



EAST AFRICAN COMMUNITY(EAC).

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

**Request for Expression of Interest (REOI) for a PROJECT
OFFICER - COYWA PROGRAMME** (*fixed-budget selection for
Regional Individual Consultants*).

Reference Number: EAC/EASTECO/CONSULs/003/2025-2026.

23RD January 2026.

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 the **eight (8) 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. **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 the 8 EAC member states;**
 - b) They have NOT been convicted of offences concerning their professional conduct by a judgment which has 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/EASTECO can justify;**
 - d) They have 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/EASTECO financial interests;**
 - f) They are NOT currently subject to an administrative penalty or sanction in any of the 8 EAC member states or by any of their development partners;**
 - g) They DO NOT appear in Consolidated United Nations Security Council Sanctions List (CUNSCSL), the World Bank's Listing of Ineligible Firms & Individuals, the United Nations Ineligibility List (UNIL), the AfDB sanction list, the MDBs cross-debarment list or in any other debarment list of any other international/multi-national organization.**
3. Detailed REOI document in WORD format for downloading and appropriate response is available at the EAC website: www.eac.int/opportunities/consultancies and also at the EASTECO website: www.easteco.org/opportunities/procurement/current_tenders
4. 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.
5. 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.
6. Interested candidates may submit their bids:
 - (i) Through the e-mail: **tenders@easteco.org** and NOT to any other email or means.
 - (ii) The email subject should read “EOI for PROJECT OFFICER - COYWA PROGRAMME; REF: EAC/EASTECO/CONSULs/003/2025-2026”.
 - (iii) The application should have a PASSWORD, until the opening date and time: **Monday 9TH February 2026 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.
 - (iv) The application should be addressed to the Executive Secretary, EASTECO) and must be received **not later than the deadline given above, i.e. Monday 9TH February 2026 at 3 PM East African Time, or 2 PM Rwanda Time**.
 - (v) Opening of the applications shall be done on the same day at **3.30 PM East African Time, or 2.30 PM Rwanda Time**.
 - (vi) **The EASTECO is an equal opportunity employer. Female and Youth candidates are encouraged to apply.**

INSTRUCTIONS:

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

5.0 SELECTION CRITERIA

5.1 Preliminary/mandatory evaluation criteria:

- 5.1.1. Signed and dated application letter **only using the format provided as Annex 2A. on page 11 below.**
- 5.1.2. Submission of a filled and signed C.V. **using ONLY the format provided as Annex 2B. on pages 12 to 14 below**, containing only the RELEVANT and DETAILED information as required under Clause 5.2 below.
- 5.1.3. Submission of a filled, signed and dated **Financial Proposal, using ONLY the format provided as Annex 2C. on page 15 below.**
- 5.1.4. 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 SUCESSFULLY performed these SAME assignments.
- 5.1.7. Any Consultant quoting a figure above **USD.4,000 per month** 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 a Master's degree in Gender/youth Studies, Entrepreneurship and Innovation, Development Studies, Business Administration, Economics or any other related field, from a recognized University - *Provide a valid copy of the certificate – 10 marks.*

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

5.2.2. The Candidates should provide work-related experience **at least for the last 8 years**, evidenced by providing copies of **previous contracts/orders/assignments for similar/ comparable tasks within the last 13 years**, including:

- a) Minimum of eight (8) years of progressive experience in project coordination or implementation, preferably in development programs.
- b) At least five (5) of the above eight years of experience should be in managing multi-country or regional projects.
- c) Demonstrated experience in entrepreneurship development, youth empowerment, or gender programs.
- d) Experience working with international or regional development organizations and donors.
- e) Previous experience with EAC/AU/COMESA/IGAD/AUDA-NEPAD or any other regional inter-governmental body is an added advantage.
- f) Detailed list of comparable and relevant consultancies/assignments in the last thirteen (13) years.

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

(i) 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 – **2.3 marks for EACH complete year. Maximum total score for up to thirteen cumulative years = 30 marks.**

For number of complete years below thirteen (13) but at least eight (8) years, the score shall be prorated, i.e. **number of years divided by 13 years multiplied by 30 marks.**

(ii) 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 – **2.3 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 thirteen cumulative years = 30 marks.

Total possible marks = **80 marks.**

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

5.3 Interview Criteria:

The evaluation committee shall interview the Consultant scoring the highest technical score out of the above 80 marks. by way of asking relevant questions on His or Her skills and competences required **under Article 5.3.** of the ToRs below, i.e.:

(i) Proficiency in Microsoft Office Suite and project management software – **5 marks.**
(ii) Working knowledge of monitoring and evaluation systems, tools and reporting framework – **5 marks.**
(iii) Experience in financial management and reporting – **4 marks.**
(iv) Strong analytical and report writing skills – **3 marks.**
(v) Strong knowledge of the EAC Treaty and EAC Common Market Protocol, especially related articles on skills development, labour market participation and youth and women in business/trade - **3 marks.**

Total possible marks = **20 marks.**

The Minimum qualifying score shall be **10 marks.**

5.4 Negotiation and Awarding Criteria:

If the consultant attains the above qualifying score during the interview, the evaluation committee shall negotiate with the Consultant. The negotiation shall not involve the unit cost quoted, unless there will be change of scope of the ToRs during the negotiation. It will focus on the content of the ToRs below and other necessary contractual terms and conditions. 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 **Art.6(iv)** above.

7. Duration, Location and Remuneration:

(i) This is a full-time assignment domiciled at the Commission's offices in Kigali, Rwanda, running for a period of **12 months** and effective upon issuance of the contract and commencing on the date the Consultant shall report to the said offices.
(ii) *NOTE: This is a fixed-budget consultancy, with a maximum budget of Four Thousand US Dollars (USD.4,000) per month. The Consultant must therefore quote an all-inclusive professional fee of lower than and up to USD.4,000 for EACH of the 12 months. Any Consultant quoting a figure above USD. 4,000 shall be disqualified at the preliminary evaluation stage.*

- (iii) In addition, if the contracted consultant shall come from outside Rwanda, the Commission shall cater for their reporting **economy** air ticket, as per EAC financial rules and regulations.
- (iv) The Commission will also facilitate processing of work permit for the contracted Consultant, if S/he will not be a citizen of the republic of Rwanda.
- (v) Besides the ordinarily office facilities and services, no other benefit should be expected from this consultancy, including any other reimbursable and miscellaneous costs.
- (vi) The consultant should therefore include all such costs as part of the monthly 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, to the Head of Procurement, using this email address.... procurement@easteco.org....and Mobile No. **+250 789 447 781 or + 254 724 231 021**.

Any addendum(s) or clarification(s) from EASTECO concerning this application shall be posted in the EASTECO and EAC websites provided under Art.3 above.

Candidates are therefore advised to keep checking on these two websites for such information, up to the deadline provided above.

ANNEXES:

Annex 1: Terms of Reference.

Annex 2: Expression of Interest Forms:

- (i) Cover letter,
- (ii) CV and
- (iii) Financial proposal.

Annex 3: Standard Contract for Individual Consultant (***NOTE: This is attached separately for Consultant's information, particularly for seeking any clarification(s) and for contract negotiation and should NOT be submitted back with or as part of your application.***

Sincerely,

***CPSP Joshua Wamithi Maina (MBA, MCIPS, MKISM, CPA, PMP, CIQA).
SENIOR PROCUREMENT OFFICER (Head of Procurement),
EASTECO.***

ANNEX 1: TERMS OF REFERENCE

Project Title: Strengthening Women and Youth Innovation and Entrepreneurship in EAC Region (Swayie-EA).

Position Title: Project Officer.

Duty Station: EASTECO Main Office, Kigali, Rwanda

Contract Duration: 12 months, renewable, depending of performance and funds availability.

Reporting Line: Deputy Executive Secretary (Head of Programs and Projects), East African Science & Technology Commission (EASTECO).

Supervision: Project Assistant and project consultants.

1.0. BACKGROUND

The East African Community (EAC), in partnership with the African Union Development Agency-New Partnership for Africa's Development (AUDA-NEPAD), is implementing the "Creating Opportunities for Youth and Women in Africa" (COYWA) Programme. This initiative aims to empower women and youth entrepreneurs across the eight EAC Partner States through ecosystem development, capacity building, and innovation support over a 12-month period.

2.0. OBJECTIVE

The Consultant Project Officer will support and coordinate the implementation of the EAC Component of COYWA and will be responsible for the day-to-day coordination, technical oversight, and reporting to ensure effective implementation of the COYWA Programme activities across all four components and eight Partner States.

3.0. KEY SPECIFIC TASKS OF THE CONSULTANT

3.1. Project Management and Coordination

- a) Lead the overall planning, implementation, monitoring, and evaluation of the COYWA Programme activities.
- b) Develop and maintain detailed project implementation plans, timelines, and budgets.
- c) Coordinate activities across all four project components and ensure synergies between interventions
- d) Support regular coordination meetings with partner organizations (EASTECO, EAYN, EAWiBP).
- e) Ensure timely delivery of project outputs, and progress /achievement of agreed targets.
- f) Crosslink COYWA with existing EAC programs on youth and women empowerment, skills development, labour migration and labour market participation, women and youth in business.
- g) Ensure sustainability of the project outcomes through strategic partnerships and ensuring ownership by partners.
- h) Perform other related duties assigned by the supervisor.

3.2. Stakeholder Engagement and Partnership Management

- a) Maintain effective working relationships with all project stakeholders including government agencies, private sector, civil society, and development partners.
- b) Facilitate the establishment and operationalization of the Project Steering Committee
- c) Coordinate with national focal points in all eight EAC Partner States
- d) Support the establishment of the EAC Youth in Business Platform in collaboration with the East African Women in Business Platform
- e) Engage with beneficiaries and ensure inclusive and active participation in project activities.

3.3. Financial Management and Procurement

- a) Support project budget monitoring and ensure compliance with EAC and AUDA-NEPAD financial regulations.
- b) Prepare procurement plan and items specifications/ToRs, evaluate tenders and act as the contract manager for all project procurement requirements, in accordance with approved EAC and AUDA-NEPAD procedures.
- c) Monitor expenditure against approved budgets allocations and contribute to financial reporting.
- d) Assist and ensure proper documentation of all financial transactions.

3.4. Monitoring, Evaluation and Reporting

- a) Support Implementation of the project's monitoring and evaluation framework
- b) Prepare and submit quarterly technical progress reports to AUDA-NEPAD and the Project Steering Committee
- c) Coordinate data collection activities and maintain project databases
- d) Support mid-term and final project evaluations
- e) Document lessons learned and best practices for knowledge management, sharing and reporting.

3.5. Communication and Visibility

- a) Support development and implementation of the project communication and visibility strategy.
- b) Coordinate media engagement and public outreach/ relations activities.
- c) Organize project launch events, review meetings and visibility activities.
- d) Support maintenance of the project website and social media presence.
- e) Prepare communication materials including newsletters, brochures, case studies and success stories among others.

3.6 Capacity Building and Technical Support

- a) Provide technical guidance to partner organizations on project implementation
- b) Support the design and delivery of training programs for women and youth entrepreneurs
- c) Facilitate knowledge sharing and learning across Partner States
- d) Ensure quality assurance of all project deliverables

4.0. Deliverables

4.1 Project Management and Coordination – Deliverables

- (i) Comprehensive COYWA Programme Workplan**
 - Approved annual and multi-year implementation plan including timelines, milestones, budgets, and risk mitigation measures.
- (ii) Integrated Project Coordination Framework**
 - Operational coordination mechanism linking all four project components, with documented synergies and cross-component action plans.
- (iii) Quarterly Coordination and Progress Tracking Reports**
 - Reports demonstrating progress against targets, outputs delivered, challenges, and corrective actions.
- (iv) Records of Partner Coordination Meetings**
 - Minutes, action trackers, and follow-up reports from regular coordination meetings with EASTECO, EAYN, and EAWiBP.
- (v) Output and Target Achievement Dashboard**
 - Live tracking tool showing delivery status of outputs, indicators, and milestones.
- (vi) COYWA–EAC Programme Alignment Brief**
 - Documentation demonstrating integration of COYWA with existing EAC youth, women, skills development, labour migration, and business initiatives.
- (vii) Sustainability and Exit Strategy**
 - Strategy outlining institutional ownership, partnership continuation, and post-project sustainability mechanisms.

4.2 Stakeholder Engagement and Partnership Management – Deliverables

- (i) Stakeholder Mapping and Engagement Plan**
 - Comprehensive mapping of government, private sector, CSOs, development partners, and beneficiaries with engagement strategies.
- (ii) Operational Project Steering Committee**
 - Steering Committee established with approved Terms of Reference, meeting schedules, and decision-making protocols.
- (iii) National Focal Points Coordination Framework**
 - Functional coordination structure with focal points in all eight EAC Partner States, including communication protocols and reporting lines.
- (iv) Established EAC Youth in Business Platform**
 - Operational platform developed and launched in collaboration with the East African Women in Business Platform, including governance and activity plan.
- (v) Beneficiary Engagement and Inclusion Reports**
 - Documentation showing inclusive participation of women and youth in project activities, disaggregated by country and gender.

4.3 Financial Management and Procurement – Deliverables

- 1. Project Financial Monitoring and Compliance Reports**
 - Periodic financial reports aligned with EAC and AUDA-NEPAD regulations.
- 2. Procurement Plans and Completed Procurement Records**
 - Approved procurement plans and documentation for all goods and services procured under the project.

3. **Budget Utilization and Expenditure Tracking Reports**
 - Regular budget-versus-expenditure analyses with variance explanations.
4. **Complete Financial Documentation Repository**
 - Properly filed financial records including vouchers, invoices, contracts, and supporting documentation.
5. **Disbursement Coordination Reports**
 - Records demonstrating timely fund disbursement and coordination with finance departments.

4.4 Monitoring, Evaluation and Reporting – Deliverables

1. **Operational Monitoring and Evaluation (M&E) System**
 - Functional M&E framework including indicators, data collection tools, and reporting templates.
2. **Quarterly Technical Progress Reports**
 - Approved reports submitted to AUDA-NEPAD and the Project Steering Committee.
3. **Project Database and Data Management System**
 - Maintained database capturing outputs, beneficiaries, activities, and indicators.
4. **Mid-Term and Final Evaluation Reports**
 - Completed evaluations with findings, recommendations, and management response plans.
5. **Knowledge Products on Lessons Learned and Best Practices**
 - Compendium of documented best practices, lessons learned, and case studies for regional learning.

4.5 Communication and Visibility – Deliverables

1. **COYWA Communication and Visibility Strategy**
 - Approved strategy aligned with EAC and AUDA-NEPAD branding and visibility guidelines.
2. **Media and Public Engagement Outputs**
 - Press releases, media briefs, interviews, and coverage reports.
3. **Project Events and Visibility Reports**
 - Successfully organized launch events, review meetings, and public engagement activities with documented outcomes.
4. **Updated Project Website and Social Media Channels**
 - Regularly updated digital platforms showcasing project activities, achievements, and stories.
5. **Communication Materials Package**
 - Newsletters, brochures, success stories, case studies, and visual materials developed and disseminated.

4.6 Capacity Building and Technical Support – Deliverables

1. **Technical Support and Advisory Notes**
 - Guidance documents provided to partner organizations to support effective project implementation.
2. **Training Programmes for Women and Youth Entrepreneurs**
 - Designed curricula, training materials, and completed training sessions with participant reports.
3. **Regional Knowledge Sharing and Learning Events**
 - Workshops, peer-learning forums, and exchange sessions conducted across Partner States.

4. Quality Assurance Reports

- Reviews and validation reports ensuring all project deliverables meet agreed technical and quality standards.

5.0 QUALIFICATIONS AND EXPERIENCE

5.1. Education

- i. Master's degree in Gender Studies, Entrepreneurship and Innovation, Development Studies, Business Administration, Economics, Public Administration, or related field.

5.2. Professional Experience

- i. Minimum of five (5) years of progressive experience in project coordination or implementation, preferably in development programs.
- ii. At least 3 years of experience in managing multi-country or regional projects.
- iii. Demonstrated experience in entrepreneurship development, youth empowerment, or gender programs.
- iv. Experience working with international or regional development organizations and donors.
- v. Previous experience with EAC and AUDA-NEPAD is an added advantage.

5.3. Competencies

- i. Strong project coordination and organizational skills.
- ii. Experience in financial management and reporting.
- iii. Working knowledge of monitoring and evaluation systems, tools and reporting framework.
- iv. Strong analytical and report writing skills.
- v. Proficiency in Microsoft Office Suite and project management software.
- vi. Strong knowledge of the EAC Treaty and EAC Common Market Protocol, especially related articles on skills development, labour market participation and youth and women in business/trade.

5.0. TERMS AND CONDITIONS

5.1 Remuneration

- Fixed Monthly fee: USD 4,000
- Total contract value: USD 48,000 for 12 months.
- Renewable, depending on performance and funds availability.
- Full-time and on-site at Commission's offices in Kigali, Rwanda.

ANNEX 2: Expression of Interest Forms

<u>A.</u>	<u>COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT</u>	11
<u>B.</u>	<u>CURRICULUM VITAE</u>	12
<u>C.</u>	<u>FINANCIAL PROPOSAL</u>	15

ANNEX 2

2A. COVER LETTER FOR THE EXPRESSION OF INTEREST *[insert name and reference number]*

[Location, Date]

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

Dear Sir:

I, the undersigned, offer to provide the consulting services as a PROJECT OFFICER - COYWA PROGRAMME, in accordance with your Request for Expression of Interests number *EAC/EASTECO/CONSULs/003/2025-2026*, dated.....and my Financial Proposal for the sum of *[Insert amount(s) in words and figures¹]*. This amount inclusive of all expenses deemed necessary for the performance of the contract in accordance with the Terms of Reference requirements, and include any applicable taxes in the Consultant's country of origin.

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 8 EAC member states;***
- b) They have been convicted of offences concerning their professional conduct by a judgment which has 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 EAC/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 EAC/EASTECO financial interests;***
- f) They are currently subject to an administrative penalty or sanction in any of the 8 EAC member states or by any of their development partners;***
- g) They appear in Consolidated United Nations Security Council Sanctions List (CUNSCSL), the World Bank's Listing of Ineligible Firms & Individuals, the United Nations Ineligibility List (UNIL), the AfDB sanction list, the MDBs cross-debarment list or in any other debarment list of any other international/multi-national organization.***

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 EAC/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:
<i>[indicate the month and the year]</i>	<i>[insert the name of the degree and the specialty/major]</i>
<i>[indicate the month and the year]</i>	<i>[insert the name of the degree and the specialty/major]</i>

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
<i>[insert the country]</i>	<i>[indicate the month and the year]</i>
.....
<i>[insert the country]</i>	<i>[indicate the month and the year]</i>

14. 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:

15. Other relevant information: (e.g. Publications)

{insert the details}

16. 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 above¹, 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]

Nº	Description	Unit of measure	No. of Units	Unit Cost (in US\$)	Total (in US\$)
	Professional Fees/Remuneration	Month	12		
	Total Financial Offer (Fee)				

- (i) *NOTE: This is a fixed-budget consultancy, with a maximum budget of Four Thousand US Dollars (USD.4,000) per month. The Consultant must therefore quote an all-inclusive professional fee of lower than and up to USD.4,000 for EACH of the 12 months. Any Consultant quoting a figure above USD. 4,000 shall be disqualified at the preliminary evaluation stage.*
- (ii) In addition, if the contracted consultant shall come from outside Rwanda, the Commission shall cater for their reporting **economy** air ticket, as per EAC financial rules and regulations.
- (iii) The Commission will also facilitate processing of work permit for the contracted Consultant, if S/he will not be a citizen of the Republic of Rwanda.
- (iv) Besides the ordinarily office facilities and services, no other benefit should be expected from this consultancy, including any other reimbursable and miscellaneous costs.
- (v) The consultant should therefore include all such costs as part of the monthly rate. The cost must include ALL the applicable taxes in the country of origin and must be quoted in USD.

Signature: _____

Name: _____

Date: _____