



**EAST AFRICAN COMMUNITY**

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

**Request for Expression of Interest (REOI) for development of  
EAC e-health & telemedicine implementation framework  
(*Individual Consultant selection*).**

**Reference Number: EAC/EASTEKO/RFPs/002/2023.**

**February 2023.**

1. **EASTEKO** invites competent and eligible Individual Consultants from citizens of **all the Seven Partner States of the East African Community (EAC)**, to submit their applications 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 the 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 submission **MUST** contain: Filled & signed application/cover letter; Curriculum Vitae (CV) and Financial Proposal; 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 protective PASSWORD up to the opening date and time: **Wednesday 1st March 2023 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 your application 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 Secretary, Procurement Committee,  
East African Science and Technology Commission (EASTEKO),  
Queensland House, 4<sup>TH</sup> Floor, Kigali-Rwanda.  
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: Wednesday 1st March 2023 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 and youth 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 as a separate document as Annex 3. Do not submit that Annex 3 as part of your application.

### **5.0 SELECTION CRITERIA**

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

5.1.1. Signed and dated application letter **only using the format provided as Annex 2A. on page 8 below.**

5.1.2. Submission of a filled and signed C.V. **using ONLY the format provided as Annex 2B. on pages 9 to 11 below,** containing only the RELEVANT and DETAILED information as required under Clause 5.2 below.

5.1.3. Submission of a filled, signed and dated Financial Proposal **using ONLY the format provided as Annex 2C. on page 12 below.**

5.1.4. Copies of RELEVANT academic and professional certificates and testimonials as required under clause 5.2 of technical evaluation criteria below.

5.1.5. At least two Copies (2) of Contracts or Orders from past Clients OR Appointment Letter(s) from previous similar employment; as evidence of having performed similar assignments, as required under Article 5.2 below.

5.1.6. EACH copy of Appointment Letter/Contract/Order/ in 5.1.5. above MUST be accompanied by its CORRESPONDING Official Referee letter OR Completion letter/certificate from the respective Employer or Client; as evidence of having SUCCESSFULLY performed these SAME assignments.

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

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

5.2.1. At least a bachelor's degree in areas related to ICT Management, Policy Development, E-health, Health Informatics/ Systems, Science, Technology and Innovation – **10 marks**. A Master's degree in the same discipline(s) shall be an added advantage **10 marks, maximum total = 20 marks**. *Provide valid copies of these certificates.*

5.2.2. Professional experience in Management Consulting advising regional Governments and regional or pan- African organizations and international organization clients at the highest level in ICT and STI Policy and Strategy development in the last ten years.

Information for Article 5.2.2. above MUST be provided by submitting:

- (i) At least two (2) Copies of past and relevant Contracts OR Orders OR Official Appointment letter(s) from Employers or Clients; showing evidence of having performed similar assignments during the last 5 years - **10 marks each, total 20 marks**.

Between Three and Five copies of Contracts or Orders or Official Appointment letters AND above 5 to 10 years' experience – **Maximum total 30 marks**.

Above Five copies of Contracts or Orders or Official Appointment letters AND above 10 years' experience – **Maximum total 40 marks**.

- (ii) For EACH of the above copy of Contract OR Order OR Official Appointment letter(s), a CORRESPONDING Official Referee letter OR Completion letter/certificate from the respective Employer or Client must be provided; to demonstrate SUCCESSFUL completion or performance of EACH assignment – **10 marks each, total 20 marks**.

Between Three and Five copies of Contracts or Orders OR Official Appointment letters AND above 5 to 10 years' experience – **maximum total 30 marks.**

Above Five copies of Contracts or Orders or Official Appointment letters AND above 10 years' experience – **Maximum total 40 marks.**

Total possible marks = **100 marks.**

The Minimum qualifying score shall be **70%**, i.e. **70 marks.**

### **5.3 Interview, Negotiation and Awarding Criteria:**

A negotiation shall be held with the **Highest Technical Scorer.** During that session, the Consultant shall FIRST be orally interviewed to demonstrate SATISFACTORY possession of the skills and competencies stated under Article 10(vi-ix) on page 12 of the ToRs provided below. Upon successful interview and negotiation, the Consultant shall be recommended for awarded of the contract.

**6. 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.

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

This consultancy will be carried in **30-man days spread over Three calendar (3) months**, expected to commence from March until June 2023. The Consultant will be based at their work station and shall work both virtually and physically in consultation with EASTECO.

Besides the remuneration (professional fee), EASTECO shall cater for the Consultant's accommodation, hire of required conference facilities and air ticket(s) as per the Commission's policies. Any other relevant and applicable reimbursable should be quoted separately.

**All the cost items quoted shall be negotiated, which will include applying the maximum rates applicable under EAC financial rules and regulations for air tickets classes and conference facilities.** The cost must include ALL applicable taxes and must be quoted in USD.

**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 sent to each invited applicant/candidate.

### **ANNEXES:**

Annex 1: Terms of Reference.

Annex 2: Expression of Interest Forms (Cover letter, CV and Financial proposal).

Annex 3: Standard Contract for Individual Consultant (**NOTE: This is attached separately for Consultant's information and should NOT be submitted back with or as part of the proposal.**)

*Sincerely,*

**SENIOR PROCUREMENT OFFICER, EASTECO.**

## **ANNEX 1: TERMS OF REFERENCE**

### **1. BACKGROUND**

The East African Community (EAC) is a regional inter-governmental organization comprising the Republics of Burundi, Democratic Republic of Congo, Kenya, and Rwanda, the Republic of South Sudan, the United Republic of Tanzania, and the Republic of Uganda, with the main objective of developing policies and programs aimed at widening and deepening co-operation among the Partner States in political, economic, social and cultural fields, research and technology, defense, security and legal and judicial affairs, for their mutual benefit.

The Treaty for the Establishment of the East African Community recognizes the fundamental role of science and technology for the economic development, and it encapsulates, in the Chapter 16, Article 103, provisions for the Partner States to promote cooperation in the development and application of science and technology within the Community, complemented by Article 80 on industrial development.

The EAC treaty article 118 (b) under health, also commits to “the promotion of the management of health delivery systems and better planning mechanisms to enhance efficiency of health care services within the Partner States and (e) harmonize national health policies and regulations and promote the exchange of information on health issues in order to achieve quality health within the Community”. Evidently, ICTs are clearly expected to play an important role in the above.

In May 2005, Health Ministers of the 192 Member Countries of the World Health Organization (WHO) met in Geneva for the 58th WHO Assembly and approved the eHealth Resolution (4). Member Countries thereby recognized the contribution of incorporating ICTs in health and health system management, considering it a unique opportunity for the development of public health. The WHO report defines eHealth as the “cost-effective and secure use of Information and Communication Technologies in support of health and health-related fields, including health care services, health surveillance, health literature, and health education, knowledge and research,” and it states that eHealth “reinforces fundamental human rights by improving equity, solidarity, quality of life, and quality of care” (5).

The momentum for digital health in the East African region has been growing steadily. Specifically, the EAC has been engaged in leading several regional initiatives on digital health.

In 2010, the EAC convened a regional eHealth Workshop and Ministerial Conference for member countries to share experiences and insights on how to move eHealth forward in the region. As a follow-on to the inaugural conference held in 2010, the East African Science and Technology Commission (EASTECCO), in collaboration with the EAC Secretariat and Partner States, convened the 2nd and 3rd EAC Regional eHealth and Telemedicine Ministerial Conference in Kigali, Rwanda in May 2018 and June 2021 respectively.

### **2. JUSTIFICATION**

The Covid19 pandemic has served to underline the need to significantly invest in and adopt ICT in the delivery of healthcare services. This is not simply because newly introduced technologies such as Telecardiology played a key role but because there is a clear correlation between robust e-Health systems and better response to Covid19 pandemic.

However, the case for adopting eHealth in the East Africa region was made way back before the outbreak of Covid19.

In 2018, the Digital REACH initiative, was established under the aegis of the EAC to “maximize the power of digital health in East Africa by ensuring an enabling environment and by implementing scaled, coordinated, transformational, and innovative approaches” Digital REACH is tasked with putting in place an enabling environment for eHealth and facilitating cross-border information sharing.

Digital REACH initiative aims to achieve this through a shared roadmap which consists of nine (9) workstreams which includes among others, infrastructure, services and applications, legal, policy and compliance, and standards and interoperability.

In 2018, the East African Science and Technology Commission (EASTECO), in collaboration with the EAC Secretariat and the East African Health Research Commission organized two conferences on e-Health. Some of the recommendations made in the 2018 conference include “conducting an EAC regional eHealth readiness assessment that would incorporate aspects of systems interoperability, costs, and benefits of eHealth investment, by December 30, 2019” and “the development of regional policies, laws, regulations, guidelines, standards on health facility and patient safety, data sharing, data security, and privacy to facilitate eHealth in country and cross-border patient referrals in the EAC Partner States, by June 2020”.

As a follow up to the 2<sup>nd</sup> Regional e-Health & Telemedicine Ministerial Conference, the East African community with the support of USAID conducted an EAC regional eHealth Readiness Assessment. The report published in 2019 revealed that East African community Partner States are at varying levels of readiness on matters related to legal framework, cross-border data security and sharing, health registry, enterprise architecture, human resources capacity, health information standards and governance.

In addition, the 3<sup>rd</sup> EAC Regional e-Health and Telemedicine Workshop, Ministerial Conference and International Trade Exhibition that was convened from 16<sup>th</sup> to 17<sup>th</sup> June 2021 resolved that EASTECO in collaboration with East African Health Research Commission (EAHRC) develop the EAC Regional Digital Health Agenda framework. It is therefore timely that the East African community implements its own Digital Health Agenda.

For citizens in the Partner States, e-Health will enable personalized care, make healthcare conveniently available, support prevention, education, and self-management. For East African professionals in healthcare research and practice, eHealth will facilitate access to up to date, accredited publications, data and knowledge in areas such as public health, clinical care. It will facilitate distance learning and continuing education. Patients and providers will be able to make the most of remote consultation capabilities.

For hospitals and public health, e-health will help connect facilities on common virtual networks which will facilitate safety and quality monitoring and improve healthcare. E-Health will open new opportunities in data sharing on medical records and facilitate collaboration regardless of time and space. It will streamline healthcare logistics, bringing about efficiency, in ordering and delivery of medical and pharmaceutical supplies.

For Partner States, eHealth will support reliable, responsive and data driven reporting on public health, scale capacities to predict and fight infectious and non-infectious diseases and respond to emerging pandemics.

The EAC E-Health & Telemedicine Implementation Framework will provide a practical, step-by-step guide and templates that Partner States will use to develop new or revitalize their national e-health strategies. However, the EAC E-Health & Telemedicine Implementation Framework will not be comprehensively employed by Partner States as is. Instead, Partner States will be able to tailor their national eHealth strategies to their own national contexts that is national priorities and needs, available resources, and aspirations.

It is against this background that EASTECO seeks to engage a consultancy to develop an EAC E-health and Telemedicine Implementation Framework that will provide seamless flow of information among and between Partner States using ICT’ s, effective and efficient delivery of healthcare services and facilitate research.

### **3. Objectives**

#### **3.1 Overall Objective**

To develop an EAC E-Health & Telemedicine Implementation Framework that will provide seamless flow of information among and between Partner States using ICT's, effective and efficient delivery of healthcare services and facilitate research.

#### **3.2 Strategic Objectives**

- i. To provide a useful resource to guide Partner States without national digital health strategies in their efforts to develop their strategies;
- ii. To assess the barriers to e-health and telemedicine services implementation and how to overcome them;
- iii. To support harmonization of national e-health and telemedicine policies, laws, regulation, guidelines and standards;
- iv. To assess factors that facilitate e-health and telemedicine development in the region;
- v. To enhance national capabilities to embrace e-health and telemedicine technologies, by providing the right enabling environment and capacity building;
- vi. To assess e-health and telemedicine initiatives, needs, capacities and infrastructure;
- vii. To define the implementation model for e-health and telemedicine services.

### **4. The Consultancy**

The call for consultancy is aimed at recruiting a suitable consultant with the requisite knowledge, skills and experience to deliver a comprehensive EAC E-Health & Telemedicine Implementation Framework to direct and guide the EAC Partner States.

#### ***4.1 Objective of the Consultancy***

The overall objective of this consultancy is to develop an EAC E-Health & Telemedicine Implementation Framework.

The specific objective includes:

- (i) Develop and submit an inception report detailing understanding of the consultancy, approaches, methodologies and tools to be used in the consultancy, and work plan and budgets;
- (ii) Review literature and write a report on the Status of the E-Health & Telemedicine in Partner States and the EAC region;
- (iii) Carryout a situational analysis for E-Health & Telemedicine initiatives, needs, capacities and infrastructure in the region;
- (iv) Conduct national consultations in the EAC Partner States with key stakeholders and develop a draft EAC E-Health & Telemedicine Implementation Framework;
- (v) Conduct regional validation exercise to harmonize the draft EAC E-Health & Telemedicine Implementation Framework;
- (vi) Revise and submit the final Draft of the EAC E-Health & Telemedicine Implementation Framework.

### **5. Tasks**

The consultant will develop approaches to be used in capturing data relevant for developing the EAC E-Health & Telemedicine Implementation Framework. The following tasks will be carried out during the development of the framework;

- i. Submission and discussion of inception report including approach and methodology, tools, and work plan;
- ii. Review the current national and regional E-Health & Telemedicine strategies and policy frameworks; collect relevant data; and identify gaps in the existing frameworks of the EAC Partner States;
- iii. Conduct national consultations in the EAC Partner States with key stakeholders gathering data that will be used for the development of the EAC E-Health & Telemedicine Framework through key informants and focused groups discussions;
- iv. Prepare a situational analysis report on the E-Health & Telemedicine status in the East African region including initiatives, needs, capacities and infrastructure through thorough assessment of the E-Health & Telemedicine strength, weaknesses, opportunities and threats to cover the current state and future directions of the E-Health & Telemedicine technologies and applications;
- v. Develop an E-health and Telemedicine a costed implementation plan;
- vi. Prepare a draft report on the development of the East African E-Health & Telemedicine Framework;
- vii. Develop an E-health and Telemedicine Monitoring and Evaluation plan;
- viii. Develop an E-health and Telemedicine implementation roadmap;
- ix. Hold a regional stakeholder validation workshop to review and improve the draft implementation framework. Based on the input and consultation from this workshop, prepare the revised final draft for the EAC E-Health & Telemedicine Framework;
- x. Prepare and submit the final report and East African Regional E-Health & Telemedicine implementation framework to EASTECO.

## 6. List and Schedule of Deliverables

The key deliverables are:

- a) Inception report;
- b) Situational analysis report on the EAC E-Health & Telemedicine Implementation Framework in the East African region;
- c) National Consultation Reports on the status of the EAC E-Health & Telemedicine initiatives within the EAC;
- d) Draft EAC E-Health & Telemedicine Implementation Framework;
- e) Regional Validation Workshop Report;
- f) Final EAC E-Health & Telemedicine Implementation Framework.

The assignment will be carried out in **30-man days** spread over **Three months** as follows:

Time	Deliverable	Submission Timeline
0-Man days	Contract for the consultancy	Signed Contract
3-Man days	<p><b>Inception Report</b> This will include:</p> <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 and methodology</li> <li>(iv) Updated work plan</li> <li>(v) Preliminary desk review</li> </ol> <p>A meeting with the client will be held within 5 days after submission to discuss the report. The consultant will present the inception report to EASTECO for validation and approval.</p>	Inception report submitted within 10 days post-contract signing
4-Man days	<b>Situation Analysis Report</b>	



	The Situation analysis report on the EAC E-Health & Telemedicine Implementation Framework in the East African region will provide insights into the strengths, weaknesses, opportunities, and threats (SWOT) of the E-Health & Telemedicine Implementation Framework within the East African Community among others. The situational analysis report will be based on the literature review report and national consultation reports.	Situation Analysis Report within 25 days post-contract signing
5-Man days	<b>National Consultation Reports</b> National Consultation Reports on the status of the E-Health & Telemedicine in the East African region will contain an analysis of the qualitative and quantitative data. The consultant will spend a minimum of three days visiting and consulting key institutions in each Partner State including Ministries of Health, ICT, STI, ICT agencies/ commissions, National Councils, and Commissions for Science, Technology, and Innovation among others.	National Consultation Reports within 45 days post-contract signing
5-Man days	<b>Draft East African E-Health &amp; Telemedicine Implementation Framework</b> The Draft Report on the Development of the E-Health & Telemedicine Implementation Framework in the East African region will build on the findings in the situational analysis report and capture goals and corresponding strategic objectives and strategies for achieving them.	Draft Report within 60 days post-contract signing
4-Man days	<b>Regional Validation Workshop Report</b> The Draft E-Health & Telemedicine Implementation Framework will be developed based on information in the Draft Report.	Draft E-Health & Telemedicine Implementation Framework within 70 days post-contract signing
4-Man days	<b>Submission of Draft of the E-Health &amp; Telemedicine Implementation Framework</b> The consultant will revise the Draft E-Health & Telemedicine and Implementation Framework to ensure that all issues raised in the Regional Validation are addressed and then produce the 4 <sup>th</sup> Industrial Revolution Strategy Final Report.	Final Report within 80 days post-contract signing
5-Man-days	<b>Final Draft for E-Health &amp; Telemedicine Implementation Framework</b> The E-Health & Telemedicine Implementation Framework will be revised based on the draft report to come up with the Final E-Health & Telemedicine Implementation Framework.	Final E-Health & Telemedicine Implementation Framework within 90 days post-contract signing

## 7. 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 (EASTEKO), and Partners in EAC region.

## 8. Responsibilities of the Client

Responsibilities of the Client (EASTEKO) 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) Linking the consultant with relevant Partners and Stakeholders;
- (iii) Providing comments on work progress, collection of comments from other stakeholders and submission of all the comments to the Consultant;
- (iv) Coordinate 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 Secretariat will assist in making appointments with partners and stakeholders for meetings, the workshop and all other undertakings relevant to this consultancy.

**9. Qualifications, skills and competencies of the Consultant:**

Applications are hereby invited from suitably qualified citizens of the EAC Partner States, with the following profile:

- (i) Academic Qualification: Master’s Degree in areas related to ICT Management, Policy Development, E-health, Health Informatics/ Systems, Science, Technology and Innovation;
- (ii) Professional experience: At least 10 years in Management Consulting advising national Governments or regional clients at the highest level in ICT and STI Policy and Strategy development. Candidate should provide evidence for this in the form of:
  - A detailed list of similar consultancies previously done in the past ten (10) years;
  - At least Two (2) certificates of good completion from satisfied clients in the past 10 years for similar assignment.
- (iii) The candidates should demonstrate success in developing ICT and STI policies. This can be validated by proof of adoption of at least two policies or strategies they developed by relevant clients’ bodies;
- (iv) Demonstrable experience in working with international partners and other stakeholders in public sector development programs, especially in the area of Science, Technology and Innovation;
- (v) At least 4 years of hands-on experience in developing ICT Policies and Strategies;
- (vi) Good communication and computer skills;
- (vii) Excellent writing and analytical skills;
- (viii) Sound work ethics, including the commitment to time and meeting deadlines, as well as maintaining courtesy and trustworthiness;
- (ix) Fluent in the English language.

**10. Reporting:**

The consultant shall be responsible to the Executive Secretary of the EASTECO. The day-to-day assignment and contact will be managed through the Principal Officer, Information and Communication Technology Development (POICTD), to whom the consultant will report directly.

**11. Payment Schedule:**

The EASTECO secretariat will pay the consultant following the below schedule:

- 20% upon submission of the inception report.
- 20% upon submission of National Consultation Reports.
- 30% upon submission of the draft E-Health & Telemedicine Implementation Framework.
- 30% upon submission and acceptance of the E-Health & Telemedicine Implementation Framework.

**12. Payment Requirements:**

Successful delivery of all the above seven deliverables, including receipt and acceptance or review, improvement/amendment and re-submission of the draft reports/framework and invoicing of the prescribed amount to the Commission.

**ANNEX 2: Expression of Interest Forms**

A. COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT..... 11

B. CURRICULUM VITAE ..... 12

C. FINANCIAL PROPOSAL..... 15



## ANNEX 2

### 2A. COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT *[insert name and reference number]*

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*[Location, Date]*

**To: The Executive Secretary, East African Science and Technology Commission (EASTECO)  
Queensland House, 4<sup>TH</sup> Floor, Kigali-Rwanda.**

Dear Sir:

I, the undersigned, offer to provide the consulting services for Administrative Assistance, in accordance with your Request for Expression of Interests number *EAC/EASTECO/RFPs/004/2022*, dated August 202 and my Financial Proposal for the sum of *[Insert amount(s) in words and figures<sup>11</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 procedure 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 6** 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 7** 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: \_\_\_\_\_

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

**2B. CURRICULUM VITAE**

*[insert the full name]*

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- 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]*
- 7. **Education:**

<b>Institution:</b> <b>[Date from – Date to]</b>	<b>Degree(s) / Certificates 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>

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

**13. Specific relevant experience:**

<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>

**14. 2B: 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>	<b>Name of the Company:</b> <b>Address of the company:</b> <b>Phone:</b> <b>Email:</b> <b>Name and title of the reference person from the company:</b>	<i>[indicate the exact name and title and if it was a short term or a long-term position]</i>	<b>Name of the Purchase Order/Contract/Appointment letter:</b> <b>Beneficiary of the Purchase Order/Contract Appointment letter:</b> <b>Brief description of the Purchase Order/Contract/ Appointment letter:</b> <b>Responsibilities:</b>
<i>[indicate the month and the year]</i>	<i>[indicate the country and the city]</i>	<b>Name of the Company:</b> <b>Address of the company:</b> <b>Phone:</b> <b>Email:</b> <b>Name and title of the reference person from the company:</b>	<i>[indicate the exact name and title and if it was a short term or a long-term position]</i>	<b>Name of the Purchase Order/Contract/Appointment letter:</b> <b>Beneficiary of the Purchase Order/Contract Appointment letter:</b> <b>Brief description of the Purchase Order/Contract/ Appointment letter:</b> <b>Responsibilities:</b>
<i>[indicate the month and the year]</i>	<i>[indicate the country and the city]</i>	<b>Name of the Company:</b> <b>Address of the company:</b> <b>Phone:</b> <b>Email:</b> <b>Name and title of the reference person from the company:</b>	<i>[indicate the exact name and title and if it was a short term or a long-term position]</i>	<b>Name of the Purchase Order/Contract/Appointment letter:</b> <b>Beneficiary of the Purchase Order/Contract Appointment letter:</b> <b>Brief description of the Purchase Order/Contract/ Appointment letter:</b> <b>Responsibilities:</b>

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

*[insert the details]*

**16. 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 7 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/Clients indicated at point 14 above, to obtain directly reference about my professional conduct and achievements.

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

**MANDATORY ATTACHMENTS (SUPPORT DOCUMENTS):**

- 1) *Proof of qualifications indicated on No. 7 above (Academic & professional certificates & testimonials).*
- 2) *Proof of working experience indicated at No. 14 above (Relevant Copies of Contracts/Orders/Appointment letters/Completion certificates/Referee letters for specific assignments).*

\_\_\_\_\_

**2C. FINANCIAL PROPOSAL**

*[Insert name and reference number]*

N°	Description	Unit	No. of Units	Unit Cost (in US\$)	Total (in US\$)
	<b>Professional Fees/Remuneration</b>	Man-days	30		
	<b>Reimbursements:</b> (i) . (ii) . (iii) .				
<b>Total Financial Offer</b>					

Besides the remuneration (professional fee), EASTECO shall cater for the Consultant’s accommodation, hire of required conference facilities and air ticket(s) as per the Commission’s policies. Any other relevant and applicable reimbursable should be quoted separately.

**All the cost items quoted shall be negotiated, which will include applying the maximum rates applicable under EAC financial rules and regulations for air tickets classes and conference facilities.** The cost must include ALL applicable taxes and must be quoted in USD.

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

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

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