



**EAST AFRICAN COMMUNITY**

**EAST AFRICAN SCIENCE & TECHNOLOGY COMMISSION  
(EASTECO).**

**SHORTTERM INDIVIDUAL CONSULTANCY SELECTION  
(CALL FOR CVs): TO DEVELOP THE EAST AFRICAN  
REGIONAL STRATEGY FOR INDIGENOUS KNOWLEDGE  
AND TECHNOLOGIES SYSTEMS (IKTS)**

**Reference Number: EAC/ESTECO/RFPs/004/2020.**

**SEPTEMBER 2020.**

1. **EASTEKO** is inviting Individual Consultants from any EAC Partner States to submit their CV and Financial Proposal for services above. **The Terms of Reference defining the minimum technical requirements for these services are attached as Annex 1 to this Request for Expression of Interest.**
2. **Only Individual Consultants are eligible for this assignment provided that they fulfil the following eligibility criteria:**
  - a) They are not being **bankrupt or wound up**, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are being subject of proceedings concerning those matters, or are being in any similar situations arising from a similar procedure provided for in the national legislation or regulations of EAC Partner States;
  - b) They have not been **convicted of offences** concerning their professional conduct by a judgment which has the force of *res judicata*; (i.e. against which no appeal is possible);
  - c) They have not been declared **guilty of grave professional misconduct** proven by any means which EAC Secretariat can justify;
  - d) They have not fulfilled obligations related to the payments of **social security contributions or the payment of taxes** in accordance with the legal provisions of the country in which they are established or with those countries where the contract is to be performed;
  - e) They have not been the subject of a judgment which has the force of *res judicata* for **fraud, corruption, involvement in a criminal** organisation or any other illegal activity detrimental to the EAC's financial interests; or
  - f) They are not being currently **subject to a penalty** resulting from an Administrative Review.
3. Your Expression of Interest must be presented in English as per Standard Expression of Interest Forms attached as Annex 2 to this REOI in English language and be accompanied by copies of all the indicated supporting documents.
4. The application **MUST** contain: Filled & signed application/cover letter; the Curriculum Vitae (CV); copies of academic and professional certificates & testimonials; copies of Contracts/Orders/Appointment letters and the Official Referee letters and/or Completion certificates.

Interested candidates may submit their bids:

- Through the e-mail: **tenders@easteco.org** and NOT to any other. The application should have a **PASSWORD** to safeguard its integrity and prevent access until the opening date and time: **Thursday 22<sup>ND</sup> October 2020 at 3 PM East African Time, or 2 PM Rwanda Time**, when the Consultant shall **IMMEDIATELY** send the said password to the same email (**tenders@easteco.org**) to officially open their application.
- **Alternatively**, submit via registered mail, courier service or hand delivered in a plain **SEALED** envelope with consultancy's subject and reference provided above and addressed to:

The Senior Procurement Officer (Secretary, Procurement Committee),  
 East African Science and Technology Commission (EASTEKO)  
 Telecom House, 2nd Floor, Kigali-Rwanda.  
 Webpage: [www.easteco.org](http://www.easteco.org)  
 Email: [procurement@easteco.org](mailto:procurement@easteco.org)  
 Tel: +250 789 44 77 81

**So as to be received not later than the same deadline given above: Thursday 22<sup>ND</sup> October 2020 at 3 PM East African Time, or 2 PM Rwanda Time. Opening of the applications shall follow immediately after this time. The EASTEKO is an equal opportunity employer. Female candidates are encouraged to apply.**

## INSTRUCTIONS:

Your proposal should be submitted as per the following instructions, and in accordance with the Terms and Conditions of the Standard Contract attached separately in the website as Annex 3.

### **5.0 SELECTION CRITERIA**

#### **5.1 Preliminary/mandatory evaluation criteria:**

5.1.1. Signed and dated application letter with the consultancy's subject and reference Number provided above, addressed to the Executive Secretary, EASTECO.

5.1.2. Submission of a C.V. **only using the format provided as Annex 2.b. on page 11 below,** containing only the RELEVANT and DETAILED information as required under Clauses 5.1 & 5.2 below.

5.1.3. Copies of RELEVANT academic and professional certificates and testimonials as required under Clauses 5.1 & 5.2 below.

5.1.4. At least three (3) Copies of Contracts or Orders or Official Appointment letters for similar assignments and magnitude done by the Consultant during the last 5 years, as alluded in Clauses 5.1 & 5.2 below.

5.1.5. EACH copy of contracts or appointment letter in 5.1.4. above MUST be accompanied by their corresponding Official Referee letter OR Completion letter/certificate as evidence of having SUCESSIFULLY carried out the three (3) SIMILAR assignments.

5.1.6. Applications lacking any of the above documents shall not be considered further.

#### **5.2. Technical evaluation criteria:**

5.2.1. At least Master's Degree in social or natural sciences with additional qualifications in Business Administration or Strategic Management as required under 5.1. below – **10 marks.**

5.2.2 Solid understanding of the principles and concepts of strategy development, particularly in relation to indigenous knowledge and technology systems within a regional context as required under 5.2. below – **10 marks.**

5.2.3 Extensive knowledge and experience in development of knowledge systems relevant to indigenous knowledge and technology as required under 5.2. below – **10 marks.**

5.2.4 Demonstrable training and experience in strategy development in science technology and innovation as required under 5.2. below – **10 marks.**

5.2.5 Demonstrable experience in development of national or regional strategies in science technology and innovation as required under 5.2. Below – **5 marks.**

5.2.6 Expert knowledge in design and application of data mining and collection tools and analytical processes as required under 5.2. – **5 marks.**

5.2.7 Knowledge and competence in development and presentation of concise technical report as required under 5.2. below – **5 marks.**

5.2.8 Evidence of having SUCESSIFULLY carried out at least three (3) assignments of similar nature and magnitude within the EAC region in the last 5 years and also having SATISFACTORILY deployed the Core Competencies alluded under Clause 5.3 below in performance of those assignments. This information MUST be evidenced in:

(i) The three (3) Copies of Contracts or Orders or Official Appointment letters for similar assignments and magnitude done by the Consultant during the last 5 years to be submitted under Clause 5.1.4 above and ALSO

(ii) The corresponding three Official Referee letters OR Completion letters/certificates to be submitted under Clause 5.1.5 above – **15 marks each, total 45 marks.**

Total possible marks = **100 marks.**

The Minimum qualifying score shall be **70 marks** out of the **100 marks.**

### **5.3 Negotiation and Awarding Criteria**

A negotiation shall be held with the Highest Technical scoring Consultant. During that session, the Consultant shall be interviewed to demonstrate possession of the skills stated under Clause 5.3 below. Upon successful negotiation and in consideration of the available budget for this assignment, the Consultant shall be recommended for awarded of the contract.

### **6. Contract Duration, Location and Remuneration:**

The assignment will be carried OUT in **25 man-days** spread over **four months** (120 days), expected to begin at the beginning of November 2020 and complete at the beginning of February 2021. The Consultant will be based in Kigali, Rwanda and will work from EASTECO premises located at Telecom House, Kacyiru Kigali, Rwanda.

Besides the remuneration to be quoted for the **25 man-days** above, there shall be NO reimbursements for day-to-day operations like relocation allowances, meals, accommodation, air tickets, transportation, airtime, etc. The consultant should therefore include/embed such costs as part of the Unit cost for the man-days. The cost must include ALL the applicable taxes in your jurisdiction and must be quoted in USD.

EASTECO shall however facilitate air ticket(s), accommodation, meals and other related services when the Consultant is required to travel outside Kigali for this assignment's duties. The Commission shall also provide some office space, fixed telephone line for this assignment's communication with stakeholders and any relevant information and records for effective and efficient performance of this assignment.

**7. Validity of the Expression of Interest:** Your Expression of Interest should be valid for a period of **120 days** from the date for deadline for submission indicated in Paragraph 4 above.

**8.** The assignment is expected to commence immediately after the signing and issuance of the contract.

**9. Additional request for information and clarifications** can be done, not later than 2 working days prior to deadline indicated, from the office and contacts indicated in paragraph 4 above. Any addendum or clarification from EASTECO concerning this bid shall be posted into the Commission's website, i.e....[www.easteco.org](http://www.easteco.org)...under procurement portal. Applicants are therefore advised to be on constant look-out for any such additional information.

### **ANNEXES:**

ANNEX 1: Terms of Reference

ANNEX 2: Expression of Interest Forms (3 No.)

ANNEX 3: Standard Contract for Individual Consultant (NOTE: This is uploaded separately in the website for Consultant's information & should NOT be submitted back with or as part of the proposal).

*Sincerely,*

***SENIOR PROCUREMENT OFFICER.***

***EAST AFRICAN SCIENCE & TECHNOLOGY COMMISSION (EASTECO).***

## TERMS OF REFERENCE

Deadline for submission of CV:	<b>Thursday 22<sup>ND</sup> October 2020 at 3 PM East African Time, or 2 PM Rwanda Time.</b>
Expected Starting date of this assignment:	<b>Mid-November 2020.</b>
Expected Ending date:	<b>Mid-March 2021.</b>

### **1.0 Background**

#### **Background**

The East African Science and Technology Commission (EASTECCO) is a semi-autonomous institution of the East African Community (EAC) that was established by the fifth Extra Ordinary Summit of the EAC Heads of State on June 18, 2007. This was in accordance with the relevant provisions of the Treaty on the Establishment of the East African Community as set out in Chapter 16, Article 103 (a), where the Partner States undertook to promote co-operation in the development of science and technology within the Community's Partner States. The EAC is an intergovernmental organisation comprised of six Partner States including Burundi, Kenya, Rwanda, Tanzania South Sudan and Uganda. The overall objective of EASTECCO is to promote and coordinate the development, management and application of science and technology to support EAC regional integration and socio-economic development.

One of the objectives of EASTECCO is to develop regional science and technology policy frameworks and strategies, and to promote the use and development of indigenous knowledge and technologies (IKT). Indigenous Knowledge and technology refer to intricate knowledge and technology systems acquired over generations by communities as they interact with the environment. It encompasses technological, economic, philosophical, learning and governance systems. It is therefore a body of empirical knowledge and beliefs handed down through generations of inhabitants of a specific locale, by cultural transmission, about the relationship of living beings with each other and their environment.

Globally, policies and agreements which include the protection and use of indigenous knowledge and technologies through intellectual property systems, have been developed by several intergovernmental organizations such as United Nations Educational, Scientific and Cultural Organization (UNESCO), World Intellectual Property Organization (WIPO), World Trade Organization (WTO), United Nations Environmental Program (UNEP) and the United Nations Conference on Trade and Development (UNCTAD). Led largely by debate from developing nations, UNESCO formulated the Convention on the Protection of the Diversity of Cultural Contents and Artistic Expressions, which has been adopted by the member states. Regional organizations such as the African Union are also developing treaties and conventions regarding recognition and regulation of traditional knowledge and technologies, and the member states of these regions are legislating accordingly.

In EAC, the need to recognize IKTS is considered crucial for economic and cultural empowerment of indigenous people in particular, and the world in general. Despite increased awareness about the role of indigenous knowledge and technology systems in the socio-economic development of developing countries, the discipline is overshadowed by the wave and impact of current modernization and globalization processes. Although a number of policy and regulatory initiatives to mainstream indigenous knowledge and technology in to contemporary knowledge systems are being undertaken within the region, there is no regional strategy to harmonize the initiatives and to harness IKT within the intricate regional STI system. The development of IKTS strategy therefore presents a unique opportunity to support various knowledge and technology initiatives in the region to enrich the regional research and innovation system. There is a need therefore, to develop a strategy for preserving and developing knowledge and technologies generated and perpetuated by local communities.

EASTECCO is therefore seeking to engage a consultant to develop the East African Regional Strategy for Indigenous Knowledge and Technology Systems

## 2. General Objective

The objective of this consultancy is to develop a regional strategy for use and preservation of indigenous knowledge and technologies in East Africa

### 2.1 Objectives

- 1) To conduct a desk review and undertake regional survey and Partner States consultation on the status of indigenous knowledge and technology initiatives in the region;
- 2) To develop regional framework for assessment, identification and cataloguing of Indigenous Knowledge and technologies in East Africa’
- 3) To develop a regional framework for protection, recognition and use of Indigenous Knowledge and technologies in East Africa;
- 4) To develop a regional framework for promoting and mainstreaming indigenous knowledge and technologies in national and regional knowledge, technology and innovation systems;
- 5) To develop a Monitoring, evaluation and learning (MEL) framework for tracking the performance of progress of development of indigenous knowledge and technology system in EAC.

### 3.0 Tasks

- 1) Submission and discussion of tools and work plan;
- 2) Conduct desk review of status of IKT in Partner States of EAC;
- 3) Conduct National consultations with key stakeholders in Partner States;
- 4) Write report on the Status of IKT in the Partner States and the EAC region;
- 5) Develop Regional Strategy for IKT;
- 6) Present interim report and Strategy for discussion with EASTECO;
- 7) Validation workshop of the draft regional Strategy for IKT;
- 8) Submission of the revised final report and strategy.

## 4.0 Deliverables

### 4.1 List and schedule of deliverables

- 1) Literature review report on indigenous knowledge and technologies in Partner States, in the East Africa region, at continental level and globally;
- 2) Baseline report on the status of indigenous knowledge and technologies in Partner States and in the East Africa region;
- 3) National Consultation reports on status of indigenous knowledge and technologies in Partner State
- 4) Regional Strategy on assessment, identification, cataloguing, recognition, promotion, protection and mainstreaming of indigenous knowledge and technologies STI system in East Africa;
- 5) Regional M&E Framework for tracking the performance of progress of development of indigenous knowledge and technology system in EAC.

The assignment will be carried out in **20-man days** spread over **Four months (120 Days)** as follows:

<i>Time</i>	<i>Deliverable</i>	<i>Submission</i>
<b>0 man- days</b>	Contract/Letter of appointment of the Consultant	Signed Contract
<b>2 man-days</b>	<ul style="list-style-type: none"> <li>• <b>Inception Report</b> – This shall include:               <ol style="list-style-type: none"> <li>i. The understanding of the assignment</li> <li>ii. Comments on the TORs;</li> <li>iii. Refined approach &amp; methodology;</li> <li>iv. The updated work plan;</li> </ol>               Meeting with client will be held 2 days after submission to discuss the report. The consultant will present the inception report to EASTECO experts for validation and approval.             </li> </ul>	Inception report submitted <b><u>within 5 days</u></b> post contract signing
<b>3-man days</b>	<ul style="list-style-type: none"> <li>• <b>EAC IKTS Literature Review</b> - A written report which compiles existing plans, policies and research findings on IKTS from Partner States and provides insight on existing measures,</li> </ul>	Literature review report submitted <b><u>within 15 days</u></b>

	goals, initiatives and projects related to IKTS capacity in the EAC. The report will also shed light on other IKTS programs and best practices around the world.	post contract signing
<b>3 Man-days</b>	<ul style="list-style-type: none"> <li>• <b>Status Baseline Report</b> – Detailed report on current state of IKTS in the EAC, including findings from literature review and insight shared by key stakeholders in the Partner States, including recommendations for IKTS programme development and key indicators of success.</li> </ul>	Baseline Report submitted <u>within 25 days</u> post contract signing
<b>8 man-days</b>	<ul style="list-style-type: none"> <li>• <b>National Strategy Sessions</b> – National Consultations in the Six (6) Partner States of Kenya, Uganda, Tanzania, Rwanda, Burundi, South Sudan, intended to: <ul style="list-style-type: none"> <li>i. Use data and insight from the Status Report to make strategic decisions for the future</li> <li>ii. Articulate and communicate a shared vision for IKTS programming across the EAC</li> <li>iii. Determine long term goals and metrics for success in each Partner State</li> <li>iv. Establish the key tenets and guidelines for long term enhancement of IKTS for economic growth</li> </ul> </li> </ul>	National Strategy Session report submitted <u>within 100 days</u> post contract signing.
<b>5 man-days</b>	<ul style="list-style-type: none"> <li>• <b>Regional Strategy for Indigenous Knowledge and Technology Systems</b> – Final Draft of the IKTS Strategy presented, published and disseminated, including: <ul style="list-style-type: none"> <li>i. Framework for establishment of EAC IKTS Regional Steering Committee with the following roles amongst others to be further defined: <ul style="list-style-type: none"> <li>- To mobilize engagement of stakeholders and advocate for IKTS;</li> <li>- To develop regional projects of the IKTS and monitor progress of the activities;</li> <li>- To oversee management of the IKTS projects including selection of grant awardees: Scholarships, Infrastructure support; etc.</li> </ul> </li> <li>ii. Regional guidelines for assessment, identification, cataloguing, recognition, promotion, protection and mainstreaming of IKTS in contemporary knowledge systems</li> <li>iii. Guidelines on establishment of IKTS Centres of Excellence and reference centres in Partner States</li> <li>iv. Monitoring and Evaluation (M&amp;E) framework for tracking the progress of development of IKTS</li> </ul> </li> <li>• <b>Monitoring &amp; Evaluation Framework</b> - A Monitoring and Evaluation framework will be developed to track IKTS development including Strategies, objective, indicators, programs and projects in EAC Partner States. This M&amp;E tools will evaluate the progress of the regional IKTS Program (as per SMART output and outcome indicators) and findings will be used to improve the performance of the program, and to address STI policies, as well as strategies for the promotion and support of IKTS across the region.</li> </ul>	EAC Regional IKTS Strategy, including Monitoring and Learning Framework submitted <u>within 110 days</u> post contract signing.

4 man-days	<ul style="list-style-type: none"> <li>• <b>Regional validation and submission of the Final IKTS Strategy</b> <ul style="list-style-type: none"> <li>i. Presentation of the draft IKTS strategy to the regional workshop</li> <li>ii. Revision of the IKTS strategy with input from the workshop</li> <li>iii. Submission of the regional IKTS Strategy.</li> </ul> </li> </ul>	Submission of the validated regional IKTS strategy <b><u>within 120 days post</u></b> contract signing.
------------	---	---

## 4.2 Responsibilities of the Consultant

Responsibilities of the Consultant will include:

- (i) Preparation of the program of work;
- (ii) Ascertaining the work is carried out in a professional and ethical manner and to the required standards;
- (iii) Holding discussions and consultations with the Client (EASTECO) and STI stakeholders in EAC region.

## 4.3 Responsibilities of the EASTECO

Responsibilities of the EASTECO will include:

- (i) provision of relevant reports, data and documentation for the assignment as and where available – however the Consultant has the ultimate responsibility for collecting the required data and documentation which cannot be made available by the Client;
- (ii) linkage with consultant with relevant stakeholders, although the consultant bears the ultimate responsibility of liaising with the STI stakeholders
- (iii) Making comments on work progress, collection of comments on reports from other stakeholders and submission of all the comments to the Consultant.
- (iv) Facilitate meetings with relevant partners and stakeholders.

The EASTECO Secretariat is responsible for ensuring that the Consultant performs his/her duties in an efficient manner. The consultant shall be responsible to the Executive Secretary of the EASTECO on a day to day basis. The day-to-day assignment and contact will be managed through the Principal Officer, Scientific Research and Development, to whom the consultant will report directly. The Secretariat will assist in making appointments with partners and stakeholders for meetings, workshops and all other undertakings relevant to this consultancy.

## 5.0 QUALIFICATIONS

### 5.1 Education and Work Experience

At least Master Degree in social or natural sciences from a recognized university, with additional qualifications in Business Administration or Strategic Management. Demonstrable experience in Strategy development or management at institutional, national or regional levels. The Candidates should provide a portfolio of tasks undertaken and achievements made in the relevant Strategy development and management in the last 5 years and evidence of at least three (3) previous copies of contracts/orders of similar assignments in the last 5 years;

### 5.2 Technical Skills and Expertise

- i. Solid understanding of the principles and concepts of strategy development, particularly in relation to indigenous knowledge and technology systems within a regional context;
- ii. Extensive knowledge and experience in development of knowledge systems relevant to indigenous knowledge and technology;
- iii. Demonstrable training and experience in strategy development in science technology and innovation;
- iv. Demonstrable experience in development of national or regional strategies in science technology and innovation;



- v. Expert knowledge in design and application of data mining and collection tools and analytical processes
- vi. Knowledge and competence in development and presentation of concise technical report.

**5.3 Core Competencies**

- i. *Professionalism* - Strong knowledge of the field of expertise with good analytical skills, ability to understand complex problems and to deliver appropriate solutions.
- ii. *Communication* – Good spoken and written communication skills in English, including the ability to liaise with technical staff and present information in a clear and concise style.
- iii. *Teamwork* – Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.
- vii. *Planning and Organizing* – Ability to plan projects and activities, work on tight deadlines, and manage conflicting priorities.
- viii. *Work culture* - Sound work ethics, including commitment to timelines and deadlines, as well as maintaining courtesy and trustworthiness;

**6. Payment Schedule:**

- 6.1. – 20% upon submission and acceptance of baseline report.
- 6.2. - 30% upon submission and acceptance of National IKTS Strategy Session Report.
- 6.3. –50% upon submission and acceptance of validated regional IKTS strategy.

**ANNEX 2: Expression of Interest Forms**

A. COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT..... 10

B. CURRICULUM VITAE ..... 11

C. FINANCIAL PROPOSAL..... 14

**A. COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT**  
*[insert name and reference number]*

---

[Location, Date]

**To: The Executive Secretary, East African Science and Technology Commission (EASTECO)**  
**Telecom House, 2nd Floor, Kigali-Rwanda.**

Dear Madam:

I, the undersigned, offer to provide the consulting services for *[insert title of assignment]* in accordance with your Request for Expression of Interests number *[insert the number]*, dated *[insert date]* and my Financial Proposal for the sum of *[Insert amount(s) in words and figures<sup>1</sup>]*. This amount inclusive of all expenses deemed necessary for the performance of the contract in accordance with the Terms of Reference requirements, and include any of the following taxes in Procuring Entity's country: value added tax and social charges or/and income taxes on fees and benefits.

I hereby declare that all the information and statements made in CV are true and accept that any misinterpretation contained in it may lead to my disqualification.

I take note that under the provisions of the EAC Procurement Policy applicable to this Request of Expression of Interest, a contract cannot be awarded to applicants who are in any of the following situations:

- a) They are being bankrupt or wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are being subject of proceedings concerning those matters, or are being in any similar situations arising from a similar procedures provided for in the national legislation or regulations of the EAC member states;*
- b) They have been convicted of offences concerning their professional conduct by a judgment which has the force of res judicata; (i.e. against which no appeal is possible);*
- c) They have been declared guilty of grave professional misconduct proven by any means which EASTECO can justify;*
- d) They have not fulfilled obligations related to the payments of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those countries where the contract is to be performed;*
- e) They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the EASTECO financial interests; or*
- f) They are being currently subject to an administrative penalty.*

I confirm that I am not in any of the situations described above, and I hereby declare that at any point in time, at the EASTECO's request, I will provide certified copies of documents to prove that I do not follow in any of the situation described above. I am aware that the penalties set out in the EAC Procurement Policy may be applied in the case of a false declaration, should the contract be awarded to me. My proposal is binding upon me for the period indicated in the Paragraph 9(iii) of the Request for Expression of Interest. I undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph 10 of the Request for Expression of Interest, and to be available for the entire duration the contract as specified in the Terms of Reference.

I understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature *[In full and initials]*: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

---

<sup>1</sup> Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.

**B. CURRICULUM VITAE**

*[insert the full name]*

---

- 1. **Family name:** *[insert the name]*
- 2. **First names:** *[insert the names in full]*
- 3. **Date of birth:** *[insert the date]*
- 4. **Nationality:** *[insert the country or countries of citizenship]*
- 5. **Civil status:** *[insert: married/ divorced/single/ widower]*
- 6. **Purchase Order details:**  
*Address:**[insert the physical address]*  
*Phone:* *[insert the phone and mobile no.]*  
*E-mail:* *[insert the email]*
  
- 8. **Education:**

<b>Institution:</b> <b>[Date from – Date to]</b>	<b>Degree(s) obtained:</b>
<i>[indicate the month and the year]</i>	<i>[insert the name of the degree and the specialty/major]</i>
<i>[indicate the month and the year]</i>	<i>[insert the name of the degree and the specialty/major]</i>

- 7. **Membership of professional bodies:** *[indicate the name of the professional body]*
- 8. **Other skills:** *[insert the skills]*
- 9. **Present position:** *[insert the name]*
- 10. **Years of experience:** *[insert the no]*
- 11. **Key qualifications:** (Relevant to this assignment)  
*[insert the key qualifications]*

**12. Specific relevant experience in the Region:**

<b>Country</b>	<b>Date from - Date to</b>
<i>[insert the country]</i>	<i>[indicate the month and the year]</i>
.....	.....
<i>[insert the country]</i>	<i>[indicate the month and the year]</i>

**13. Professional experience RELEVANT TO THIS ASSIGNMENT:**

<b>Date from – Date to</b>	<b>Location of the assignment</b>	<b>Company &amp; reference person (name &amp; contact details)</b>	<b>Position</b>	<b>Description</b>
<i>[indicate the month and the year]</i>	<i>[indicate the country and the city]</i>	<i>Name of the Company: Address of the company: Phone: Email: Name and title of the reference person from the company:</i>	<i>[indicate the exact name and title and if it was a short term or a long term position]</i>	<i>Name of the Purchase Order/Contract: Beneficiary of the Purchase Order/Contract: Brief description of the Purchase Order/Contract : Responsibilities:</i>
<i>[indicate the month and the year]</i>	<i>[indicate the country and the city]</i>	<i>Name of the Company: Address of the company: Phone: Email: Name and title of the reference person from the company:</i>	<i>[indicate the exact name and title and if it was a short term or a long term position]</i>	<i>Name of the Purchase Order/ Contract: Beneficiary of the Purchase Order/ Contract: Brief description of the Purchase Order/ Contract: Responsibilities:</i>
<i>[indicate the month and the year]</i>	<i>[indicate the country and the city]</i>	<i>Name of the Company: Address of the company: Phone: Email: Name and title of the reference person from the company:</i>	<i>[indicate the exact name and title and if it was a short term or a long term position]</i>	<i>Name of the Purchase Order/: Contract Beneficiary of the Purchase Order/ Contract: Brief description of the Purchase Order/ Contract: Responsibilities:</i>

14. **Other relevant information:** (e.g. Publications)

*[insert the details]*

15. **Statement:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I hereby declare that at any point in time, at the EASTECO request, I will provide certified copies of all documents to prove that I have the qualifications and the professional experience and indicated at points 8 and 14 above<sup>1</sup>, documents which are attached to this CV as photocopies.

By signing this statement, I also authorized EASTECO to contact my previous or current employers indicated at point 14 above, to obtain directly reference about my professional conduct and achievements.

\_\_\_\_\_ Date: \_\_\_\_\_

**ATTACHMENTS:**

- 1) *Proof of qualifications indicated at No. 8 (Academic & professional certificates & testimonials).*
- 2) *Proof of working experience indicated at No.14 (Relevant Copies of Contracts/Orders/Appointment letters/Completion certificates/Referee letters for specific assignments).*

\_\_\_\_\_

**C. FINANCIAL PROPOSAL**

*[Insert name and reference number]*

---

<b>N°</b>	<b>Description</b>	<b>Unit</b>	<b>No. of Units</b>	<b>Unit Cost (in US\$)</b>	<b>Total (in US\$)</b>
	<b>Professional Fees/Remuneration</b>	Man-Day	25		
<b>TOTAL FINANCIAL OFFER (Fees)</b>					

**NOTE:** Besides the remuneration to be quoted for the 25 man-days above, there shall be NO reimbursements for day-to-day operations like relocation allowances, meals, accommodation, air tickets, transportation, airtime, etc. The consultant should therefore include/embed such costs as part of the Unit cost for the man-days. The cost must include ALL the applicable taxes in your jurisdiction and must be quoted in USD.

EASTECO shall however facilitate air ticket(s), accommodation, meals and other related services when the Consultant is required to travel outside Kigali for this assignment's duties. The Commission shall also provide some office space, fixed telephone line for this assignment's communication with stakeholders and any relevant information and records for effective and efficient performance of this assignment.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_