COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA

REGIONAL INVESTMENT AGENCY (RIA)

REQUEST FOR PROPOSAL

Consultant to Support the Organization of Webinar Series on Investment Faciliation in International Investment Agreements in collaboration with the United Nations Conference on Trade and Development (UNCTAD)

BACKGROUND

COMESA REGIONAL INVESTMENT AGENCY (COMESA RIA)

The COMESA Regional Investment Agency (COMESA RIA) is a COMESA institution established in 2006 with the mandate to promote COMESA and its Member States as attractive investment destinations and to support investment promotion, facilitation, and advocacy across the region.

As part of its capacity-building and peer-learning mandate, COMESA RIA organizes various capacity building activities for the benefit of COMESA National Investment Promotion Agencies (NIPAs) in various areas of Foreign Direct Investment Promotion and attraction (FDI) including digital marketing, investor targeting and lead generation, FDI and aftercare proactive investment promotion strategies among other areas.

COMESA RIA is planning to conduct a series of three (3) virtual training workshops (webinars) in collaboration with the United Nations Conference on Trade and Development (UNCTAD) during 2026 on investment facilitation in international investment agreements, aligning investment commitments with continental investment protocol, among other areas.

In this context, COMESA RIA seeks to engage a consultant to support the design, moderation, and documentation of the webinar series.

OBJECTIVE OF THE CONSULTANCY

The objective of this consultancy is to support the effective preparation, delivery, and follow-up of the webinar series designing a structured and interactive programme, facilitating discussions, and producing high-quality documentation of outcomes for dissemination to stakeholders.

SCOPE OF SERVICES

The consultant will be responsible for the following activities:

1. Design the workshop flow and methodology in collaboration RIA and UNCTAD.
2. Design the detailed webinar series Agenda and session structures for a 6 - 8 (six - eight) hours.
3. Collaborate with UNCTAD to prepare all relevant supporting materials for sessions and participants.
4. Moderate the event
5. Develop, circulate, and analyze an evaluation questionnaire.
6. Document the outcome of the webinar series.
7. Produce a final report of professional standard for publication and dissemination to participants and key stakeholders

DELIVERABLES

The expected deliverables are:

1. Workshop methodology and detailed agenda.
2. Supporting workshop materials.
3. Moderation and facilitation of the Seminar.
4. Workshop evaluation questionnaire and analysis summary.

5. Documentation of key discussions, conclusions, and recommendations.
6. Final Seminar report of professional standard.

WORK PLAN, SCHEDULE AND REPORTING

- The consultancy will be implemented over a period of **three (3) month**, from **15 February 2026 to 15 May 2026**.
- The consultant will work under the supervision of COMESA RIA.
- Deliverables will be submitted according to timelines agreed with COMESA RIA.
- The final report will be submitted after the completion of the Seminar.

REQUIREMENTS

The assignment requires an individual consultant with the following qualifications:

- A relevant university degree in economics, international development, public policy, business administration, or a related field.
- Demonstrated experience in designing and facilitating regional workshops, seminars, or capacity-building programmes.
- Proven experience working with investment promotion agencies, regional institutions, or similar organizations.
- Strong facilitation, moderation, and analytical writing skills.
- Experience in producing high-quality workshop or conference reports.

ELIGIBILITY OF CONSULTANTS

This consultancy is open to individual consultants who meet the requirements outlined above.

CRITERIA FOR EVALUATION OF APPLICATIONS

The technical proposal will be evaluated according to the following criteria:

No.	Criteria	Score
1.	Relevant academic qualification	30
2.	Relevant experience in designing and facilitating similar workshops or seminars	30
3.	Proven experience in undertaking similar assignments for Regional Economic Communities (RECs), international organizations, or comparable regional institutions.	20
4.	Experience in reporting and performance monitoring	20

The consultant with the highest technical score and lowest financial offer will be recommended for award.

Please note that minimum technical score is 70%. Any bidder that scores below the 70% will not be considered for the financial evaluation.

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.
"REQUEST FOR PROPOSAL- Consultant to Support the Organization of Webinar Series on Investment Faciliation in International Investment Agreements in collaboration with the United Nations Conference on Trade and Development (UNCTAD)"

CLOSING DATE OF TENDER
Tenders must be submitted to the COMESA Regional Investment Agency (RIA) 25th January 2026, 20:00 hrs (Cairo time).

AWARD OF CONTRACTS
COMESA 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.

PRICING
All prices MUST be indicated in United States Dollars.

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

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

LANGUAGE OF TENDER:
Proficiency in English is mandatory since the language of this tender is English. Knowledge of one among the other COMESA languages (French) would be preferred.