



REQUEST FOR EXPRESSION OF INTEREST

SELECTION OF INDIVIDUAL CONSULTANTS

REFERENCE NUMBER: MoTRI/PROC/EDF11/002/2022TFP

DATE: 8 Nov. 2022

REQUEST FOR SERVICES

TITLE: Senior Trade Expert (STE Consultant) to Support the Ministry of Trade and Regional Integration (MoTRI) in Facilitating the COMESA FTA and AFCFTA Trade Integration Process – Funded under the COMESA EDF 11 Trade Facilitation Programme

1. **The Ministry of Trade and Regional Integration (MoTRI)** is inviting individual Consultants to submit their CVs and Financial Proposals for the following services:

Senior Trade Expert (STE Consultant) to Support the Ministry of Trade and Regional Integration (MoTRI) in Facilitating the COMESA FTA and AFCFTA Trade Integration Process – Funded under the COMESA EDF 11 Trade Facilitation Programme (TFP).

2. The Terms of References (ToRs) defining the minimum technical requirements for these services are attached as Annex 1 to this Request for Expression of Interest (REOI).
3. **Only Individual Consultants are eligible for this assignment.**
4. The maximum budget for this contract is **for expert service/consultants' fees only**. Proposals exceeding this budget will not be accepted.
5. Your Expression of Interest must be presented as per **Expression of Interest Forms** (including Cover Letter for the EOI for the position, Curriculum Vitae, Financial Proposal) attached as Annex 2 to this Request for Expression of Interest (REOI), in the English language and be accompanied by copies of all the indicated supporting documents. If the supporting documents are not in English, these shall be accompanied by a certified translation into English.
6. Your application documents clearly marked and email bearing the subject:

“MoTRI/PROC/EDF11/002/2022TFP – Senior Trade Expert (STE Consultant) to Support the Ministry of Trade and Regional Integration (MoTRI) in Facilitating the COMESA FTA and AFCFTA Trade Integration Process – Funded under the COMESA EDF 11 -TFP”,

should be emailed to the following address:

FDRE, Ministry of Trade and Regional Integration (MoTRI),

Gurd-Shola, Around Century Mall

P.o.Box 704, Addis Ababa, Ethiopia

Attention: Human Resource Management and Development Directorate

Telephone: (+251) 1155228579/ or (+251) 1155118025/ +251115151177

Email: frehiwot72@gmail.com; and zerihun12abera@gmail.com ;

Copy to: mussiemotri@gmail.com; henokseyoum321@gmail.com and smwesigwa@comesa.int

7. The deadline for submission of your application, to the address indicated in Paragraph 5 above, is **29 November 2022 at 17:00 Hours**.
8. **Physical submission of applications is NOT allowed.**

9. Your CV and application will be evaluated against the following criteria.

S. N.	Evaluation Criteria	Maximum Mark
1.	General qualifications: Education Qualifications	20
2.	Professional Work Experience	40
3.	Required skills for the Assignment	40
Total		100

10. Your proposal should be submitted as per the following instructions:

(i) **Prices:**

The financial proposal shall be inclusive of all expenses deemed necessary by the Individual Consultant for the performance of the contract.

(ii) **Evaluation and Award of the Contract:**

Expressions of Interest determined to be formally compliant to the requirements will be further evaluated technically. An Expression of Interest is considered compliant to the requirements if:

- It fulfils the formal requirements (see Paragraphs 2,3,4,5,6,7 and 8 above),
- The financial proposal does not exceed the maximum available budget for the contract.

The award will be made to the applicant who obtains the highest technical score. Expressions of Interest not obtaining a minimum score of 70% will be rejected.

(iii) **Validity of the Expression of Interest:**

Your Expression of Interest should be valid for a period of 90 days from the date of deadline for submission indicated in paragraph 7 above.

11. The assignment is expected to commence within ten (10) days from the date of signature of the contract by MoTRI and the consultant.

12. Additional requests for information and clarifications can be made until seven (7) working days prior to deadline indicated in the paragraph 7 above, from:

The Procuring entity:

FDRE, Ministry of Trade and Regional Integration (MoTRI);

Contact persons:

Mr. Mussie Mindaye - Email: mussiemotri@gmail.com

Ms. Frehiwot W/Mariam - Email: frehiwot72@gmail.com

Mr. Zerhuin Abera - Email: zerihun12abera@gmail.com

Dr. Henok Seyoum - Email: henokseyoum321@gmail.com

The answers on the questions received will be sent to the Applicant and all questions received as well as the answers to them will be posted on the Ministry website at the latest three (3) working days before the deadline for submission of applications.

ANNEXES:

ANNEX 1: **Terms of Reference (ToRs)**

ANNEX 2: **Expression of Interest Forms**

Sincerely,

Ms. Frehiwot W/Mariam,
Chief Executive Officer, Human Resource and Finance Division
Ministry of Trade and Regional Integration

ANNEX 1:

TERMS OF REFERENCE (ToRs)

For a Senior Trade Expert (STE Consultant) to Support the Ministry of Trade and Regional Integration (MoTRI) in Facilitating the COMESA FTA and AfCFTA Trade Integration Process (Project funded under the COMESA EDF 11 Trade Facilitation Programme)

1. INTRODUCTION AND BACKGROUND

Ethiopia is among the founding and Member States of the Common Market for Eastern and Southern Africa (COMESA) which was established in 1994 to replace the Preferential Trade Area (1981). COMESA is the largest of the eight Regional Economic Communities (RECs) recognized by the African Union as defined in the Abuja Treaty, with an evenly distributed population of above 560 million, combined GDP of over USD 768 billion which makes COMESA potentially one of the largest market blocs in Africa. COMESA's mandate is to enhance socio-economic integration through promoting regional trade and investment. The trade integration agenda of COMESA includes a functioning Free Trade Area (FTA) which was launched in 2000 and is currently comprised of 16 Member States, various trade and transport facilitation instruments, the creation of a Customs Union in 2009 as well as the progressive liberalization of trade in services, investments, and the free movement of persons in the region. Even though Ethiopia has played a significant role in establishing the COMESA regional block, Ethiopia is yet to fully participate in the COMESA FTA. So far, since 1998, Ethiopia reduced only 10% of MFN tariffs for COMESA originating products. Hence, the Government of Federal Democratic Republic of Ethiopia (FDRE) is undertaking internal consultations and working with key stakeholders to expediate process of joining Ethiopia to the COMESA FTA which is a quota-free and duty-free trading arrangement for products originated in the COMESA region.

The African Continental Free Trade Area (AfCFTA) on the other hand was officially established in March 2018 after it was signed by 44 African countries it envisioned creating a single liberalized market for goods and services, facilitated by the movement of persons, to deepen the economic integration of the African continent. This is to be achieved through successive rounds of negotiations towards the elimination of tariffs and non-tariff barriers to trade in goods, and progressive liberalization of trade in services. The agreement was expected to be operationalized starting from January 1, 2021, some negotiations were ongoing on rules of origin and members didn't fully submit their schedules of commitment and concessions. With the expectation of commencing implementation shortly, the secretariat has recently identified countries that are prepared for implementation and is being piloted the implementation in selected countries.

At COMESA level, facilitating trade among the Member States has been identified as one of the key functions that will enable all the Member States to attain each member state's economic growth objectives. As part of it, in November 2018, the COMESA Secretariat and the European Union (EU) signed a Euro 48 million COMESA trade facilitation Programme (TFP) funded by the European Union under the 11th European Development Fund (EDF) for the benefit of its Member States. The overall objective of the TFP is to play a fundamental role in deepening regional integration, improving inclusive regional economic growth and enhancing competitiveness of the COMESA region. The specific objectives of the TFP are to increase intra-regional trade flows of goods, persons, and services by reducing the costs/delays of imports/exports at specific border posts through reduction of non-tariff barriers (NTBs), implementation of COMESA regional integration instruments including digital FTA Action Plan, the WTO Trade Facilitation Agreement (TFA), and improvements of coordinated border management (CBM) and liberalization of trade in services and free movement of persons.

As part of the TFP modalities of implementation, the Ministry of Trade and Regional Integration (MoTRI) of the government of the FDRE and the COMESA Secretariat signed a sub-delegation agreement in February 2021 for the implementation of the CBM activities and trade and transport facilitation instruments at Moyale border post (between Ethiopia and Kenya) and Galafi border post (between Djibouti and Ethiopia). The agreement is worth **5.57 million Euros** and aims to enhance trade facilitation activities at the border posts through upgrading the cross-border infrastructure and equipment, implementation of COMESA FTA Instruments, simplifying and modernizing border procedures and processes, enhancing automation and electronic exchange of information among the border agencies, and raising awareness and building capacity of relevant stakeholders.

The TFP project activities under sub-delegation agreement are being implemented under the management and supervision of the MoTRI in accordance with the agreed terms and conditions with the COMESA Secretariat and as spelt out in sub-delegation agreement. The MoTRI, being a government institution tasked by national law to spearhead the regional trade integration agenda in Ethiopia, shall provide overall supervision for the implementation of the project activities through the established frameworks which include the national trade facilitation committees (NTFC) and relevant border agencies and key stakeholders.

As part of implementation of the project activities under the TFP sub-delegation agreement, the MoTRI plans to engage to a Senior Trade Expert as a short-term consultant to provide necessary technical and expertise support the MoTRI in terms of developing and implementing national Trade instruments required to implement the COMESA FTA and the AfCFTA based on the following ToRs.

2. OBJECTIVES

The overall objective of the project is to strengthen the capability of the MoTRI to implement the COMESA FTA and the AfCFTA.

The project aims to create an environment that enables the COMESA FTA and AfCFTA case team in the MoTRI to strengthen their capacity; especially, in analysis and studies about import and export laws, rules, regulations, manuals formats, and other information, and policy drives that help in negotiation and implementation of the agreements.

3. EXPECTED RESULTS AND OUTCOMES

The expected key results and outcomes of the consultancy service include the following:

- a) Reviewed existing national policies, laws and regulations and institutional frameworks and identified recommendations that require for effective implementation of the COMESA FTA and AfCFTA trade agreements;
- b) Developed and adopted draft national policies, laws and regulations that help in negotiation and implementation of the agreements of COMESA FTA and AfCFTA;
- c) Developed and implemented a road map for every negotiation and implementation phases;
- d) Facilitated consultation meetings, capacity building training and sensitization activities on the subject matter for internal staff at the Ministry and other national stakeholders from public and private sectors; and
- e) Prepared progress report of Ethiopia's implementation of COMESA FTA and AfCFTA.

4. DUTIES AND TASKS

Under the overall guidance and direct supervision of the Director General of Trade Relation and Negotiation Directorate and overall supervision of the State Minister of the Trade Integration, the Senior Trade expert will undertake the following duties and tasks:

- a. Assist in collection, reviewing and interpretation of the COMESA Treaty and AfCFTA provisions and its application in various protocols, rules and regulations;
- b. Carry out desk Economic and Trade Policy research and analysis that identifies the compatibility of existing and newly enacted national trade policies with the COMESA Treaty and the AfCFTA Agreements with the agreements using different Economic Modeling and recommending areas that require improvement;
- c. Design and prepare research methodology to analyze the Trade balance of Ethiopia with COMESA and AfCFTA member states and country's basic industries vulnerability due to being a member of COMESA and AfCFTA and provide evidence-based policy recommendations;
- d. Prepare policy briefs to policy makers that can facilitate implementation of the COMESA FTA and the AfCFTA;
- e. Assist in preparations and implementation of a national road map for every negotiation phases of implementation of COMESA FTA and the AfCFTA;
- f. Monitor the effective implementation of the COMESA as well as AfCFTA to determine if it is trade, industrialization, and investment which will translate into economic development;
- g. Sensitize the staff about the content of the draft agreements by analyzing the existing Trade regime in the country on that particular issue;
- h. Mentoring the staff in research writing, negotiation skill, and assigning tasks as necessary;
- i. Assist in organizing and delivering awareness creation and training programmes on the subject matter to employees in the Ministry and other stakeholders from public and private sectors. These will include schedule appropriate training sessions; Oversee and direct seminars, workshops, individual training sessions, and lectures; Plan and implement an effective training curriculum; Prepare and submit hard copy training materials such as module summaries, videos, and presentations; and prepare report of the trainings and awareness workshops; and
- j. Undertake any other related duties and tasks as may be assigned from time to time.

5. REPORTING REQUIREMENTS

The Senior Trade Expert will be reporting to the Director General of Trade Relation and Negotiation Directorate at the MoTRI. The Expert shall submit periodical reports of progress of the project activities within scope of his ToRs, as and when required by the Ministry.

6. REQUIRED QUALIFICATIONS, COMPETENCIES, AND EXPERIENCE

The Senior Trade Expert for this project will be selected strictly on merit basis. The Ministry reserves the right to select a competent Expert that deems the best suited for the assignment. Ideally, such a person should have the following required qualifications, competencies, and experiences.

Education Qualifications:

The Expert shall be a graduate from an internationally recognized university, with a Ph.D. degree in in Economics, International Trade, Trade Policy, International Business, Regional Integration or Developmental Economic Studies.

Professional work experience:

- Have excellent knowledge of Ethiopia and at least ten (10) years of proven professional work experiences in Ethiopia on related fields, particularly in the areas of marketing and economic research and analysis, Trade Policy analysis, and international and regional integration issues;
- Demonstrate a good understanding of the region's integration agenda, including trade policy issues;

- Have a good understanding of the Ethiopian economy and its development, the region's integration agenda and its dynamics; and
- Good knowledge on project cycle management activities (programming, implementing, and monitoring) at national or regional organizations will be an asset.

Required Skills:

- Possess strong research, analytical, reporting, presentation, and drafting skills;
- Ability to analyze and interpret economic and trade data;
- Extensive work experience and proven record in advocacy, policy, social campaign, and strategic management;
- Excellent communication skills (both oral and written) as well as presentation skills;
- Computer skills in various MS Office applications (Excel, Word, PowerPoint);
- Ability to organize and implement multi-sectoral national meetings, workshops and trainings;
- Ability to work in team under minimum supervision;
- Ability to work with people of diverse cultural, education, socio-economic, and linguistic/ethnic backgrounds; and
- Ability to multi-task and must be a quick learner who focuses on high productivity and results.

Language:

- The use of English and Amharic languages for the assignment is paramount. A combination of two or more of the country's languages will be an added advantage. However, the reporting language will be English.
- Additional knowledge of COMESA Language is Advantages.

Age

- The Candidate is not more than 45 years old.

7. DURATION OF THE CONTRACT AND WORKING SCHEDULE

The Senior Trade Expert will be recruited for short term, through the office of the MoTRI, and under the supervision of Trade Relation and Negotiation Directorate General, for a period of six (6) months subject to re-new based on the Expert's achievement and upon approval by the COMESA Secretariat.

The Expert's assignment will be effective from the date of signature by both sides and is expected to be commenced ***in January 2023*** immediately upon signature of the contract by both parties. For this the applicant should confirm on his application of his availability to start work immediately after signing the contract.

During the contract period, the Expert shall observe official working hours of the duty station and may be expected to work beyond the official working hours at no extra cost.

8. OFFICIAL DUTY STATION and LOCATION

The Expert will be based in the MoTRI's office, located in Ethiopia, Addis Ababa with possibilities of travels to the border posts and other missions outside Addis Ababa to undertake duties related to the project.

9. CONDITIONS AND PAYMENT OF THE CONSULTANCY SERVICE CONTRACT

The Expert will be engaged on short term basis under the EDF -11 TFP, sub-delegation agreement signed between the COMESA Secretariat and the MoTRI.

The maximum monthly fee of **\$5,000 /Five Thousand US Dollars/** for each will be payable as an all-inclusive lump-sum in equal monthly emoluments: *no additional payments will be due to*

the Expert for any other requirements such as medical benefits, local transport, schooling allowances, insurance, pension funds, taxes etc.

However, when travelling on duty for purposes of this contract, the Expert will be entitled to travel related expenses such as *per diem* allowance at the COMESA ruling rate for missions that will be undertaken as per the Terms of References. Where an authorized travel is sponsored by another organization or institution, the ruling rate of that institution shall apply.

The monthly fee will be paid on satisfactory accomplishment of the expected tasks and supported by source of evidence.

ANNEX 2: EXPRESSION OF INTEREST FORMS

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A. COVER LETTER

FOR THE EXPRESSION OF INTEREST (EOI)

REFERENCE NUMBER: MoTRI/PROC/EDF11/002/2022TFP

Date: 08 Nov. 2022

REQUEST FOR SERVICES TITLE:

Senior Trade Expert (STE Consultant) to Support the Ministry of Trade and Regional Integration (MoTRI) in Facilitating the COMESA FTA and AFCFTA Trade Integration Process – Funded under the COMESA EDF 11 -TFP.

[Location, Date]

**To: FDRE, Ministry of Trade and Regional Integration (MoTRI)
Addis Ababa, Ethiopia**

Dear Sir/Madam:

I, the undersigned, offer to provide the consulting services a **Senior Trade Expert (STE Consultant) to Support the Ministry of Trade and Regional Integration (MoTRI) in Facilitating the COMESA FTA and AFCFTA Trade Integration Process – Funded under the COMESA EDF 11 -TFP**, in accordance with your Request for Expression of Interest (REOI) number MoTRI/PROC/EDF11/002/2022TFP, dated on [08 November 2022] for the sum of [Insert amount(s) in words and figures]. This amount is lumpsum, inclusive of all expenses deemed necessary for the performance of the contract in accordance with the Terms of References (ToRs) requirements.

I hereby declare that all the information and statements made in my curriculum vitae (CV) are true and accept that any misinterpretation contained in it may lead to my disqualification.

My proposal is binding upon me for the period indicated in Paragraph 9 (iii) of this REOI.

I undertake, if my Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph 10 of the REOI, and to be available for the entire duration of the contract as specified in the ToRs.

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

Yours sincerely,

Signature [In full and initials]: _____

Name and Title of Signatory: _____

B. CURRICULUM VITAE (CV)

[insert 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. **Physical address:** *[insert the physical address]*
- 6. **Postal address** *[Insert Postal Address]*
- 7. **Phone:** *[insert the phone and mobile no.]*
- 8. **E-mail:** *[Insert E-mail address(es)]*

- 9. **Education:**

Institution: [Date from – Date to]	Degree(s) or Diploma(s) obtained:
<i>[indicate the month and the year]</i>	<i>[insert the name of the diploma and the specialty/major]</i>
<i>[indicate the month and the year]</i>	<i>[insert the name of the diploma and the specialty/major]</i>

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

Language	Reading	Speaking	Writing
<i>[insert the language]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>
<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>

- 11. **Membership of professional bodies:** *[indicate the name of the professional body]*
- 12. **Other skills:** *[insert the skills]*
- 13. **Present position:** *[insert the name]*
- 14. **Years of experience:** *[insert the no]*
- 15. **Key qualifications:** (Relevant to the assignment)
[insert the key qualifications]
- 16. **Specific experience in the region:**

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>

17. Professional experience:

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

18. Other relevant information: (e.g., Publications)

[insert the details]

19. 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 Ministry of Trade and Industry's request, I will provide certified copies of all documents to prove that I have the qualifications and the professional experience as indicated in points 8 and 14 above¹, documents which are attached to this CV as photocopies.

By signing this statement, I also authorize the Ministry of Trade and Industry to contact my previous or current employers indicated at point 14 above, to obtain directly reference about my professional conduct and achievements.

Date: _____

ATTACHMENTS: **1) Proof of qualifications indicated at point 9**
2) Proof of working experience indicated at point 15

¹ *The proof of stated qualifications shall be in the form of the copies of the degrees and diploma obtained, while for the professional experience the proof shall be either acknowledgement letters from the previous employers or copies of the Purchase Order/ Contract signed with them.*

C. FINANCIAL PROPOSAL

Reference Number: MoTRI/PROC/EDF11/002/2022TFP

Date: 08 Nov. 2022

TITLE: *Senior Trade Expert (STE Consultant) to Support the Ministry of Trade and Regional Integration (MoTRI) in Facilitating the COMESA FTA and AFCFTA Trade Integration Process – Funded under the COMESA EDF 11 -TFP.*

Please insert your Total Financial Offer in both words and figures.

TOTAL FINANCIAL OFFER (\$USD)	<i>[please insert the total financial offer in number]</i>
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[Please insert the Total Financial Offer in words].

Signature *[In full and initials]*: _____

Name and Title of Signatory: _____