COMESA REGIONAL INVESTMENT AGENCY

REQUEST FOR PROPOSAL
TO ORGANIZE COMESA REGIONAL INVESTMENT AGENCY STRATEGIC RETREAT

JULY 2026

REQUEST FOR CONSULTANCY SERVICE TO ORGANIZE COMESA REGIONAL INVESTMENT AGENCY STRATEGIC RETREAT

1. BACKGROUND

COMESA REGIONAL INVESTMENT AGENCY (COMESA RIA)

The COMESA Regional Investment Agency (COMESA RIA) is a specialized institution of the Common Market for Eastern and Southern Africa (COMESA), established in 2006 with the mandate to promote COMESA and its Member States as attractive investment destinations and to support investment promotion, facilitation, advocacy, and regional cooperation.

As COMESA RIA prepares to implement its Strategic Medium-Term Plan (SMTP) 2026–2030, the Agency seeks to align its programmes, resources, and partnerships with emerging regional and global investment priorities. To ensure ownership and effective implementation of the SMTP, COMESA RIA intends to convene a staff strategic planning retreat that will bring together management and staff to review the strategic framework, identify strategic priorities, agree on focused and measurable activities, identify implementation challenges and risks, and develop a practical resource mobilization strategy.

The retreat will also explore opportunities for strengthening partnerships with development partners, international financial institutions, regional organizations, and other stakeholders that can support the implementation of the SMTP 2026–2030.

In this context, COMESA RIA seeks to engage a qualified consultant to design, facilitate, and document the Strategic Planning Retreat.

2. SCOPE AND FOCUS

Objective

The objective of this consultancy is to support COMESA RIA in conducting a participatory and results-oriented Strategic Planning Retreat that will:

1. Discuss RIA Strategic Medium-Term Plan (SMTP) 2026–2030.
2. Identify potential implementation challenges, risks, and constraints.
3. Develop practical mitigation measures and risk management actions.
4. Prepare a resource mobilization framework to support implementation of the SMTP.
5. Identify potential development partners and donors aligned with COMESA RIA's strategic priorities.
6. Produce a comprehensive retreat report including agreed action plans and recommendations.

Scope of work

The consultant will be responsible for the following activities:

A. Retreat Design and Preparation

- Review relevant COMESA RIA strategic and operational documents.
- Consult with COMESA RIA management to understand expectations and key strategic issues.
- Prepare a detailed retreat agenda and facilitation plan.

B. Facilitation of the Strategic Planning Retreat

Facilitate discussions and working sessions that enable participants to:

- Understand the SMTP 2026–2030 strategic goals, outcomes, and priorities.
- Agree on concrete and focused activities for each strategic objective.
- Identify institutional, operational, financial, and external challenges that may affect implementation.
- Mapping potential bilateral and multilateral donors, development partners, foundations, regional organizations, and private-sector partners.

C. Documentation and Reporting
- Document discussions, decisions, recommendations, and agreed actions.
- Prepare a comprehensive retreat report.

3. DELIVERABLES

Expected deliverables are as follows:
- Retreat agenda.
- Retreat report documenting:
    - Risks and mitigation measures.
    - Resource mobilization priorities.
    - Potential donor and partner engagement opportunities.
    - Key recommendations and next steps.

4. REQUIREMENTS

The assignment requires an individual consultant with the following qualifications:
- Advanced university degree in Strategic Management, Economics, Business Administration, Development Studies, Public Policy, International Development, or a related field.
- At least seven (7) years of experience facilitating strategic planning processes
- Demonstrated experience supporting the development or review of strategic plans for regional organizations, development institutions, government agencies, or international organizations.
- Strong expertise in results-based management, strategic planning, monitoring and evaluation, and organizational development.
- Experience in resource mobilization strategy development and donor mapping.
- Excellent facilitation, analytical, communication, and report-writing skills.

5. WORK PLAN, SCHEDULE AND REPORTING

The consultancy is expected to be undertaken during the 2nd and 3rd October 2026 in Egypt. The reporting structure will be:
- Submission of the Reteat Agenda 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 1st September 2026.

8. CRITERIA FOR EVALUATION OF APPLICATIONS

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

No.	Criteria	Score
1.	Relevant academic qualifications	20
2.	Experience in Strategic Planning	30
3.	Experience working with Regional Economic Communities (RECs), regional or international organizations	25
4.	Experience in resource mobilization, donor mapping and partnership development	25

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

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

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 1st August 2026 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.

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.

The maximum budget for this assignment is 2,000 USD (Lump sum) excluding travel and accommodation, and any proposal above this amount shall not be considered for evaluation.

14. TECHNICAL QUERIES

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

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

Table 2 – Financial proposal Form

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

Amount in words: _____