

COMESA REGIONAL INVESTMENT AGENCY



**REQUEST FOR PROPOSAL
TO ORGANIZE THE SECOND EDITION OF COMESA
NIPAs' EXPERIENCE SHARING AND NETWORKING
SEMINAR**

December 2022

REQUEST FOR CONSULTANCY SERVICE TO ORGANIZE THE SECOND EDITION OF COMESA NIPAs' EXPERIENCE SHARING AND NETWORKING SEMINAR

1. BACKGROUND

COMESA REGIONAL INVESTMENT AGENCY (COMESA RIA)

COMESA Regional Investment Agency was launched in 2006 to promote COMESA Member States and to increase awareness on their investment incentives, opportunities, legislation, practices, major events affecting investments and other relevant information in view of attracting FDI for the sustainable economic development of the COMESA region, in particular infrastructure development.

The objectives of RIA set-out in COMESA RIA's Charter are as follows:

- To make COMESA one of the major destinations for regional and international investors while simultaneously enhancing national investment; and
- To carry out other activities in the area of investment promotion, facilitation and advocacy in conformity with the COMESA Treaty.

Moreover, in terms of functions, the Charter mentions the following specific responsibilities:

- Gather and disseminate information including creation and maintenance of a database and website. RIA will collect and disseminate, through publications and its website, detailed information on policies affecting the business environment, cost of doing business, investment procedures, investment opportunities and other relevant information in Member States.
- Identify and promote investment opportunities, with special focus on projects with regional impact; RIA shall identify and promote infrastructure projects and other investment projects with regional impact.
- Provide training and development support for National Investment Promotion Agencies in Member States and facilitate capacity building programmes at a regional level.
- Support the improvement of the national investment environments in Member States by identifying best practices. RIA shall identify constraints in the investment environment of Member States and make recommendations as appropriate for their removal.
- Promote COMESA as a common investment area; RIA will proactively promote the COMESA and Common Investment Area through several activities including image-building activities abroad, investment missions, website, advertisement and tailor-made public relations programmes.

Beyond what is stated in its Charter, COMESA RIA's goals since its inception have been to promote the COMESA region as an attractive investment destination, avail in-depth economic information, data and statistics to potential regional and international investors, and to build the capacity of COMESA Member States Investment Promotion Agencies (IPAs) to attract investment.

Whereas COMESA RIA's main stakeholders are COMESA Member States' IPAs as reflected in its Board of Director composition, COMESA RIA's main targets have been private sector and main final beneficiaries the general COMESA population.

An important mandate of the Agency is to encourage intra-agency collaboration through identifying successful business models adopted by COMESA National Investment Promotion Agencies (NIPAs) and seek various means to encourage sharing such models among other NIPAs and promote peer-to-peer learning. The desired impact is to enhance collaboration and experience sharing between officials responsible for promoting and attracting FDI into the region and its individual Member States.

The COMESA Region

COMESA is Africa's largest Regional Economic Community. It was notified as a Regional Trade Agreement (RTA) to the World Trade Organisation under the Enabling Clause on 29th of June 1995. As of 2019, COMESA became a fully functioning free trade area. The COMESA Common Investment Area (CCIA) was launched in 2007 and its Customs Union in 2009, both of which are yet to be operational. Moreover, COMESA is working towards becoming a Common Market and a full Economic Community. COMESA is one of the eight regional economic communities recognised by the African Union as the building blocks of the wider African Economic Community, and of the Continental Free Trade Area which was launched in June 2015.

COMESA Member States

Burundi, Comoros, DR Congo, Djibouti, Egypt, Eritrea, Eswatini, Ethiopia, Kenya, Libya, Madagascar, Malawi, Mauritius, Rwanda, Seychelles, Somalia, Sudan, Tunisia, Uganda, Zambia, and Zimbabwe.

RATIONALE FOR THE EVENT

COMESA Member States have made considerable efforts over the past decade to improve their investment climate and strengthen their investment institutional framework. As a result, many COMESA Member States have liberalized their investment regulations and have offered incentives to foreign investors. More importantly, the economic performance of the region has substantially improved. In addition, COMESA National Investment Promotion Agencies (NIPAs) have achieved noticeable improvements in their respective countries' business and investment climate and strengthening their capacities in promoting, facilitating both domestic and foreign investments. COMESA IPAs – among other stakeholders – were able to change the structure of attracted FDI from concentrating on the traditional natural resources sectors, to higher value-added activities such as manufacturing and services. Those industries allowed international investors to supply long-term capital, skills and technology; and African investment created a virtuous circle that encouraged greater foreign investment.

COMESA NIPAs' efforts have materialised in the evolution of many home-grown successful practices that have been tested and implemented by officials responsible for promoting and attracting FDI in COMESA Member States. Much can be learned from IPAs which face similar challenging circumstances as well as opportunities. Good practices in investment promotion are not just created by internationally well-known and recognized IPAs, they are also being generated by other lesser known or internationally recognized IPAs which could also become an important source for ideas and solutions for other IPAs who simply cannot adopt the more accepted Best Practices.

As a result, COMESA RIA intends to invite Heads and CEOs of COMESA National Investment Promotion Agencies (NIPAs) to a two-day event to among others; (1) provide updates on regional and worldwide recent FDI trends and forecast; (2) Sharing successful business models, the progress made, and challenges facing the COMESA

business and investment climate; (3) discussing the critical importance of intra-agency collaboration and peer-to-peer learning, and identifying suitable means to enhance communication and cooperation between NIPAs, and between NIPAs and COMESA RIA; (4) discussing initiatives to measure intra-COMESA investment flows; (5) Review of progress made on the outputs of the first edition COMESA NIPAs' Experience Sharing and Network Seminar; and generally strengthening the social bond and capital among investment promotion Agencies in the COMESA region.

2. SCOPE AND FOCUS

Overall objective

The overall objective is to share successful home-grown FDI experiences and business models and encourage peer learning among COMESA NIPAs, especially those evolved as a result of COVID-19 pandemic and current worldwide circumstance. In addition, the meeting will provide a forum where certain measures that allow greater intra-agency collaboration, collection and dissemination of intra-COMESA FDI trends, and identification of COMESA NIPAs' capacity building requirements can be agreed upon.

Outputs

- The participants are able to understand:
 - Recent regional and global FDI trends and practices
 - Various successful business models adopted by COMESA Member NIPAs in promoting, facilitating and retaining FDIs
 - The challenges facing COMESA NIPAs and COMESA region in furthering the progress made to attract FDIs.
 - The critical importance of sharing knowledge, experiences, and peer to peer learning in enhancing the capacities of their own officials in different areas of FDI promotion and facilitation.
 - The critical importance of enhancing intra-agency collaboration and its impact on attracting increased FDI flows.
 - Identify concrete means to ensure the continuity of sharing experiences and strengthen intra-agency collaboration.
 - Updates on the progress made since the first edition of the seminar.
- COMESA RIA is able to:
 - Identify concrete means on how to:
 - Identify the capacity building needs of COMESA IPAs
 - Enhance communication between COMESA RIA and Member NIPAs, and to encourage Member NIPAs to report the outputs and outcome of COMESA RIA services.
 - Measure intra-COMESA and intra-African FDI trends and projects.

Scope of work

A. Preparatory Activities

- Identify a short list of successful business models implemented by IPAs from the COMESA region and beyond.
- Invite Heads and CEOs of IPAs implementing successful business models to speak at the event in collaboration with COMESA RIA.
- Consider seeking support of agencies such as UNCTAD in the form of resource persons and UNIDO, in collaboration with COMESA RIA.
- Design the workshop flow and methodology in collaboration RIA.
- Design the format of pre-workshop assignments for workshop participants, if required, in collaboration with RIA.
- Design the detailed workshop flow and session structures for a 6 - 8 (six - eight) hours/day programme.

- Design and prepare all relevant supporting materials for sessions and participants.
- Develop and circulate a workshop evaluation questionnaire.
- Provide support to the logistics of the workshop and the requirements with the assistance RIA.

B. Facilitate the workshop:

- Organize interactive sessions with a view to putting the theory into practice
- Document the outcome of the workshop
- Produce a final report of professional standard for publication and dissemination to participants and key stakeholders
- collect and analyze the event Evaluation Questionnaire for the participants focusing on corrective actions to be taken within the IPA as a result of training received

3. DELIVERABLES

Expected deliverables are as follows

- Finalized agenda / program of activities for the event, developed in consultation with RIA.
- PowerPoint presentation/s other materials (handouts etc) presented during the event.
- Event executed.
- A post-event press release on the event proceedings, outcomes, participation and recommendations in collaboration with COMESA RIA.
- A final report for publication and dissemination to participants and key stakeholders.

4. REQUIREMENTS

The assignment will require a high-level strategy consultant with the following qualifications and skills

- Advanced University degree in Economics, Public administration, International Development Studies or equivalent.
- Demonstrated experience in African regional economic communities, preferably with COMESA region.
- Working experience within IPAs and particularly COMESA IPAs, and thorough understanding of investment promotion and facilitation issues.
- Demonstrated skills regarding the organisation, animation of seminars/workshops on business environment matters notably for non-technical audience.
- Experience of working with various stakeholders in a multi-cultural context.
- Fluency in English and French languages (with impeccable writing skills); Working knowledge of French language will be an advantage.
- Must have excellent MS-Office application skills.

5. WORK PLAN, SCHEDULE AND REPORTING

The consultancy is expected to be undertaken during the 15th and 16th February 2023 in Seychelles. The reporting structure will be:

- Submission of an inception report 5 days after signing the contract
- Submission of Final report Two week after the delivery of the retreat

6. ELIGIBILITY OF CONSULTANTS

This consultancy is open for individual consultants from all over the world with sufficient experience in undertaking tasks and possessing the qualifications stated above in Clause 4 above.

7. COMMENCEMENT AND COMPLETION OF WORK

The assessment is expected to commence on 15th February 2023.

8. CRITERIA FOR EVALUATION OF APPLICATIONS

The expert's CV will be evaluated according to the following criteria:

No.	Criteria	Score
1.	Education and qualifications of proposed consultant/s CV of expert who will be engaged in the performance of the assignment.	20
2.	Relevant Experience in African regional economic communities, preferably with COMESA region	20
	Relevant Experience with African IPAs and particularly COMESA IPAs, and thorough understanding of investment promotion and facilitation issues	25
3.	Relevant Experience in similar assignments A brief discussion of the expert's past experience in undertaking similar work and brief summary of projects undertaken	25
4.	Experience of working with various stakeholders in a multi-cultural context.	10

The technical proposal will be assigned a weight of 80% and the financial proposal will be assigned a weighted score of 20%.

9. SUBMISSION OF APPLICATIONS

Applications can be submitted through email or courier services and should be addressed to:

COMESA Regional Investment Agency
3 A, Salah Salem Road,
Nasr City
Cairo, Egypt 11562

Attention: Mr. Mahmoud ElMahgoub
Tel: +202 240 55 421
Fax: +202 240 55 428
Email: mmahgoub@comesaria.org

Please note all tenders must have the tender reference number clearly labelled.

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10. CLOSING DATE OF TENDER

Tenders must be submitted to the COMESA Regional Investment Agency (RIA) by 15th December of 2022 at 16:00 hrs Cairo Time.

Any Tender received by COMESA Regional Investment Agency (RIA) after the deadlines for submission of Bids shall be rejected. There shall be no exception to this requirement.

11. AWARD OF CONTRACTS

The COMESA Regional Investment Agency (RIA) reserves the right to wholly or partially reject or award these contracts to any bidder and has no obligation to award this tender to the lowest bidder.

12. PRICING

All prices MUST be indicated in United States Dollars. The offer shall be exclusive of travel to the venue of the meeting.

There will be no price variation contract after signing of contract except upon a mutual written agreement between the two prices;

The price quoted shall be covering all the services required by COMESA Regional Investment Agency (RIA) as contained in this Request for Proposal. Prices must be inclusive of all taxes and charges.

Prices must be valid for 30 days from the date of close of tender

13. PAYMENT:

Bidders are required to indicate their professional fees in their offers and their payment terms and conditions.

14. TECHNICAL QUERIES

For any technical queries related to specifications of work or TOR, kindly contact mmahgoub@comesaria.org

15. LANGUAGE OF TENDER:

The language of this tender is English. Tenders submitted in other languages must be accompanied by a translated version in English language.

Table 2 – Financial proposal Form

	AMOUNT IN USD
TOTAL PROFESSIONAL FEE	
OTHER RELEVANT EXPENSES	
VATE AND ALL OTHER TAXES	EXCLUSIVE

Amount in words:
