Regional validation meeting report;
12. Final report and framework East African Regional Geospatial Information Management Network.
13. **Expected Outcomes**

* Strengthened Geospatial Information-related coordination mechanisms at regional and national levels;
* Increased support of innovation, space application development and the reinforcement of a space data ecosystem concept within EAC Region, whilst pursuing international cooperation to help stimulate the market and promote EAC technology and services;
* Increased contribution to the EAC Space Strategy objectives by further deploying and exploiting the use of environmental observations and to a strengthened EAC Earth Observation System;
* Increased support to the GIS and Remote Sensing communities, including cooperating with the Space Science and Technology private Sector on innovation and services;
* Increased synergies among Regional and National Space projects and Institutions in the context of environmental observations
* Increased developed Space Science and Technology research policies, guidelines and standards in EAC Region.
1. **Work plan**

The assignment is expected to take a maximum of **30 man-days over a period of three calendar months**.  The work will be supervised by the Principal Officer-Innovation, Technology Development and Acquisition (PO-ITAD) of EASTECO in consultation with relevant internal and external stakeholders.

Table: Work plan of the assignment for the development of the East African Regional Geospatial Information Management Network (EAC-GIN) Framework.

|  | TIME | ACTIVITY | SUBMISSION TIMELINE |
| --- | --- | --- | --- |
|  | 0-Man days  | Contract for the consultancy | Signed Contract  |
|  | 2-Man days  | Inception Report This will include: 1. The understanding of the assignment
2. Comments on the Terms of Reference
3. Refined approach and methodology
4. Updated work plan
5. Preliminary desk review

 A meeting with the client will be held within 5 days after submission to discuss the report. The consultant will present the inception report to EASTECO for validation and approval. | Inception report submitted within 7 days post-contract signing  |
|  | 4-Man days | Report on desk review and framework landscape analysis Conduct desk review and framework landscape analysis of Geospatial Information Management in the East African region;  | Desk Report within 14 days post-contract signing |
|  | 4-Man days  | Situational analysis report on Geospatial Information Management in the East African regionCarry out the situational analysis on Geospatial Information Management in the East African region  | Situational analysis report within 24 days post-contract signing |
|  | 4-Man days  | Regional Partner States Consultation ReportConduct a regional Partner States consultation on the status of Geospatial Information Management | Draft Consultation Report within 34 days post-contract signing  |
|  | 2-Man days | Report on assessment of the emerging technologies in Geospatial Information ManagementConduct an assessment of the emerging technologies in Geospatial Information Management | Report on assessment of the emerging technologies within 40 days post-contract signing |
|  | 2-Man days  | Report on the key roles, responsibilities and activities of the Geospatial Information Management NetworkPropose key roles, responsibilities and activities of the Geospatial Information Management Network  | Report on the key roles, responsibilities and activities within 50 days post-contract signing  |
|  | 2-Man days | Terms of reference Regional Geospatial Information Management NetworkDevelop the terms of reference that include: membership, composition and governance structure, terms of office and procedural of the Regional Geospatial Information Management Network, frequency of meetings, report procedure and secretariat mandates; | Terms of Reference within 60 days post-contract signing  |
|  | 2-Man-days | Implementation, monitoring and evaluation plans for the Geospatial Information Management Network submittedDevelop regional implementation, monitoring and evaluation plans for the Geospatial Information Management Network | Implementation, monitoring and evaluation plans submitted within 70 days post-contract signing |
|  | 4-Man-days | Draft Regional Geospatial Information Management Network report and framework;Develop the East African Regional Geospatial Information Management Network Report and Framework | Draft Report and framework within 80 days post-contract signing |
|  | 1-Man-days | Stakeholders’ validation meeting reportPresent draft Regional Geospatial Information Management Network report and framework for discussion with EASTECO and Stakeholders | Draft report and framework discussed within 82 days post-contract signing |
|  | 2-Man-days  | Regional validation meeting reportPresent the draft Geospatial Information Management Network report and framework at a regional validation workshop of key stakeholders.  | Regional validation workshop within 87 days post-contract signing |
|  | 1-Man-days | Final report and framework East African Regional Geospatial Information Management Network. Submit the final report and framework East African Regional Geospatial Information Management Network to EASTECO. | Final report and framework submitted within 90 days post-contract signing |

1. **Qualifications, experience, skills set and competences of the Consultant**:

Applications are hereby invited from consulting firms or individual consultants within EAC Partner States. The lead person must have a minimum of the following qualifications and experience:

1. At least an academic Master’s Degree in Geo-information Science, Geomatics, Geodesy, Earth observation, Remote sensing, Space science or Environmental Science from a recognized University; PhD is an added advantage;
2. Demonstrable knowledge of Geographic Information Science and Remote sensing, Space Science and Technology focusing on development policies and strategies with the ability to work in a multi-cultural environment at regional level;
3. Direct experience providing technical support to African Governments, policy makers and senior officials supported with the ability in harmonization of policies and strategies to inform practice based on continental and regional frameworks and/or agendas for national impact;
4. Minimum of five (5) years’ verifiable experience working strategic planning business in the geospatial science sector;
5. Detailed list of comparable and relevant consultancies participated in the last ten (10) years;
6. Evidence of at least three (3) previous contracts/orders of similar assignments in the relevant area within the last 10 years;
7. Knowledge of the enabling environment for geospatial science in the region and in Africa will be an added advantage.
8. Fluency in English, with an elaborate plan to meaningfully engage with French and Kiswahili speaking partners;
9. Sound work ethics, including commitment to time and deadlines, as well as maintaining courtesy and trustworthiness with high level professionalism.
10. **Payment schedule and conditions**
* 20% upon submission and acceptance of the Inception Report
* 30% upon submission and acceptance of the Situational analysis report on the development of the East African Regional Geospatial Information Management Network (EAC-GIN) Framework and Terms of Reference for the Network
* 50% upon submission and approval of the validated Final report and framework East African Regional Geospatial Information Management Network.
* Payment shall be made upon FINAL acceptance of each of the above deliverable and submission of an invoice by the consultant.

**11.0 Responsibilities of the EASTECO**

1. Provision of available and relevant reports, data and documentation for the assignment – 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 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.

**12.0 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 Principal Officer-Innovation, Technology Development and Acquisition (PO-ITAD), to whom the consultant will report directly.

**ANNEX 2: Expression of Interest Forms**

[A. COVER LETTER FOR THE EXPESSION OF INTEREST FOR THE PROJECT 13](#_Toc267927845)

[B. CURRICULUM VITAE 14](#_Toc267927846)

[C. FINANCIAL PROPOSAL 17](#_Toc267927847)

**ANNEX 2**

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

***[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 to Develop the East African Regional Geospatial Information Management Network (EAC-GIN) Framework, in accordance with your Request for Expression of Interests number *EAC/EASTECO/RFPs/006/2024-2025,* 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 | 30 |  |  |
| **Total Financial Offer (Fee)** |  |

***NOTE:*** *This is a fixed-budget consultancy, with a maximum budget of Fifteen Thousand US Dollars (****USD.15,000)****. The Consultant must therefore quote an all-inclusive professional fee of lower than and up to USD.15,000 for all the 30 man-days. Any Consultant quoting a figure above USD. 15,000 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)