

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



**REQUEST FOR PROPOSALS TO DEVELOP THE
EAST AFRICAN REGIONAL STI INDICATORS AND
WEB-BASED ELECTRONIC DATABASE**

(Quality and Cost based Firms' Selection).

Reference Number: EAC/ESTECO/RFPs/003/2021.

Date of Issue: APRIL 2021.

Section 1. Letter of Invitation

12/04/2021

Dear Consultant,

1. The EASTECO invite Technical and Financial proposals from competent firms or consortium of firms to develop the East African Regional STI Indicators and web-based electronic database. More details on the services are provided in the attached Terms of Reference.
2. The Bidding Document has been posted in the EASTECO website (www.easteco.org) and the EAC website (www.eac.int), under procurement/consultancy portals.
3. The selection shall be based on **Quality and Cost Based Selection**, whose procedure is detailed in this Bidding Documents.
4. The Bidding Documents includes the following:
 - Section 1 - Letter of Invitation
 - Section 2 - Information to Bidders
 - Section 3 - Technical Proposal - Standard Forms
 - Section 4 - Financial Proposal - Standard Forms
 - Section 5 - Terms of Reference
 - Section 6 - Standard Forms of Contract.
5. The hard version proposals should be submitted via registered mail, courier service or hand delivered in a plain SEALED envelope with consultancy's subject and reference provided above and be addressed to the address provided below and delivered on or before **Tuesday 27TH April 2021 at 3 PM East African Time, or 2 PM Rwanda Time.**
6. Soft/electronic version proposals should be dully filled, signed, stamped, scanned in **PDF** and emailed to this email **ONLY**: tenders@easteco.org on or before **Tuesday 27TH April 2021 at 3 PM East African Time, or 2 PM Rwanda Time.**
7. **NOTE:** The bidder should secure both the Technical and Financial e-proposals with confidential **PASSWORDS before submitting** them and submit the password for Technical Proposal **ONLY** to the above email to open their Technical proposal **at the EASTECO offices on Tuesday 27TH April 2021 at 3 PM East African Time, or 2 PM Rwanda Time.**

Yours sincerely,



THE SECRETARY
EASTECO PROCUREMENT COMMITTEE
2ND FLOOR, TELECOM HOUSE, KACYIRU, KIGALI
Webpage: www.easteco.org

Section 2. Information to Bidders¹

Definitions

- (a) “BD” means the Bidding Documents to be prepared by the Contracting Authority for the selection of Contractor, based on the EAC Standard Template.
- (b) “Contracting Authority” means the procurement Authority with which the selected Consultant signs the Contract for the Services.
- (c) “Contractor” means any Authority or person that may provide or provides the Services to the Client under the Contract.
- (d) “Contract” means the Contract signed by the Parties and all the attached documents that are the General Conditions (GC), the Special Conditions (SC), and the Appendices.
- (e) “Data Sheet” means such part of the Instructions to Bidders used to reflect specific country and assignment conditions.
- (f) “Day” means calendar day.
- (g) “Evaluation Committee” it is a panel of experts appointed by the Contracting Authority and assigned to evaluate the bids.
- (h) “Instructions to Bidders” (Section 2 of the BD) means the document which provides shortlisted Bidders with all information needed to prepare their Proposals.
- (i) “LOI” (Section 1 of the BD) means the Letter of Invitation being sent by the Contracting Authority to the shortlisted Bidders.
- (j) “Personnel” means professionals and support staff provided by the Bidders or by any Sub-Contractors and assigned to perform the Services or any part thereof; “Foreign Personnel” means such professionals and support staff who at the time of being so provided had their domicile outside the Contracting Authority’s country; “Local Personnel” means such professionals and support staff who at the time of being so provided had their domicile inside the Contracting Authority’s country.
- (k) “Proposal” means the Technical Proposal and the Financial Proposal.
- (l) “Services” means the consulting services or the work to be performed by the Contractor pursuant to the Contract.
- (m) “Subcontractor” means any person or Authority with whom the Bidder or Contractors intends to subcontracts any part of the Services.
- (n) “Terms of Reference” (TOR) means the document included in the BD as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Contracting Authority and the Contractor, and expected results and deliverables of the assignment.

¹ This Information to Bidders section shall not be modified. Any necessary changes to address specific country and project issues, shall be introduced only through the Data Sheet (e.g., by adding new clauses). Likewise, modifications to the standard Form of Contract should be made only by including clauses outlining the special conditions and not by introducing changes in the wording of the general conditions.

1. Introduction

- 1.1 The Contracting Authority named in **the Data Sheet** will select a firm among those listed in the Letter of Invitation, in accordance with the procurement method indicated in **the Data Sheet**, method detailed in the edition of the Guidelines indicated in **the Data Sheet**.
- 1.2 The shortlisted Bidders are invited to submit a Technical Proposal and a Financial Proposal for consulting services required for the assignment named in **the Data Sheet** and presented in details in the Terms of Reference attached as Section 5 of this Bidding Documents. The proposal and the Terms of Reference will be the basis for contract for a signed contract with the successful firm.
- 1.3 The assignment shall be implemented in accordance with the phasing indicated in **the Data Sheet**. When the assignment includes several phases, the performance of the Bidder under each phase must be to the Contracting Authority's satisfaction before work begins on the next phase.
- 1.4 The Bidders must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain firsthand information on the assignment and on the local conditions, Bidders are encouraged to request the Contracting Authority to provide further information before submitting a proposal and to attend a pre-bid conference if one is specified in **the Data Sheet**. Attending the pre-proposal conference is optional. The Bidders' representative should contact the Contracting Authority at the address stated in **the Data Sheet** or to obtain additional information on the pre-bid conference.
- 1.5 The Contracting Authority will provide the inputs specified in **the Data Sheet**, assist the firm in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- 1.6 Please note that (i) the costs of preparing the proposal, including a visit to the Contracting Authority, are not reimbursable as a direct cost of the assignment; and (ii) the Contracting Authority is not bound to accept any of the proposals submitted.
- 1.7 The Contracting Authority's policy requires that Bidders provide professional, objective, and impartial advice and at all times hold the Contracting Authority's interest's paramount, without any consideration for future work, and strictly avoid conflicts with

other assignments or their own corporate interests. Bidders shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Contracting Authority.

1.7.1 Bidders will be excluded from the bidding process if it will be in a conflict-of-interest situation as described below:

- (a) Conflict between consulting activities and procurement of goods, works or services (consulting or general). A bidder or a contractor that has been engaged by the Contracting Authority to provide goods, works, or services for the organization, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a bidder or a contractor hired to provide consulting services for the preparation or implementation of a project, and of its affiliates, shall be disqualified from subsequently providing goods, works or general services resulting from or directly related to the contractor's consulting services for such preparation or implementation.
- (b) Conflict among consulting assignments: Neither, bidders or contractors (including their personnel and sub-Bidders) nor any of their affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the bidder or contractor. For instance, a contractor assisting the Contracting Authority to implement a project shall not be engaged to prepare an independent assessment for the implementation of the same project, or contractors hired to prepare Terms of Reference (TOR) for an assignment shall not be hired for the assignment in question.
- (c) Relationship with Contracting Authority Staff: bidders or contractors (including their personnel and sub-contractors) having business or family relationship with a member of the Contracting Authority or its Organs and Institutions directly or indirectly involved in any part of: (i) the preparation of the TOR or Technical Specification of a contract, (ii) the selection process for
- (d) Such contract, or (iii) the supervision of the contract, may not be awarded the contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Contracting Authority throughout the selection process and the execution of the contract.

1.7.2 Since previous or ongoing participation in relation to the assignment by the Bidder, its professional staff, or its affiliates or associates under a contract with the Contracting Authority its

Organs and Institutions may result in rejection of the proposal, the bidders should clarify their situation in that respect with the Contracting Authority before preparing the proposal.

1.7.3 Bidders may be hired for downstream work, when continuity is essential, in which case this possibility shall be indicated in **the Data Sheet** and the factors used for the selection of the Bidder should take the likelihood of continuation into account. It will be the exclusive decision of the Contracting Authority whether or not to have the downstream assignment carried out, and if it is carried out, which Bidder will be hired for the purpose.

1.8 It is the Contracting Authority's policy to require that Contracting Authority Staff as well as Bidders under Contracting Authority financed contracts, observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the Contracting Authority:

(a) defines for the purposes of this provision, the terms set forth below as follows:

(i) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

(ii) "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefits or to avoid an obligation;

(iii) "collusive practices" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

(iv) "coercive practices" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

(v) "obstructive practice"

(aa) deliberately destroying, falsifying, altering or concealing material evidence to the investigation or making false statements to investigators in order to materially impede the Contracting Authority, or a governmental or independent investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the

investigation or from pursuing the investigation, or

(bb) acts intended to materially impede the exercise of the Contracting Authority or governmental or inspection and audit rights.

- (b) It will take the following measures against the bidder recommended for award who has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- (i) will reject the bid for award;
 - (ii) will declare the bidder/the contractor, including its affiliates, ineligible, either indefinitely or for a stated period of time, to become the Contracting Authority's contractor;
 - (iii) will cancel or terminate any ongoing contract with the bidder /the contractor;
 - (iv) will request the relevant national authorities to conduct a joint investigation with the Contracting Authority to inspect or carry out audits of the bidder /the contractor' accounting records and financial statements in connection with the contract in question for which it was found guilty of engaging in corrupt, fraudulent, collusive, coercive, or obstructive practices;
 - (v) will forfeit the bid or performance securities of the bidder /the contractor;
 - (vi) will suspend any payments due to the bidder/ contractor, under the contract in question or any other contract the bidder/contractor might have with the organization, until the extent of damage caused by the its engagement in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the Contracting Authority's contract are determined and recovered, and
 - (vii) Will sue the bidder /contractor to recover the damages caused by its engagement in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question, if they are not fully recovered by the securities and the payments otherwise due to the bidder/contractor.

1.9 Neither the shortlisted Bidders nor their personnel or subcontractor shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Contracting Authority in accordance with the above sub para. 1.8 (d).

1.10 Bidders shall furnish information as described in the Financial Proposal submission form (Section 4A) on commissions and

gratuities, if any, paid or to be paid to agents relating to this proposal, and to execute the work if the firm is awarded the contract.

1.11 Without limitation on the generality of this rule, Bidders, and their subcontractors and personnel shall not be hired under the circumstances set forth below:

(a) They are bankrupt;

(b) Payments to them have been suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with their national laws in the total or partial loss of the right to administer and dispose of their property;

(c) Legal proceedings have been instituted against them involving an order suspending payments and which may result, in accordance with their national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of their property;

(d) They have been convicted, by a final judgment, of any crime or offence concerning their professional conduct;

(e) They are guilty of serious misrepresentation with regard to information required for participation in an invitation to tender;

(f) They have been de-barred by the East African Community pursuant to the provisions in the EAC's Procurement Policies and Procedures Manual 2011.

1.11 Only shortlisted Bidders are allowed to participate in this bidding process. If a Bidders is shortlisted as Joint Venture or Consortium, the composition of Joint Venture or Consortium can be changed with prior approval of the CONTRACTING AUTHORITY and only if : (i) is supported by solid and objective arguments, (ii) does not alter the competition, (iii) is not generating a conflict of interest, and (iv) is not invalidating the criteria and conditions in place when the joint venture or consortium was prequalified.

2. Clarification and Amendment of Bidding Documents

2.1 Bidders may request a clarification of any of the Bidding Documents up to the number of days indicated in **the Data Sheet** before the proposal submission date. Any request for clarification must be sent in writing by paper mail, facsimile, or electronic mail to the Contracting Authority's address indicated in **the Data Sheet**. The Contracting Authority will respond by facsimile, or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without

identifying the source of inquiry) to all invited Bidders who intend to submit proposals.

2.2 At any time before the submission of proposals, the Contracting Authority may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, amend the BD. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, facsimile, or electronic mail to all invited Bidders and will be binding on them. The Contracting Authority may at its discretion extend the deadline for the submission of proposals.

3. Preparation of Proposal

3.1 Bidders are requested to submit a proposal written in the language indicated in the **Bid Data Sheet**. All correspondence between the Bidder and the Contracting Authority shall be in this language.

Technical Proposal

3.2 In preparing the Technical Proposal, Bidders are expected to examine the documents constituting this BD in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

3.3 While preparing the Technical Proposal, Bidders must give particular attention to the following:

(i) If a Bidder considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual Bidder(s) and/or subcontract part of the services to other consulting firms, as appropriate. In case of subcontracting this shall be in the limit stated in **the Data Sheet** but under no circumstances shall exceed forty percent (40%) of the total staff-days input. The Bidders are encouraged to seek the participation of regional Bidders when subcontracting part of the assignment. Under no circumstances, the Bidders shall associate with the other short-listed Bidders, or their affiliates, invited for this assignment. Affiliates are the group of companies, firms, associations, etc. where the Bidder or any of the major shareholders owns a minimum of twenty percent (20%) of shares of the share capital. For the same purpose, major shareholder is any legal or physical person who owns no less than twenty percent (20%) of the shares of the Bidder.

(ii) For assignments on a staff-time basis, the estimated number of professional staff-days is given in **the Data Sheet**. The proposal shall, however, be based on the number of professional staff-days estimated by the

Bidders.

- (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
- (iv) Proposed professional staff must, at a minimum, have the experience indicated in the Terms of Reference, preferably working under conditions similar to those prevailing in the country (ies) of the assignment.
- (v) Alternative professional staff shall not be proposed, and **only one curriculum vitae (CV)** must be submitted for each position.
- (vi) Reports to be issued by the Bidders as part of this assignment must be in the language(s) specified in **the Data Sheet**. It is desirable that the firm's personnel have a working knowledge of the official languages of the country (ies) of the assignment.

3.4 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):

- (i) Any comments or suggestions on the Terms of Reference on facilities to be provided by the Contracting Authority and on Standard Form of Contract (Form Tech 2).
- (ii) A description of the methodology and work plan for performing the assignment (Form Tech 3).
- (iii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Form Tech 4).
- (iv) CVs recently signed by the proposed professional staff (Form Tech 5). Key information should include number of years working and positions and responsibilities held in various assignments during the last ten (10) years. To be considered during the evaluation, **the CV shall be accompanied by proof of all stated qualifications and working experience**. The proof qualifications shall be in the form of the copies of the degrees and diploma obtained, while for the professional experience the proof shall be either acknowledgement letters from the previous employers or copies of the contracts signed with them. If the language of these documents is not the English language, they shall be accompanied by a certified

translation into English.

- (v) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Form Tech 6 and 7).
- (vi) A detailed description of the proposed methodology, staffing, and monitoring of training, if **the Data Sheet** specifies training as a major component of the assignment.
- (vii) Any additional information requested in **the Data Sheet**.

3.5 The Technical Proposal shall not include any financial information. If financial information is included in the technical proposal this will be automatically disqualified.

Financial Proposal

3.6 In preparing the Financial Proposal, Bidders are expected to take into account the requirements and conditions outlined in the BD documents. The Financial Proposal should follow Standard Forms (Section 4). It lists all costs associated with the assignment, including (a) remuneration for staff (foreign and local, in the field and at headquarters), and (b) reimbursable expenses such as subsistence (per diem, housing), transportation (international and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys, and training, if it is a major component of the assignment. The Reimbursable expense shall cover **only** the cost indicated in **the Data Sheet**. All other cost estimated by the bidders for the execution of the assignment shall be included in the daily fees of the experts.

3.7 The Financial Proposal **shall not** include the local taxes (including social security), duties, fees, levies, and other charges imposed under the applicable law in Tanzania or in the countries of assignment, on the Bidders, the subcontractors, and their personnel (other than nationals or permanent residents of Tanzania), unless **the Data Sheet** specifies otherwise. For this purpose, the bidders', the subcontractors' and their personnel' home countries shall not be considered as countries of assignment.

3.8 If so specified in **the Data Sheet**, the Financial Proposal **must** include, without any modification, the amount indicated as fixed reimbursable expenses, to cover for the expenditures already

priced by the Contracting Authority (i.e., cost of trainings, cost of study tours, cost of financial audits, cost of equipment, etc).

- 3.9 The total budget available for this assignment, including the taxes indicated at para. 3.7 and the reimbursable expenses indicated at para 3.8, is indicated in **the Data Sheet. Financial Proposal exceeding the available budget will be rejected as non-responsive.**
- 3.10 Bidders **must** express the price of their services in the US Dollars. The payment will be made in **US Dollars**, and the Bidder shall bear all the cost and risks implied by the currency exchange. **Financial Proposals expressed in other currencies than the US Dollars will be automatically disqualified.**
- 3.11 Commissions and gratuities, if any, paid or to be paid by Bidders and related to the assignment will be listed in the Financial Proposal submission form (Section 4A).
- 3.12 **The Data Sheet** indicates how long the proposals must remain valid after the submission date. During this period, the Bidder is expected to keep available the professional staff proposed for the assignment. The Contracting Authority will make its best effort to complete evaluation within this period. If the Contracting Authority wishes to extend the validity period of the proposals, the Bidders who do not agree have the right not to extend the validity of their proposals.

4. Submission, Receipt, and Opening of Proposals

- 4.1 The original proposal (Technical and Financial Proposal) shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person who sign(s) the proposals.
- 4.2 **An authorized representative of the firm initials all pages of the proposal. The representative's authorization is confirmed by a written power of attorney accompanying the proposal.**
- 4.3 For each proposal, the Bidders shall prepare the number of copies indicated in the **Data Sheet**. Each Technical Proposal and Financial Proposal shall be marked "**ORIGINAL**" or "**COPY**" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original governs.
- 4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal," and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" and

warning: **“DO NOT OPEN WITH THE TECHNICAL PROPOSAL.”** Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and be clearly marked, **“DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE.”** Information on the outer and inner envelopes should also include the name of the Bidder and the contract name and reference number.

4.5 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in **the Data Sheet**. Any proposal received after the closing time for submission of proposals shall automatically rejected and shall be returned unopened to the Bidder.

5. Proposal Evaluation

General

5.1 From the time the bids are opened to the time the contract is awarded, if any Bidder wishes to contact the Contracting Authority on any matter related to its proposal, it should do so in writing at the address indicated in **the Data Sheet**. Any effort by the firm to influence the Contracting Authority in the proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the Bidder’s proposal.

5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, including any Administrative Reviews, is concluded.

Public Opening and Evaluation of Technical Proposals: Scoring

5.3 The Contracting Authority shall conduct the bid opening in public at the address, date and time specified in **the Data Sheet**. Only the representatives of the bidders and the Evaluation Committee members are allowed to participate in public opening sessions. Any other interested person shall request, in writing, the Contracting Authority Secretariat’s permission to participate in a specific bid opening session.

5.4 The bid opening shall commence with the Chairperson the Evaluation Committee reading out the Bidders’ names and the time of arrival of the proposal. A registration number will be given to each proposal. All envelopes shall be opened one at a time, by the Chairperson of the Evaluation Committee, in order of their arrival.

5.5 At the opening, only the Technical Proposal envelope shall be opened immediately and checked for compliance with formal submission requirements by the evaluation committee. The Financial Proposal shall remain sealed and deposited in a safe place until all

submitted proposals, of technically responsive bids, are opened publicly.

- 5.6 No Bid shall be rejected at Bid opening except for late bids, in accordance with ITB Sub-Clause 4.5. Only envelopes that are opened and read out at Bid opening shall be considered further.
- 5.7 The Contracting Authority shall prepare the minutes of the Bid opening that shall include a brief description of the bid opening procedures and its finding as. The Bidders' representatives who are present shall be requested to sign the attendance sheet. A copy of the minute shall be distributed to all Bidders who submitted bids in time.
- 5.8 Once the Bid opening is concluded, the Evaluation Committee, as a whole, and each of its voting members individually, evaluates the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria (typically not More than three per criteria), and point system specified in **the Data Sheet**. Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in **the Data Sheet**.

**Public
Opening and
Evaluation
of Financial
Proposals:
Ranking**

- 5.9 After the evaluation of quality is completed, the Contracting Authority shall notify those Bidders whose proposals did not meet the minimum qualifying mark or were considered nonresponsive to the BD and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Contracting Authority shall simultaneously notify the Bidders that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall not be sooner than two weeks after the notification date. The notification may be sent by registered letter, cable, telex, facsimile, or electronic mail.
- 5.10 The Financial Proposals shall be opened publicly in the presence of the Bidders' representatives who choose to attend. The name of the Bidder, the technical scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Contracting Authority shall prepare minutes of the public opening.
- 5.11 The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have costed all items of the corresponding Technical Proposals; if not, the Contracting Authority will cost them and add their cost to the initial price), correct any computational errors, and determine if the total price

is within the maximum budget available. The evaluation shall exclude those taxes, duties, fees, levies, and other charges imposed under the applicable law; and to be applied to foreign and non-permanent resident Bidders (and to be paid under the contract, unless the Bidder is exempted), and estimated as per para. 3.7. **Should the Financial Proposal, after applying any correction or adjustments, exceeds the available budget for the assignment indicated at paragraph 3.9, this shall be automatically disqualified.**

- 5.12 **Once corrections or adjustments have been applied; the Financial Proposal shall be adjusted with the Regional Preference. This implies that a bid offering fifty percent (50%) or more expertise (experts) from the EAC Region will be discounted, for the purpose of evaluation only, will fifteen percent (15%).**

For the purpose of calculation of the of the percentage of regional expertise, the basis shall be the total number of key staff days allocated to regional experts in the overall allocation of key staff resources proposed by the bidder.

- 5.13 The lowest Financial Proposal (F_m) will be given a financial score (S_f) of 100 points. The financial scores (S_f) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (S_t) and financial (S_f) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; $T + P = 1$) indicated in **the Data Sheet**: $S = S_t \times T\% + S_f \times P\%$. The firm achieving the highest combined technical and financial score will be awarded the contract.

6. Negotiations of Contract

- 6.1 The Client, prior to award the contract, may enter into negotiation with the successful bidder in order to confirm the availability of proposed Professional staff, incorporation in the methodology of the aspects for which clarifications were requested during the evaluation and the modification of the schedule of mobilization of the team and submission of deliverables under the contract.
- 6.2 No negotiation on the: (i) composition of the proposed professional staff team, (i) individual or overall professional staff inputs, (iii) unit or total price, and/or (iv) proposed methodology is allowed.
- 6.3 As far as possible, the negotiation shall be conducted in writing. Only on exceptional circumstances, the Client and the successful shall meet for negotiations. In such case the meeting shall take

place at the address indicated in the **Bid Data Sheet**.

- 6.4 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, Client will require assurances that the Professional staff will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.
- 6.5 The negotiations shall be recorded in a minute of the negotiations and be attached as annex to the contract.

7. Award of Contract

- 7.1 The Bidder who submitted a technical and financial responsive proposal and received the highest combined score, calculated as per formula given in para 5.13 and the Data Sheet, will be awarded the contract.
- 7.2 After the approval of the Evaluation Report, Contracting Authority will promptly notify other both the success and the unsuccessful bidders about the outcome of the evaluation of the bids.
- 7.3 In case of the successful bidder, following the notification of award the validity of its offer shall be automatically extended with sixty (60) days.
- 7.4 No later than thirty (30) days from that date of notification of the recommendation for the award of the contract, the Contracting Authority shall submit to the applicant the contract for the consulting services. The successful bidder shall be given fifteen (15) days to sign the contract to the Contracting Authority. If it fails to do so, the Contracting Authority may consider cancelling the award of the contract.
- 7.5 The Contractor is expected to commence the assignment on the date and at the location specified in **the Data Sheet**.

8. Confidentiality

- 8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the Bidders who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the contract.

9. Appeals

- 9.1 Short listed Bidders may appeal any of the Contracting Authority's decision taken during the evaluation process by following the procedures described on the Contracting Authority's Policies at the article specified in **the Data Sheet**.

Information to Bidders

DATA SHEET

Clause Reference	Clarifications and/or Amendment to Reference Clause
1.1	The name of the Contracting Authority is EASTEKO . The procurement method is: Quality and Cost Based Selection (QCBS) . The Edition of the Contracting Authority's Procurement Manual is: Procurement Manual March 2016 & 2020 revised .
1.2	The name, objectives and description of the assignment are: Consultancy to develop the East African Regional STI Indicators and web-based electronic database.
1.3	The assignment is phased: NO .
1.4	A pre-bid conference will be held: NO , but clarifications may be raised and shall be responded to.
1.5	EASTEKO will provide all the relevant records and documents concerning the conference.
1.7.3	The Contracting Authority envisages the need for continuity for downstream work: No .
2.1	Clarifications may be requested 3 days before the submission date. The address for requesting clarifications is: procurement@easteco.org The correspondence shall bear the following reference EAC/ESTECO/RFPs/003/2021 .
2.2	<u>Any clarification(s) or addend(um/a) shall be posted in the EASTECO website. Bidders are therefore advised to regularly check on the said website: www.easteco.org, under procurement portal.</u>
3.1	The language of the bidding process is: ENGLISH . Any supporting documents that are part of the bid shall be issued in English. If the original documents are written in a language other than English, they shall be accompanied by an original certified translation into English. The cost of the translation shall be borne by the bidders. In case of discrepancies between the original language and the language of translation, the language of translation shall prevail.
3.3	(i) The Bidder SHOULD NOT sub-contract any portion of the assignment. (ii) The estimated number of professional staff – days required for the assignment is: 30 working days, spread over a period of four calendar months . (iii) Reports that are part of the assignment must be written in the following language(s): English.
3.4	(vi) Training is a specific component of this assignment: No .
3.6	Any reimbursable costs (e.g. Air and Road transport and Accommodation) should be included in the financial proposal and their appropriateness, quantities, unit and total costs shall be negotiated, in accordance with the EAC policies on such expenditures.
3.7	Taxes: The Consultant should pay the income tax on the professional fee/remuneration as per their Country's tax law & regulations .
3.12	Proposals must remain valid for 90 days from the opening date .

4.3	The e-proposal should be dully filled, stamped, signed and scanned and sent in PDF. Hard version proposals should be delivered to the address provided before the deadline given.
4.4	The proposal submission address is: <i>The Secretary, EASTECO Procurement Committee, Telecom House, Kacyiru, Kigali; email: tenders@easteco.org</i>
4.5	Both Technical and Financial Proposals must be submitted no later than the following date and time: <u>Tuesday 27TH April 2021 at 3 PM East African Time, or 2 PM Rwanda Time.</u>
5.1	The address to send information to EASTECO is: The Secretary, EASTECO Procurement Committee, Telecom House, Kacyiru, Kigali; EMAIL: procurement@easteco.org
5.3	The opening of the Technical proposals will be held at: <u>EASTECO Offices on Tuesday 27TH 2021 at 3 PM East African Time, or 2 PM Rwanda Time.</u>
5.8	<p><u>EVALUATION CRITERIA:</u></p> <p><u>Preliminary/mandatory criteria:</u></p> <ul style="list-style-type: none"> ○ Submission of BOTH <u>Technical Proposal</u> and <u>Financial Proposal</u>, dully filled, stamped and signed, using the provided submission forms. ○ <u>CVs</u> of the proposed Professional/Managerial/Key staff for this assignment <u>in the format provided</u>, together with <u>Copies of RELEVANT academic and professional certificates and testimonials.</u> ○ At least two <u>copies of Contracts/Orders</u> from your current or past Clients. ○ At least <u>two Referee letters</u> or from your current or past Clients addressed to EASTECO or Two Certificates of Completion from your current or past Clients. ○ Certificate of Registration/Incorporation of the firm/consortium of firms. ○ Current Tax Compliance Certificate of the firm/consortium of firms. ○ Current Business Permit of the firm/consortium of firms (if applicable). <p><i>NOTE: All the above documents MUST be submitted for a bid to proceed to Technical Evaluation below.</i></p> <p><u>Technical evaluation criteria:</u></p> <p>2.1. Detailed and satisfactory <u>Understanding of the ToR</u> – 10 marks.</p> <p>2.2. Proposed <u>Methodology/approach & work plan for precise, quality & innovative services</u> –</p> <ul style="list-style-type: none"> ● Methodology/approach = 35 marks; ● Work plan = 5 marks; ● Total = 40 marks. ● Minimum qualifying score = 25/40 marks. <p>2.3. <u>Specific experience of the firm or consortium of firms related to this assignment:</u></p> <p>They firm(s) must demonstrate capacity in the following two key areas:</p> <ol style="list-style-type: none"> a) Data Science and web-based databases (electronic databases); b) Monitoring, Evaluation and Learning, especially in STI indicators. <p>Evidence of having undertaken similar services must be provided:</p>

2.3.1: At least two copies of Contracts OR Orders of SIMILAR assignments from your current or past Clients during the last five years = **6 marks**;

- **3 to 6 Contracts/Orders = 10 marks;**
- **Above 6 Contracts/Orders = 15 marks.**

2.3.2. For each of the Contract/Order under 2.3.1. above,

A corresponding official Referee letter from your current or past Clients addressed to EASTECO must be provided;

OR

A corresponding Certificate of Completion from your current or past Clients = **6 marks**;

- **3 to 6 Referee letters or Completion certificates = 10 marks;**
- **Above 6 Referee letters or Completion certificates = 15 marks.**

2.4. Qualification and experience of the proposed Key Staff :

2.4.1. List the proposed Key Staff to handle this Contract and Specify their individual task(s).
Use the FORM TECH 4 provided below. – 10 marks.

2.4.2. In each of the two key areas stated above, the Lead Consultants must have a minimum of the following qualifications and experience, clearly indicated by their academic and professional certificates & testimonials and relevant years of relevant experience in their CVs:

2.4.2.1 At least a Master's Degree in relevant discipline is required = **5 marks**;

2.4.2.2. Relevant Doctorate degree = **5 marks**;

2.4.2.3. Evidenced of professional training and qualification in the relevant areas of at least 3 years = **5 marks**; between 4 to 5 years = **7 marks**; 6 years and above = **10 marks**.

2.4.2.4. Extensive knowledge and experience of not less than 5 years working in the respective area as evidenced by work engagements and outputs. Experience in studying and understanding STI landscape in East Africa will be an added advantage = **5 marks**; between 6 to 8 years = **7 marks**; 9 years and above = **10 marks**.

2.4.2.5. Demonstrable knowledge and skills in data/information collection, analysis and quality reporting = **10 marks**.

Total = 40 marks for each Lead Consultant. For 2 Lead Consultants = 80 marks. Minimum qualifying score for each Lead Consultant shall be 25/40 marks.

2.5 The other Key staff must have a minimum of the following qualifications and experience, clearly indicated by their academic and professional certificates & testimonials and relevant years of relevant experience in their CVs:

2.5.1. At least a Diploma in relevant discipline is required = **10 marks**;

2.5.2. Relevant Bachelor's degree = **5 marks**;

2.5.3. At least (3) years of relevant experience is required = **5 marks**; between 4 to 5 years = **7 marks**; 6 years and above = **10 marks**.

Total = 25 marks for each of the other Key team member. For evaluation and scoring, a maximum of 2

	<p><i>other Key team members = 50 marks. Minimum qualifying score for each of the other Key team Member shall be 15/25 marks.</i></p> <ul style="list-style-type: none"> • Maximum score under technical evaluation = 220 marks. • Minimum total qualifying score under technical evaluation = 165/220 marks, i.e. <u>75%</u>. <p><u>NOTE: Provide detailed 3-page C.V.s, ONLY in the format provided as FORM TECH 5 below, PLUS copies of educational and professional certificates & testimonials.</u></p>
5.13	<p>The formula for determining the financial scores is the following: [Either $S_f = 100 \times F_m/F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration, or another proportional linear formula]. The weights given to the technical and Financial Proposals are: T= 0.75, and P= 0.25</p>
6.3	<p>The negotiations of the contract shall be held virtually via Ms. Teams.</p>
7.5	<p>The expected date to commence the assignment shall be immediately upon signing of the contract by the both parties and issuance of the same to the Firm.</p>

Section 3. Technical Proposal Submission Form

FORM TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM

[Date]

To: The Executive Secretary, EASTECO

We, the undersigned, offer to **develop the East African Regional STI Indicators and web-based electronic database**, in accordance with your Bidding Document dated *[insert the date]* and our Proposal. We are hereby submitting our Technical Proposal.

Our Proposal is binding upon us and subject to the modifications resulting from correction and clarification made during the evaluation process, for a period of *[insert the number of days]* from the deadline for submission of the bid, as indicated in the Data Sheet reference to clauses 3.12 and 4.5.

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

We remain,

Yours sincerely,

Name and Title of Signatory:

Name of Firm:

Address:

Phone:

E-mail:

FORM TECH-2 DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (**max. 5 pages, inclusive**) divided into the following three chapters:

- a) *Technical Approach and Methodology,*
- b) *Work plan*
- c) *Organization and Staffing,*

a) *Technical Approach and Methodology.* *In this chapter you should explain your understanding of the objectives of the assignment (see the ToRs below), approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the issues being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*

b) *For your work plan, use FORM TECH-3 provided below.*

c) *Organization and Staffing.* *In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key staff and their roles. USE ONLY THE FORM TECH-4 GIVEN BELOW FOR THAT PURPOSE.*

FORM TECH-3 WORK PLAN

N°	Activity ¹	Days ² / Weeks												
		1	2	3	4	5	6	7	8	9	10	11	12	n
1														
2														
3														
4														
5														
n														

¹ Indicate all main activities of the assignment, including delivery of reports and other benchmarks such as Procuring Entity’s approvals.

² Duration of activities shall be indicated in the form of a bar chart

FORM TECH - 4 TEAM COMPOSITION AND TASK ASSIGNMENTS

Professional / Managerial / Key Staff			
Name of Staff	Area of Expertise	Position Assigned	Task Assigned

FORM TECH - 5 CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL/MANAGERIAL / KEY STAFF¹

Proposed role in the project: *[insert the name of the position and indicate the key position]*

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. **Contract details:**
Address: *[insert the physical address]*
Phone: *[insert the phone and mobile no.]*
E-mail: *[insert the email]*
8. **Education:**

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

7. **Language skills:** (Indicate competence on a scale of 1 to 5) (1 – excellent; 5 – basic)

Language	Reading	Speaking	Writing
<i>[insert the language]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>
<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>
<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</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 the assignment)
[insert the key qualifications]
13. **Specific experience in the region:**

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

¹ **The CV above must not exceed five (3) pages**

14. Professional experience ²:

Date from – Date to	Location of the assignment	Company & reference person (name & contact details)	Position	Description
<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: Fax: 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 contract: Beneficiary of the contract: Brief description of the 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: Fax: 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 contract: Beneficiary of the contract: Brief description of the 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: Fax: 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 contract: Beneficiary of the contract: Brief description of the contract: Responsibilities:</i>

² Only key information about the positions and the responsibilities held in various assignments during the last Five (5) years should be included.

Section 4. Financial Proposal Submission Form

FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM

[Date]

To: The Executive Secretary, **EASTEKO**

We, the undersigned, offer to provide the consulting services to **develop the East African Regional STI Indicators and web-based electronic database**, in accordance with your Bidding Document dated *[insert the date]* and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of US\$ *[insert the amount in words and figures]*. This amount is inclusive of the taxes (including social security), duties, fees, levies, and other charges imposed under the applicable law in my country.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from correction and clarification made during the evaluation process, up to expiration of the validity period of the Proposal.

Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

We remain,

Yours sincerely,

Name and Title of Signatory:

Name of Firm:

Address:

Phone:

Facsimile:

E-mail:

FORM FIN- 2 SUMMARY OF COSTS

Cost component	Costs
	(US\$)
Remuneration	
Reimbursable Expenses: 1) x 2) y	
Other expenses	
Taxes	
Total	

FORM FIN- 3 BREAKDOWN OF REMUNERATION

Name	Position	Input (in staff days)	Staff-daily Rate (in US\$)	Total (in US\$)
		(a)	(b)	(c)= (a) X (b)
Experts/ Staff Members				
[name]	[position in the contract]	[Home] [number]	[Home] [amount]	[Home] [amount]
		[Field] [number]	[Field] [amount]	[Field] [amount]
[name]	[position in the contract]	[Home] [number]	[Home] [amount]	[Home] [amount]
		[Field] [number]	[Field] [amount]	[Field] [amount]
TOTAL RENUMERATION				

TERMS OF REFERENCE

Deadline for submission of CV:	Tuesday 27TH April 2021 at 3 PM East African Time, or 2 PM Rwanda Time.
Expected Starting date of this assignment:	17/05/2021.
Expected Ending date:	17/09/2021.

1.0 Background

The Treaty for the Establishment of the East African Community recognizes Science and Technology as a key driver for sustainable socio-economic development. It explicitly provides for the Partner States to promote and support cooperation in the development and application of science and technology within the Community, in Articles 5, 12 and 103. The 5th Extra-ordinary Summit of the EAC Heads of State held in June 2007 established the East African Science and Technology Commission (EASTECO) as an institution of the EAC, in response to the provisions of the Treaty. The Protocol establishing EASTECO defines the overall objective of the Commission as to coordinate and promote the development, management and application of science and technology in Partner States to support regional integration and socio-economic development. Various instruments of EAC and its institutions recognize science and technology as key in the region quest to attain upper middle-income economy status by 2030. Science and Technology is identified as one of the key drivers for sustainable socio-economic development in EACs industrialization and integration Agenda. Further EAC Vision 2050 identifies science, technology and innovation, through research and development as enablers of sustainable socio-economic development in EAC. The Common Market Protocol (CMP) similarly, flags science and technology and prioritizes the enhancement of research and technological advancement in order to accelerate economic and social development, as one of its objectives.

The Science Technology and Innovation (STI) landscape in the East Africa region is progressively developing with national-level policies and STI plans taking shape. However, most countries still face challenges in translating these national plans into action. Additionally, several ongoing STI activities/initiatives within countries are poorly documented, measured, or reported thus lack of clarity on how interventions contribute to countries' development and overall SDGs or even how these interventions could be up scaled. The need to manage information and data on ongoing STI interventions as a way of prioritizing new ones is central to East Africa's ST&I progress.

The need for reliable STI data and information to inform decisions at policy, management and operational levels in EAC is paramount and is increasingly becoming necessary in the face of scarce resources that require judicious allocation to investments of highest returns. The development and implementation of STI policies involving a multitude of actors and interactions will fairly complex decision-making processes. Such decisions and the processes that lead to them require significant quantitative and qualitative information regarding available resources, results attained, trends and future scenarios. Decision makers require

review and forecast studies, policy analysis, trends analysis and predictions. Such considerations rationalize the creation of a dedicated facility for STI data and information.

At the global, this need has been captured in the 3rd sustainable development goal (SDG), target 9.5, which aims to enhance scientific research; upgrade technological capabilities of industrial sectors in all countries; encourage innovation; substantially increasing the number of R&D workers per a million people; and increase public and private research and development spending.

At the continental level, the African Union launched the African Science, Technology and Innovation Indicators Initiative (ASTII) and adopted STI indicators based on the Frascati & Oslo manuals through the Science and Technology Consolidated Plan for Action (CPA) that was endorsed by the African Ministerial Council on Science and Technology (AMCOST) and by the Heads of State and Government in 2007. This led to the creation of the African Observatory of Science, Technology and innovation (AOSTI), which is a continental observatory for science, technology and innovation statistics and source of support of evidence-based policies, decisions and reference statistics. These efforts are also anchored on the broader continental development agenda ‘The Africa Agenda 2063’ and its catalytic STI Strategy for Africa- the STISA 2024 which advocates for strengthened STI systems in Member States.

At the EAC regional level, an attempt to develop a regional R&D repository was made by the Inter-University Council for East Africa (IUCEA) using data generated by a regional, collaborative and multidisciplinary research program called Lake Victoria Research Initiative (VicRes) in 2014. The web-based, open source repository was modeled in Research Management Information System (VIRMIS) as a reference data source for interest groups however, was limited in scope and depth, and had a number of challenges including limited geographical focus (Lake Victoria basin); lack of structural system for continuous generation, transmission and updating of data; lack of standardized STI data collection, analysis and dissemination tools; lack of a regional STI data management policy; and lack of system for dissemination of STI data to end users.

At national levels, Partner States are at various stages in the development of STI repositories. In some partner states, reliable records of STI data are not available. Where they are available, the systems and standards used in collection and reporting of the data are not harmonized across the region, thus limiting comparability at the regional, continental and global levels. Additionally, large margins of errors have been reported especially in the commonly applied Research and Development surveys applied by Member States. Given that demand for standardization and harmonization of updated and reliable SIT data and information is increasing, there is a need to develop STI data system including repository and monitoring and evaluation platforms for the EAC region. The data and information will support the monitoring of STI activities, investments and outputs/outcomes, create institutional harmony in STI systems and intensify regional integration agenda for enhanced socio-economic development.

2.0 Rationale

Science, technology and innovation (STI) are widely recognized as key drivers leading to prosperity in modern economies. East Africa is in the phase of growth, as observed in substantial economic growth in Partner States in the recent past. Sustaining that growth to transform the community's economies into new knowledge economies depends largely on how they harness, develop and apply science, technology and innovation for socio-economic development through formulation and implementation of appropriate policies. The fourth pillar of the Draft EAC Regional STI Policy identifies development of national and regional STI Indicators and strengthening of the Partner States capacity to collect and aggregate national science, technology and innovation data for evidence-based decisions, as one of its agenda. Assessing and monitoring the state of STI using relevant, high-quality and internationally comparable indicators, and using these as the basis for taking timely action nationally and regionally, are paramount (AOSTI, 2013). The collection and monitoring of STI indicators in EAC is thus an important requirement for the Partner States. Science, technology and innovation indicators are statistics that provide answers to questions on science and technology (S&T) systems, their structure, their relations with the economy and society, and the degree to which they meet the goals set by managers and policy-makers (OECD, 1992). Indicators can be used to understand and improve the design and monitoring of STI systems for evidence-based policy, for instance, indicators such as gross domestic product (GDP), gross domestic expenditure on research and development (GERD), the number and qualification levels of personnel involved in research and experimental development (R&D), the number of patents produced by a country or a region, or the scientific and technological production of an entity (institute, country or region). The design of policies and their implementation may be enhanced by improved interactions among those who gather and share rigorous data and research evidence, the policy-makers and those that bring about transformational change in the socio-economic system. Search for data and information related to STI indicators in EAC reveal a lack of adequate data and information that may be relied upon to inform policy and development decisions and actions. Further, the community lacks a centralized and harmonized reference repository for STI data and information in a number of important areas including human resource, research and development production, innovation capacity, technological solutions for sustainable development, scientific indicators of development achievements, financial and material resources inputs and outputs, among others. The region also lacks harmonized STI data and information management infrastructure, including data collection, analysis, storage and dissemination tools, and the concomitant institutional frameworks and networks to ensure efficiency, effectiveness and sustainability in STI data management. Existing STI data systems in Partner States are not synchronized to allow comparability within the region and globally. The coordination system among data producer and user institutions are lacking at the regional level. The region also lacks STI data management policy and standards to ensure safety, reliability and accuracy of STI data, and to guide regional STI data governance strategies, systems and processes. Further, the region lacks innovative systems and processes for faster, cheaper and higher resolution data production, archiving, analysis, dissemination, application and use. The development of a regional SIT data management system with a one stop repository is therefore aimed at addressing these challenges and ensuring production,

archiving, retrieval and use of reliable and updated STI data for enhanced regional integration and socio-economic development of the EAC Partner States.

3.0 Program Description

3.1 Aim

To advance regional STI data ecosystem in East African Partner States for enhanced regional integration and sustainable socio-economic development.

3.2 General Objectives

To develop a regional STI Indicators and web-based electronic database for the regional STI system.

3.3 Specific Objectives

- i) To develop and validate regional STI indicators for monitoring, evaluation and learning within the regional STI system;
- ii) To develop, validate and pilot regional STI data collection and dissemination tools and pathways for the regional STI system;
- iii) To develop, pilot and operationalize web-based electronic database STI platform for the regional STI system;
- iv) To develop a Monitoring, evaluation and learning (MEL) framework for tracking the performance of the Regional STI Indicators and the web-based electronic database (Repository).

3.4 Main Expected outputs

- (i) Regional data collection, storage and dissemination tools and pathways developed;
- (ii) Locally relevant regional STI Indicators developed and pretested
- (iii) Regional web-based electronic database STI platform developed and piloted
- (iv) Regional STI data MEL framework developed and validated

3.6 Expected outcomes

- (i) Increased data-informed policies, and socioeconomic and political decisions
 - a. Freely accessible publication citation metrics
 - b. Freely available citation tracking and analysis capability
 - c. Ability to classify outputs by the full range of the UN's Sustainable Development Goals
 - d. Analysis of the links between scientific outputs and awarded grants
 - e. Freely available altimetry details for analysis of immediate impacts across news, policy documents, social media among others;
 - f. enhanced impact analysis through links between outputs, patents and clinical trials
- (ii) improved quality and dynamism of STI data networks and linkages within the regional STI system;
 - a. Full analysis of linkages between scientific outputs, preprints, datasets, patents and clinical trials among others;
 - b. Filtering and analysis by country, institution and individual researcher across all data points

- c. Enhanced ability to discover funding and publication collaboration opportunities by research area
- (iii) enhanced regional and international STI cooperation through platforms that provide various disaggregated data on STI
 - a. Discoverability of multiple data types including publications, patents, awarded grants, datasets and clinical trials at the institutional, national and international level
- (iv) Informed and efficient planning for national, regional, continental and global development;
 - a. Ability to track funding trends according to specific research area as well as by each of the 17 Sustainable Development Goals (SDG);
 - b. Ability to track funding trends according to specific research area as well as EAC Vision 2050 development goals/objectives
- (v) Improved tracking of STI progress using STI indicators for sustainable development
 - a. Ability to filter results by SDG, National Development Plans, EAC vision 2030 goals and AU Agenda 2050 goals;
 - b. Ability to do advanced analytics on results sets by various development strategies;
- (vi) Efficiency and effectiveness in data collection, analysis, dissemination and use
 - a. Open non-restrictive approach to data collection and analysis and use;
 - b. Application of Artificial Intelligence and natural language processing for advanced and efficient assignment of classification schemes
- (vii) Enhanced access of STI data, information and enhanced networks and collaboration;
 - a. Must not be restricted to the analysis of just publications, and include STI data on awarded preprints, funding information, patents and clinical trials
- (viii) Enhanced linkages at institutional, national and regional levels;
 - a. Collaboration analysis across all levels and all data types, especially publications and grants;
- (ix) Enhanced Monitoring, evaluation and learning (MEL) in tracking the performance of the Regional STI Indicators and the web-based electronic database (Repository).

4.0 Tasks and responsibilities of the consultant

- (i) Submission and discussion of the inception report containing understanding of the TORs, with data collection tools and work plan;
- (ii) Conduct desk review and other data collection processes on the status of STI Data, indicators and repositories;
- (iii) Conduct National consultations with key STI data stakeholders in Partner States to harness information to harmonize regional STI data indicators and repository;
- (iv) Develop Regional STI indicators, with concrete sub indicators (STI initiatives) and lowest level parameters (terminal indicators) for STI data mining/collection;

- (v) Design, develop pilot and operationalize web-based electronic STI database platform (repository) for the regional STI system;
- (vi) Develop and pretest MEL framework for tracking the performance of the STI indicator and repository;
- (vii) Present the interim STI data indicators, web-based electronic STI database repository) and MEL framework for discussion and/or pretesting;
- (viii) Present the agreed draft STI indicators, repository and MEL framework for validation by STI data stakeholders from Partner States;
- (ix) Revise and submit STI data indicators, web-based electronic STI database, and MEL framework

5.0 Contract Period: The assignment will be carried out within 30 working days spread out over 4 calendar months.

6.0 Qualifications, skills set and competences of the Consultant:

Applications are hereby invited from suitably consulting firm, research networks or team of experts (consortia) registered within EAC Partner States, with at least a Partners/Director being a citizen of the EAC Partner States. The applicant must demonstrate capacity in the following **two key areas**:

- a) Data Science and web-based databases (electronic databases);*
- b) Monitoring, Evaluation and Learning, especially in STI indicators*

In each of the two key areas, the lead person must have a minimum of the following qualifications and experience:

- The lead expert must have a Master Degree from a recognized university; Doctorate Degree in relevant field will be an added advantage.
- Evidenced of professional training and qualification in the relevant area;
- Extensive knowledge and experience of not less than 8 years working in the respective area as evidenced by work engagements and outputs; Experience in studying and understanding STI landscape in East Africa will be an added advantage;
- Demonstrable knowledge and skills in data/information collection, analysis and quality reporting;
- Detailed list of comparable and relevant consultancies participated in the last five (5) years;
- Evidence of at least two (2) previous contracts/orders of similar assignments in the relevant area within the last 5 years;
- Sound work ethics, including commitment to time and deadlines, as well as maintaining courtesy and trustworthiness;
- Excellent and proven stakeholder engagement skills;
- Fluency in English language

7.0 SCHEDULE OF DELIVERABLES

The assignment will be executed within **30 working days**, spread over a period of **four calendar months** as follows:

Deliverables	Maximum man-days
1. Submission and acceptance of the Inception Report	3
2. Submission and acceptance of the baseline report	5
3. Submission of and acceptance of draft STI indicators, demonstrate a working electronic STI database, and MEL framework ready for validation by stakeholders.	15
4. Submission and acceptance of validated STI indicators, and electronic STI database	7

8.0 PAYMENT CONDITIONS:

8.1 Payment to the consultants will be scheduled as follows following:

- 20% upon submission and acceptance of the Inception Report
- 20% upon submission and acceptance of the baseline report
- 20% upon submission of and acceptance of draft STI indicators, demonstration of a working electronic STI database and MEL framework ready for validation by stakeholders.
- 40% upon submission and acceptance of validated STI indicators, electronic STI database, and MEL framework;

8.2 EASTECO shall effect payment within 30 days of invoicing, upon submission and acceptance of specified deliverables, with complete documentation and appropriate Invoicing. The Invoice should contain accurate bank account details of the Consultant.