COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA

REGIONAL INVESTMENT AGENCY (RIA)

REQUEST FOR PROPOSAL
CONSULTANT TO UPLOAD INVESTMENT PROJECTS / OPPORTUNITIES ON THE COMESA RIA INVESTMENT MAP

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.

In line with its mandate, COMESA RIA has launched an **Interactive Investment Map**, which showcases regional investment opportunities and projects available across COMESA Member States. The Investment Map serves as a digital tool to support investment promotion efforts, improve access to investment information, and enhance the visibility of bankable projects within the COMESA region.

To ensure the accuracy, completeness, and timely availability of investment opportunities on the platform, COMESA RIA seeks to engage a consultant to support the uploading of investment projects and opportunities on the Investment Map.

OBJECTIVE OF THE CONSULTANCY

The objective of this consultancy is to support the effective operationalization of the COMESA RIA Investment Map by accurately uploading and organizing investment projects and opportunities, ensuring that all relevant project information is complete, consistent, and presented.

SCOPE OF SERVICES

The consultant will be responsible for the following activities:

1. Upload investment projects and opportunities onto the COMESA RIA Investment Map in a timely and accurate manner.
    - Ensure that all required project information is properly captured, including but not limited to:
    - project title and description
    - country and location
    - sector and sub-sector
    - investment size (where available)
    - project status
    - contact or responsible institution
2. Review and verify uploaded content for consistency, clarity, and completeness, in line with guidance provided by COMESA RIA.

DELIVERABLES

- Successfully uploaded investment projects and opportunities on the COMESA RIA Investment Map
- Verified and standardized project entries in line with COMESA RIA requirements.
- A short completion note summarizing:
    - number of projects uploaded
    - any data gaps or challenges encountered

WORK PLAN, SCHEDULE AND REPORTING

- The consultancy will be implemented over **six (6) weeks period.**.
- All deliverables will be submitted electronically to COMESA RIA.
- The consultant will work under the supervision of COMESA RIA.

REQUIREMENTS

The assignment requires an individual consultant with the following qualifications:

- Demonstrated experience in data entry, database management, investment promotion, or similar assignments.
- Familiarity with investment projects, sectors, and investment promotion terminology.

- Strong attention to detail and ability to work accurately with structured information.

- Experience working with regional institutions, investment promotion agencies, or similar organizations is an added advantage

- **Submission of CV only is sufficient.**

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 data entry, investment promotion, or database-related assignments	40
3.	Experience working with regional institutions, IPAs, or similar organizations	30

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: Ms. Engy Abdel Hady
Tel: +202 240 55 421
Fax: +202 240 55 428
Email: eabdelhady@comesaria.org

Please note all tenders must have the tender reference number clearly labelled.
"REQUEST FOR PROPOSAL MEDIA SCANNING CONSULTANT"

CLOSING DATE OF TENDER
Tenders must be submitted to the COMESA Regional Investment Agency (RIA) by (26.06.2025, 16:00 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 eabdelhady@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.