

**EAST AFRICAN COMMUNITY(EAC).**

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

**Request for Expression of Interest (REOI) for** **development of EAC Regional Commercialization Strategy to strengthen the commercialization of STI products and services** *(fixed-budget selection for Regional Individual Consultants).*

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| **Reference Number: EAC/EASTECO/RFPs/008/2024-2025.** |
| **4TH February 2025.** |

**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 20TH February 2025 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 20TH February 2025 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 14 below**.

5.1.2. Submission of a filled and signed C.V. **using ONLY the format provided as Annex 2B. on pages 15 to 17below**, 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 18 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. 20,000** 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 fields such as Business Administration, Economics, Public Policy, Science and Technology Studies, or a related discipline 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. A minimum of 5 years of experience in consultancy roles focused on commercialization strategies, technology transfer, or innovation management;
2. A portfolio showcasing previous relevant consultancies and references from past clients will be important for assessing capability;
3. Proven track record of developing and/or implementing commercialization strategies for STI products and services in regional or international contexts;
4. Demonstrated experience in engaging with diverse stakeholders including Government entities, private sector players, research institutions, and civil society organizations;
5. Strong skills in strategic analysis and planning to develop actionable commercialization strategies tailored to the EAC region;
6. Proficiency in conducting market assessments to identify opportunities for STI products and services within local and regional markets;
7. Strong analytical capabilities to evaluate data related to STI commercialization trends and impacts;
8. 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:
9. 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.**

Total possible marks = **60 marks.**

The Minimum qualifying score shall be **45 marks.**

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

Before negotiation, the evaluation committee shall interview the **Highest** scoring Consultant with relevant questions on:

1. Understanding of the assignment **– 17.5 marks.**
2. The methodology/approach to be deployed **– 17.5 marks.**
3. His / Her qualitative competences on requirements on **Nos. (x) and (xiii) under Article 6.1** of the ToRs below **– 5 marks.**

Total possible marks = **40 marks.**

The Minimum qualifying score shall be **25 marks.**

If the consultant attains the above qualifying score, negotiation shall be held. 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 40 man-days, but not the unit cost quoted. Upon successful negotiation, the Consultant shall be recommended for awarded of the contract.

**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 **40-man days** spread over **120 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 Twenty Thousand US Dollars (USD.20,000). The Consultant must therefore quote an all-inclusive professional fee of lower than and up to USD.20,000 for all the 40 man-days. Any Consultant quoting a figure above USD. 20,000 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 organization 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, with its headquarters in Arusha, Tanzania. The Community aims to foster regional integration and socio-economic development among Partner States through development of policies and programs to widen and deepen co-operation in political, economic, social and cultural fields including Science, Technology and Innovation (STI).

The Treaty for the Establishment of the EAC recognizes STI 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 EAC 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.

Many EAC Partner States have historically relied on agriculture and raw material exports. There is now a growing recognition of the need to diversify economies by investing in technology and innovation. The commercialization of STI products and services is seen as a pathway to create new industries, enhance productivity, and reduce dependency on traditional sectors.

The region has made significant investments in Research and Development (R&D) through universities, research institutions, and innovation hubs. However, there has been a gap in translating research outputs into marketable products and services.

Despite the potential of STI to contribute to economic development, the commercialization of STI products and services in the EAC has faced several challenges, including among others:

1. Limited Access to Funding: Many innovators and entrepreneurs struggle to secure the necessary funding to develop and commercialize their ideas, leading to a gap between research and market application.
2. Weak Linkages between Research Institutions and Industry: There is often a disconnect between academic research and industry needs, resulting in a lack of relevant products and services that meet market demands.
3. Inadequate Infrastructure: Insufficient infrastructure, including technology parks, incubators, and laboratories, hampers the development and scaling of innovative solutions.
4. Regulatory Barriers: Complex regulatory frameworks and bureaucratic processes can hinder the timely commercialization of STI products and services.
5. Limited Awareness and Capacity: There is a need for increased awareness of the importance of STI commercialization among stakeholders, as well as capacity building initiatives to equip entrepreneurs and researchers with the necessary skills.

To address these challenges, the EASTECO recognizes the need for a comprehensive Regional Commercialization Strategy that will provide a framework for enhancing the commercialization of STI products and services across Partner States and even beyond. STI products are tangible goods that result from scientific research, technological advancements, and innovative processes, whereas STI services are intangible offerings that utilize scientific knowledge and technological advancements to meet various needs.

Together, STI products and services form a comprehensive ecosystem that drives innovation, enhances productivity, and addresses various challenges across sectors. Their effective commercialization is essential for maximizing their impact and ensuring they reach the intended markets and users, ultimately contributing to economic development and societal well-being.

In an increasingly competitive global landscape, the EAC recognizes the need to enhance its position by fostering innovation and technology-driven solutions. In addition to the EAC Strategy for trade in services 2023-2033 adopted in 2023, strengthening the commercialization of STI products will enable the region to compete more effectively in international markets and attract foreign investments.

The EAC has developed various policy frameworks aimed at promoting STI. However, there has been a need for a comprehensive strategy that specifically focuses on the STI commercialization aspect.

The EAC Regional Commercialization Strategy will emphasize the importance of collaboration among various stakeholders, including Government agencies, private sector actors, academia, and civil society. It will be built on the recognition of the critical role that STI play in driving economic growth, addressing societal challenges, and enhancing regional competitiveness.

The EAC region faces numerous societal challenges, including health crises, food security issues, and environmental sustainability concerns. The commercialization of STI products and services can lead to the development of innovative solutions that address these challenges, improving the quality of life for citizens and contributing to sustainable development. Therefore, the strategy seeks to create a structured framework for the effective commercialization of STI products and services, ultimately contributing to the sustainable development of the East African region.

It is against that background that EASTECO is seeking for consultancy service to develop the EAC Regional Commercialization Strategy to strengthen the commercialization of STI products and services.

1. **Rationale**

The development of a Regional Commercialization Strategy for the EAC to strengthen the commercialization of STI products and services is rooted in the need to leverage STI as a catalyst for economic growth, social development, and regional integration, ultimately benefiting its Partner States and their populations. The rationale for that Strategy is multifaceted and aims to address several key areas:

1. Economic Growth and Competitiveness: The EAC Partner States are striving to enhance their economic performance and competitiveness in a globalized market. By effectively commercializing STI products and services, the region can diversify its economies, create jobs, and increase productivity. This strategy will help harness local innovations to meet both regional and international market demands.
2. Innovation Ecosystem Development: The strategy aims to foster a robust innovation ecosystem that encourages collaboration between research institutions, private sector entities, and government agencies. This collaboration is essential for translating research and technological advancements into market-ready products and services. By aligning research efforts with market needs, the EAC can ensure that scientific discoveries and technological advancements are effectively translated into commercially viable products and services.
3. Addressing Regional Challenges: The EAC region faces various socio-economic challenges. By promoting the commercialization of STI, the strategy can facilitate the development of solutions that address these challenges, thereby improving the quality of life for citizens.
4. Attracting Investment: A well-defined commercialization strategy can enhance the attractiveness of the EAC region to both local and foreign investors in the STI sector. By demonstrating a commitment to fostering innovation and supporting entrepreneurs, the EAC can create a favorable investment climate that encourages funding for STI initiatives. This influx of capital is crucial for scaling up innovations and bringing them to market.
5. Building Capacity and Skills: The strategy will address the skills gap in the region by promoting capacity-building initiatives that equip entrepreneurs, researchers, and policymakers with the necessary knowledge and skills for successful commercialization of STI products and services. This will empower local talents and foster a culture of innovation.
6. Policy Framework: Establishing a coherent policy framework is essential for supporting the commercialization of STI. The strategy aims to create an enabling environment that encourages innovation, protects intellectual property, and facilitates access to funding and resources.
7. Streamlining Regulatory Frameworks: A comprehensive strategy will identify and address regulatory barriers that hinder the commercialization of STI products and services. Establishing a coherent policy framework is essential for supporting the commercialization of STI. By streamlining processes and creating a supportive regulatory environment, the EAC can create an enabling environment that encourages innovation, protects intellectual property, and facilitates access to funding and resources.
8. Regional Integration: Strengthening the commercialization of STI products and services aligns with the broader goals of regional integration within the EAC. By promoting cross-border collaboration and trade in STI innovations, the strategy can enhance regional cohesion and economic interdependence.
9. Promoting Sustainable Development: The integration of STI into the commercialization process aligns with the EAC’s commitment to sustainable development. By focusing on environmentally friendly technologies and practices, the strategy can contribute to the region’s long-term sustainability goals.
10. **Main Objective**

The main objective of the EAC Regional Commercialization Strategy to strengthen the commercialization of STI products and services is “to create a conducive environment that fosters innovation, facilitates the translation of research and technological advancements into market-ready solutions, and ultimately drives economic growth, competitiveness, and sustainable development within the region”.

1. **Specific objectives**

This overarching objective can be broken down into several specific goals:

* Foster collaboration among Partner States to create a conducive environment for innovation and commercialization;
* Strengthen partnerships between research institutions, industry, and Government to facilitate technology transfer and commercialization;
* Promote access to funding and investment opportunities for STI initiatives;
* Enhance the capacity of stakeholders through training and support programs focused on commercialization processes;
* Streamline regulatory frameworks to facilitate the efficient commercialization of STI products and services.

1. **Tasks and Responsibilities**

The following are the tasks of the assignment:

1. Produce the inception report;
2. Conduct a regional Partner States consultation to identify and map relevant stakeholders involved in STI commercialization across EAC Partner States. This includes engaging with Government agencies, private sector actors, academic institutions, and civil society organizations to gather insights and foster collaboration.
3. Conduct comprehensive assessments to identify the specific needs, challenges, and gaps in the current commercialization landscape within EAC Partner States. This includes evaluating existing policies, infrastructure, and support mechanisms.
4. Review existing policies, regulations, and frameworks related to STI commercialization in the EAC region. Review existing policies, regulations, and frameworks related to STI commercialization in the EAC region. This analysis will help identify areas for improvement and inform the development of new regulatory frameworks, and ensuring alignment with regional and international best practices.
5. Develop terms of reference for the designing and facilitation of training sessions and workshops for researchers, entrepreneurs, and policymakers to enhance their understanding of commercialization processes, business development, intellectual property rights, and market analysis.
6. Develop terms of reference for providing consultancy services to assist innovators and entrepreneurs in developing viable business models for their STI products and services. This includes market research, financial planning, and strategic positioning.
7. Conduct market research to identify potential markets for STI products and services. This includes analyzing market trends, customer needs, and competitive landscapes to inform commercialization strategies.
8. Develop a framework for monitoring and evaluating the impact of commercialization initiatives. This includes establishing key performance indicators (KPIs) and methodologies for assessing progress and outcomes.
9. Develop a framework for the implementation of the Strategy.
10. Develop terms of reference for the Development of a strategy for public awareness campaigns aimed at promoting the importance of STI commercialization among various stakeholders, including the general public, policymakers and the business community.
11. Develop the Draft Regional Commercialization Strategy to strengthen the commercialization of STI products and services.
12. Present the draft EAC Regional Commercialization Strategy for discussion with EASTECO and Stakeholders.
13. Organize a regional workshop to present the draft strategy to stakeholders for feedback and validation, ensuring that the final document reflects the collective inputs and consensus of all relevant parties.
14. Prepare and submit a final consultancy report to EASTECO that summarizes all activities, findings, recommendations, and the finalized Regional Commercialization Strategy.
15. **Expected outputs**

The key deliverables for the consultancy are as follows:

1. Inception report;
2. Stakeholder Mapping and Engagement Report;
3. Needs Assessment and Gap Analysis Report;
4. Policy Review and Analysis Report;
5. Terms of reference for the designing and facilitation of training sessions and workshops for researchers, entrepreneurs, and policymakers to enhance their understanding of commercialization processes, business development, intellectual property rights, and market analysis.
6. Terms of reference for providing consultancy services to assist innovators and entrepreneurs in developing viable business models for their STI products and services;
7. Market Analysis and Strategy Development Report;
8. Monitoring and Evaluation Framework developed;
9. Implementation Plan developed;
10. Terms of reference for the Development of a strategy for public awareness campaigns aimed at promoting the importance of STI commercialization among various stakeholders;
11. EAC Regional Commercialization Strategy to strengthen the commercialization of STI products and services developed
12. Stakeholders validation meeting report;
13. Regional validation workshop report;
14. Final EAC Regional Commercialization Strategy to strengthen the commercialization of STI products and services submitted to EASTECO Board for approval.

**6. Expected Outcomes**

The expected outcomes that will enhance the commercialization of STI products and services include:

* Increased Commercialization of STI products and services leading to enhanced economic activity and innovation within the EAC Partner States.
* Strengthened partnerships and collaboration between Government agencies, private sector entities, research institutions, and civil society organizations, fostering a more integrated approach to STI commercialization.
* Enhanced access to funding and investment for innovators and entrepreneurs, including increased investment from both public and private sectors, enabling the development and scaling of STI initiatives.
* Improved Regulatory Environment that facilitates the commercialization process, reducing bureaucratic hurdles and creating a more conducive environment for innovation.
* Enhanced skills and knowledge among stakeholders, including entrepreneurs, researchers, and policymakers, leading to a more capable workforce equipped to drive STI commercialization.
* Increased awareness and engagement on the importance of STI commercialization, fostering a culture of innovation and entrepreneurship within the region.
* Contributions to sustainable economic growth in the EAC region through the successful commercialization of innovative solutions that address local challenges and meet market demands.
* Identification and development of best practices and success stories in STI commercialization, serving as models for future initiatives and encouraging replication across the region.
* Establishment of monitoring and evaluation mechanisms that allow the assessment of progress and impact of the commercialization strategy, ensuring accountability and continuous improvement in line with regional development goals and priorities.

1. **Work plan and Duration**

The assignment is expected to take a **maximum of 40 days over a period of four calendar months** (Table below).  The work will be supervised by the Deputy Executive Secretary of EASTECO in consultation with relevant internal and external stakeholders.

**Table:** Work plan of the assignment for the development of EAC Regional Commercialization Strategy to strengthen the commercialization of Science, Technology and Innovation (STI) products and services.

|  | **TIME** | **ACTIVITY** | **SUBMISSION TIMELINE** |
| --- | --- | --- | --- |
|  | 0-Man days | Contract for the consultancy | Signed Contract |
|  | 2-Man days | **Inception Report**  Produce the 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 |
| 1. 4 | 8-Man days | **Stakeholder Mapping and Engagement Report**  Conduct a regional Partner States consultation to identify and map relevant stakeholders involved in STI commercialization across EAC Partner States. | Draft Stakeholder Mapping and EngagementReport within 20 days post-contract signing |
| 1. 5 | 2-Man days | **Needs Assessment and Gap Analysis Report**  Conduct comprehensive assessments to identify the specific needs, challenges, and gaps in the current commercialization landscape within EAC Partner States. | Needs Assessment and Gap Analysis Report within 25 days post-contract signing |
|  | 3-Man days | **Policy Review and Analysis Report**  Review existing policies, regulations, and frameworks related to STI commercialization in the EAC region. This analysis will help identify areas for improvement and inform the development of new regulatory frameworks, and ensuring alignment with regional and international best practices | Policy Review and AnalysisReportwithin 35 days post-contract signing |
|  | 2-Man days | **Terms of reference for the designing and facilitation of training sessions and workshops** **for researchers, entrepreneurs, and policymakers**  Develop terms of reference for the designing and facilitation of training sessions and workshops for researchers, entrepreneurs, and policymakers to enhance their understanding of commercialization processes, business development, intellectual property rights, and market analysis. | Terms of referencewithin 45 days post-contract signing |
|  | 2-Man days | **Terms of reference for providing consultancy services to assist innovators and entrepreneurs in developing viable business models for their STI products and services**  Develop terms of reference for providing consultancy services to assist innovators and entrepreneurs in developing viable business models for their STI products and services. This includes market research, financial planning, and strategic positioning. | Terms of referencewithin 55 days post-contract signing |
|  | 2-Man days | **Report on Market Analysis and Strategy Development**  Conduct market research to identify potential markets for STI products and services. This includes analyzing market trends, customer needs, and competitive landscapes to inform commercialization strategies. | Report Market Analysis and Strategy Development within 65 days post-contract signing |
|  | 2-Man-days | **Monitoring and Evaluation Framework**  Develop a framework for monitoring and evaluating the impact of commercialization initiatives. This includes establishing key performance indicators (KPIs) and methodologies for assessing progress and outcomes. | Monitoring and evaluating framework within 75 days post-contract signing |
| 1. 7 | 3-Man days | **Framework for the implementation of the Strategy /Implementation Plan**  Develop a framework for the implementation of the Strategy. | Implementation planwithin 82 days post-contract signing |
|  | 2-Man-days | **Terms of reference for the Development of a strategy for public awareness campaigns**  Develop terms of reference for the Development of a strategy for public awareness campaigns aimed at promoting the importance of STI commercialization among various stakeholders, including the general public, policymakers and the business community. | Terms of Referencewithin 90 days post-contract signing |
|  | 7-Man-days | **Draft Regional Commercialization Strategy**  Compile all findings, recommendations, and insights into a comprehensive Regional Commercialization Strategy document that outlines actionable steps for strengthening STI commercialization in the EAC. | Draft Regional Commercialization Strategywithin 100 days post-contract signing |
|  | 1-Man-day | **Stakeholders validation meeting Report**  Present the draft EAC Regional Commercialization Strategy to strengthen the commercialization of STI products and services for discussion with EASTECO and Stakeholders. | Draft Report  discussed within 105 days post-contract signing |
|  | 3-Man-days | **Regional Final Review and Validation Workshop Report**  Organize a workshop to present the draft strategy to stakeholders for feedback and validation, ensuring that the final document reflects the collective inputs and consensus of all relevant parties. | Regional validation workshop within 115 days post-contract signing |
|  | 2-Man-days | **Final Report Submission**  Prepare and submit a final consultancy report to EASTECO that summarizes all activities, findings, recommendations, and the finalized Regional Commercialization Strategy. | Final report submittedwithin 120 days post-contract signing |

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

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

1. At least an academic Master’s degree in fields such as Business Administration, Economics, Public Policy, Science and Technology Studies, or a related discipline from a recognized University;
2. Additional qualifications in Innovation Management, Technology Transfer or commercialization, or Entrepreneurship would be advantageous;
3. A minimum of 5 years of experience in consultancy roles focused on commercialization strategies, technology transfer, or innovation management;
4. A portfolio showcasing previous relevant consultancies and references from past clients will be important for assessing capability;
5. Proven track record of developing and/or implementing commercialization strategies for STI products and services in regional or international contexts;
6. Demonstrated experience in engaging with diverse stakeholders including Government entities, private sector players, research institutions, and civil society organizations;
7. Strong skills in strategic analysis and planning to develop actionable commercialization strategies tailored to the EAC region;
8. Proficiency in conducting market assessments to identify opportunities for STI products and services within local and regional markets;
9. Strong analytical capabilities to evaluate data related to STI commercialization trends and impacts;
10. Awareness of cultural dynamics within the EAC region to ensure inclusive approaches that respect local contexts;
11. Exceptional written and verbal communication skills for drafting reports, presenting findings, and facilitating workshops with stakeholders;
12. Proficiency in English is essential; knowledge of other regional languages (e.g., Swahili, French) may be beneficial;
13. Sound work ethics, including commitment to time and deadlines, as well as maintaining courtesy and trustworthiness with high level professionalism.
    1. **Technical proposal**

The technical proposal should include the following elements:

* Cover letter
* Signed declaration of undertaking: a narrative proposal in English that demonstrates consultants’ understanding of the assignment;
* The methodology for the assignment from the inception to the final delivery of the final product;
* At least three samples of similar previous assignment with referees from the same clients;
* At least three references (with contact information) from previous clients. Provision of the referees does not preclude submission of the sample of similar work and referees;
* List and qualifications of support team, with Curriculum Vitae (CVs) and functional responsibilities of the key coordinator for the assignment; and
* Proof of stated qualifications in the form of copies of the degrees obtained.

**7. Payment schedule and conditions**

Payment to the consultants will be scheduled as follows:

* 20% upon submission and acceptance of the Inception Report;
* 30% upon submission and acceptance of the Report on Policy Review and Analysis;
* 30% upon submission and validation of the Draft EAC Regional Commercialization Strategy to strengthen the commercialization of STI products and services;
* 20% upon submission and approval of the validated Final Regional Commercialization Strategy.

**8. 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.

**9. 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 14](#_Toc267927845)

[B. CURRICULUM VITAE 15](#_Toc267927846)

[C. FINANCIAL PROPOSAL 18](#_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 EAC Regional Commercialization Strategy to strengthen the commercialization of STI products and services, in accordance with your Request for Expression of Interests number *EAC/EASTECO/RFPs/008/2024-2025,* 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 | 40 |  |  |
| **Total Financial Offer (Fee)** | | | | |  |

***NOTE:*** *This is a fixed-budget consultancy, with a maximum budget of Twenty Thousand US Dollars (****USD.20,000)****. The Consultant must therefore quote an all-inclusive professional fee of lower than and up to USD.20,000 for all the 40 man-days. Any Consultant quoting a figure above USD. 20,000 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)