Dear Sir/ Madam,

RE: REQUEST FOR PROPOSALS FOR CONSULTANCY SERVICES

The East Africa Trade and Investment Hub (EATIH) is the U.S Government's flagship project under the Presidential Trade Africa initiative to boost trade and investments with and within Africa. The overarching focus of the EATIH is to deepen regional integration; increase the competitiveness of select regional agricultural value chains, promote two way trade with the U.S under African Growth and Opportunity Act (AGOA) and facilitate investment and technology that drives trade growth intra regionally and to the global market, particularly the U.S.

The Hub will be commissioning a review exercise on electronic notification system to look at the current situation on electronic notification systems.

To facilitate submission of the proposals, the Hub has enclosed the following:

1. Annex I: Terms of Reference (TOR) for consultancy services to review the electronic notification system for national enquiry points and notification authorities and enhancing effectiveness of TBT and SPS notification processes.
2. Annex II: Requirements for submission of proposals for consultancy services.

Interested team of Consultants should email their bid clearly marked “REVIEW OF THE ELECTRONIC NOTIFICATION SYSTEM FOR NATIONAL ENQUIRY POINTS AND NOTIFICATION AUTHORITIES AND ENHANCING EFFECTIVENESS OF TBT AND SPS NOTIFICATION PROCESSES” in separate files namely technical proposals and financial proposals, to email address: ProcurementTIH@eatradehub.org.

In case of submission of hard copies of documents for the bids, the documents should be in one sealed main envelope titled “REVIEW OF THE ELECTRONIC NOTIFICATION SYSTEM FOR NATIONAL ENQUIRY POINTS AND NOTIFICATION AUTHORITIES AND ENHANCING EFFECTIVENESS OF TBT AND SPS NOTIFICATION PROCESSES” but in separate envelops comprising of technical and financial proposals, to be delivered to the address below;

Procurement , East Africa Trade and Investment Hub , Good Man Plaza, Waiyaki Way, Westlands P.O. Box 13403, Nairobi, Kenya.

The proposal should be delivered or emailed to EABC by 2nd October 2015 at 5.00 p.m. Late submissions will not be opened or accepted.

CHIEF OF PARTY
1.0 Background

The East Africa Trade and Investment Hub (EATIH) is the U.S Government's flagship project under the Presidential Trade Africa initiative to boost trade and investments with and within Africa. The overarching focus of the EATIH is to deepen regional integration; increase the competitiveness of select regional agricultural value chains, promote two way trade with the U.S under African Growth and Opportunity Act (AGOA) and facilitate investment and technology that drives trade growth intra regionally and to the global market, particularly the U.S.

The U.S. Government and the East African Community (EAC) signed a Cooperation Agreement on 26th February 2015. In that agreement there are four main themes of cooperation namely; Trade Facilitation (TF), Technical Barriers to Trade (TBT), Sanitary and Phyto Sanitary (SPS) measures and general areas of cooperation. The objectives of the Agreement is to increase exports expand investment and support job creation and economic growth in the EAC. Among other issues, the Agreement requires the Partner States to establish an effective notification process through which EAC Partner States can notify all proposed measures on TBT and SPS to WTO. This is expected to be finalized before the expiry of 18 months after entry of force of the Agreement. The Agreement, therefore, places responsibility on the respective Partner States to meet the deadline as set out in the Agreement.

The TBT and SPS Agreements, mandate WTO Members to create Enquiry Points for TBT and SPS issues. These Enquiry Points are very important in pursuit of the WTO principles of transparency. They allow WTO members to obtain information about TBT/SPS-related issues, without having to identify and directly contact the agency responsible for any given function in another country. These Points are required to respond to all reasonable enquiries from other WTO Members and to provide relevant documents.

Currently, it is only Kenya and Uganda which have initiated electronic notification systems (ENS) for TBT/SPS Enquiry points. It is important for the respective Partner States to consider developing electronic notification systems for national TBT/SPS Enquiry Points/Notification Authorities where they do not exist and strengthening the existing National Points/Authorities. In the EAC TBT/SPS draft work plans under the EAC-USG Cooperation Agreement, the Partner States have requested for assistance in the development of ENS and improving the effectiveness of the existing the Enquiry Points/Notification Authorities.

The intention of the study is to undertake a SWOT analysis and strengthen the national enquiry points/notification authorities at the initial stage, thereafter, develop regional TBT/SPS electronic notification system at a later stage.
It is against this background that the Hub plans to undertake a review of existing notification systems for the national enquiry points/notification authorities, determine their status, effectiveness of notification process, examine international best practices and identify those which can be implemented in the Partner States.

2.0 Objective of the Review

To review the existing national notification systems for the Enquiry Points/Notification Authorities and recommend required improvements.

3.0 Tasks to be undertaken by the Consultant under the review

The consultant will undertake the following tasks;

3.1 Review the status of implementation of TBT/SPS notification systems for the Enquiry Points/Notification Authority in each of the EAC Partner State including their supporting infrastructure.

3.2 Review existing TBT/SPS ENS in each of the Partner State and assess progress of their implementation (e.g. Kenya's Notify Kenya TBT Electronic Notification System, Uganda ePing TBT/SPS Electronic Notification System). The review should focus on;

⇒ Identify and analyze the gaps in implementation of TBT/SPS notification system for the Enquiry Points/Notification Authority and their supporting infrastructure in each Partner State.
⇒ Identify and analyze the challenges faced by each of the Partner state in operating notification system for National TBT/SPS the Enquiry Points/Notification Authorities including coordination of various SPS Enquiry Points.
⇒ Assess the level of commitment at national and institutional level towards implementation of TBT/SPS notification system for national enquiry points/notification authorities.
⇒ Assess ways of operationalizing ENS in the Partner States.

3.3 Benchmark ENS in EAC Partner States against international best practices on TBT/SPS notification system for the Enquiry Points/Notification Authorities. The aim is to identify best practices which can be implemented in the EAC Partner States in terms of:

(a) Enhancing effectiveness and efficiency of existing National TBT/SPS electronic notification system for the Enquiry Points/Notification Authorities.
(b) Developing new National TBT/SPS electronic notification system for the Enquiry Points/Notification Authorities.
(c) Formulating national institutional arrangement to facilitate appropriate coordination of various national SPS enquiry points in each of the Partner State.

3.4 Recommend system and infrastructural requirements for national TBT/SPS electronic notification system for the Enquiry Points/Notification Authorities.
4.0 Approach and Methodology

4.1 The consultant is expected to undertake both desk review and field work but with emphasis on field work.

4.2 The consultant will be required to undertake in-depth review of WTO TBT/SPS Agreements, EAC SQMT Protocol/Act, EAC SPS Protocol and EAC Council Reports. This will help consultant to familiarize with TBT/SPS issues in the context of EAC.

4.3 The consultant will be required to undertake consultations with key stakeholders such as EAC Secretariat, Bureau of Standards, Ministries/institutions responsible for Food safety, Animal health, Plant Health, Environment and Trade, Private sector associations and companies affected by TBT/SPS Agreements in the EAC, National Committees on TBT and SPS, Standards Alliance, East Africa Trade and Investment Hub and other Development Partners.

4.4 The consultant will undertake this assignment at national level and in some cases at institutional level as part of assessing national capacity on the implementation of TBT/SPS electronic notification system for the Enquiry Points/Notification Authorities in the Partner States.

5.0 Estimated period of the review

It is estimated that the study will be conducted within 70 working days (combine days for the two Consultants), commissioned on 12th October 2015 and delivery of the first draft by 22nd January 2016.

6.0 Timelines for submission and undertaking validation workshop

6.1 The inception report to be submitted for review by 23rd October 2015. The consultant to present a copy of the inception report for validation internally.
6.2 The 1st draft report to be submitted for review by 22nd January 2016.
6.3 To submit the revised draft report back to the Hub by 1st February 2016.
6.4 To undertake a Regional Validation stakeholders’ workshop on 1st March 2016. Consultant to make presentation at the workshop and incorporate comments.
6.5 The final report will be submitted to the Hub by 11th March 2016.

7.0 Deliverables

7.1 The consultant will be expected to produce the following reports;

(a) An inception Report including proposed approaches and methodology, questionnaires, work plan and report format.
(b) A draft Report based on the report format in the inception report including an Executive Summary containing the main findings, conclusion and recommendations.
(c) A final Report Report based on the report format in the inception report including an Executive Summary containing the main findings, conclusion and recommendations.
7.2 The draft and final reports of the consultant should at least contain the following expected outputs;

7.2.1 Review of the status of implementation of TBT/SPS notification systems for the Enquiry Points/Notification Authority in each of the EAC Partner State including their supporting infrastructure.

7.2.2 Review of existing TBT/SPS ENS in each of the Partner State and assess progress of their implementation (e.g. Kenya’s Notify Kenya TBT Electronic Notification System, Uganda ePing TBT/SPS Electronic Notification System) focusing on :

⇒ Identify and analyze the gaps in implementation of TBT/SPS notification system for the Enquiry Points/Notification Authority and their supporting infrastructure in each Partner State.
⇒ Identify and analyze the challenges faced by each of the Partner state in operating notification system for National TBT/SPS the Enquiry Points/Notification Authorities including coordination of various SPS Enquiry Points.
⇒ Assess the level of commitment at national and institutional level towards implementation of TBT/SPS notification system for national enquiry points/notification authorities.
⇒ Assess ways of operationalizing ENS in the Partner States.

7.2.3 Benchmark ENS in EAC Partner States against international best practices on TBT/SPS notification system for the Enquiry Points/Notification Authorities in terms of :

(a) Enhancing effectiveness and efficiency of existing National TBT/SPS electronic notification system for the Enquiry Points/Notification Authorities.
(b) Developing new National TBT/SPS electronic notification system for the Enquiry Points/Notification Authorities.
(c) Formulating national institutional arrangement to facilitate appropriate coordination of various national SPS enquiry points in each of the Partner State.

7.2.4 Recommendations on the system(s) and infrastructural requirements for national TBT/SPS electronic notification system for the Enquiry Points/Notification Authorities.

8.0 Profile of the Team of Consultants

The lead consultant (1st) must have at least Master’s degree in Agriculture, Economics, Sciences, Public Policy, Business Administration or any related Social Science degree. He/she must have over 8 years’ experience working or undertaking research related to multi-lateral trading system with focus on WTO TBT or SPS Agreements. The Consultant must demonstrate ability to network including logistical capability in EAC Partner States. Knowledge and experience of working on regional integration issues will be an added advantage.
The IT consultant (2\textsuperscript{nd}) must have at least degree in computer science /programming/ information systems or any related degree. He/she must have over 5 years’ experience working with web-based multi user systems/online platform development and database interfacing systems. Knowledge and experience of working on regional integration issues will be an added advantage.

The total working days for the assignment for the two consultants have been combined to 70 working days.

\textbf{9.0 Reporting and contact persons}

The Consultant will report to the Director of Policy and Regulatory Reform and provide monthly report on progress made. The contact persons for the study will be Economic Policy Expert.
ANNEX II

REQUIREMENTS FOR SUBMISSION OF PROPOSALS FOR CONSULTANCY SERVICES

1. Manner of submission
   
a) Your proposal shall be prepared in the English Language.
b) Your proposal shall comprise of the following documents;
   ⇒ Technical component.
   ⇒ Financial component.
c) Each copy of the above components should be separately marked, whether the proposal is technical or financial.
d) Each of the above components should be in separate files namely technical proposals and financial proposals.
e) The proposal for consultancy services should be clearly marked “REVIEW OF THE ELECTRONIC NOTIFICATION SYSTEM FOR NATIONAL ENQUIRYPONTS AND NOTIFICATION AUTHORITIES AND ENHANCING EFFECTIVENESS OF TBT AND SPS NOTIFICATION PROCESSES”

2. Content of Proposal

I) Technical Component
   
a) Curriculum Vitae with details of qualifications, work experience previous engagement in consultancy work relevant skills/experience and similar assignment undertaken at regional level.
b) Proposed Approach and Methodology.
c) Work schedule and time schedule.
   a) Understanding of the Assignment.
   b) Network support (logistical capacity) for undertaking the assignment in EAC region.

ii) Financial Component
   
The Financial component shall contain summary of fees for the services proposed.

3. Payment terms
   
The policy of the hub is to pay for contractual services based on performance of contractual services rendered or to effect payment upon the achievement of specific milestones.

4. Evaluation of proposals
   
A two-stage procedure will be utilized in evaluating the proposals. There will be Technical and Financial Evaluations. The Technical component will form part of the basic requirement for the next stage of financial component.