



EAST AFRICAN COMMUNITY

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

**Request for Expression of Interest (REOI) for development of
the East African Regional STI Indicators Data Management
Framework (*fixed-budget selection for Regional Individual
Consultants*).**

Reference Number: EAC/EASTECCO/RFPs/004/2023-2024.

September 2023.

1. **EASTECO** invites competent and eligible Individual Consultants from **any EAC partner states**, 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), Technical and Financial Proposals; copies of academic and other testimonials; copies of Contracts/Orders/Appointment letters and the Official Referee letters and/or Completion certificates.

Interested candidates may submit their bids:

- Through the e-mail: **tenders@easteco.org** and NOT to any other. The application should have a PASSWORD, until the opening date and time: **Tuesday 26TH September 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 (EASTECO),
Queensland House, 4TH Floor, Kigali-Rwanda.
procurement@easteco.org
Tel: +250 789 44 77 81

So as to be received not later than the same deadline given above: Tuesday 26TH September 2023 at 3 PM East African Time, or 2 PM Rwanda Time. Opening of the applications shall follow immediately after this time. The EASTECO is an equal opportunity employer. Female candidates are encouraged to apply.

INSTRUCTIONS:

Your proposal should be submitted as per the following instructions, and in accordance with the Terms and Conditions of the Standard Contract attached 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 12 below.**

5.1.2. Submission of a filled and signed C.V. **using ONLY the format provided as Annex 2B. on pages 13 to 15 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 16 below.**

5.1.4. Submission of a filled, signed and dated **Technical Proposal as per Article 5.2.3. on page 4 below.**

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

5.1.6. Valid Copies 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.

5.1.7. EACH copy of Appointment Letter/Contract/Order/ in 5.1.5. above MUST be accompanied by its valid and 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. A Masters degree from a recognized university in Science, Technology and Innovation, STI Policy Development, Data Science and Data Management systems - *Provide a valid copy of the certificate – 10 marks.*

5.2.1.1 Evidenced of professional training and qualification in STI Policy Development and Data Management systems - *Provide a valid copy of the certificate – 10 marks.*

5.2.2. Evidence of relevant working/employment/consultancy experience of at least five (5) years:

- Extensive knowledge and experience of not less than 5 years working in the respective area as evidenced by work engagements and outputs;
- Demonstrable knowledge and skills in data/information collection, analysis, web-based databases and quality reporting;
- Detailed list of comparable and relevant consultancies participated in the last ten (10) years;
- The evidence of having successfully/satisfactorily performed the same assignment(s) is required as below:

- (i) Copies of relevant and valid Contracts/Orders OR Official Appointment letter(s) from Employers or Clients, showing evidence of having performed the above assignments, during the last 10 years – **3 marks for EACH complete year. Maximum total score for ALL the ten cumulative years = 30 marks.**

For number of complete years below ten (10), the score shall be prorated, i.e. **number of years divided by 10 years multiplied by 30 marks.**

- (ii) For each or combination of the above copy/copies of Contract(s)/Order(s)/Official Appointment letter(s), corresponding valid and official Referee letter(s) OR valid completion letter(s)/certificate(s) from the respective Employer(s) or Client(s) must be provided; to demonstrate successful completion or performance of EACH assignment – **3 marks for ALL corresponding Official Referee letter(s) OR Completion letter(s)/certificate(s) for EACH complete year.**

Maximum total score for all corresponding Official Referee letter(s) OR Completion letter(s)/certificate(s) for the ten cumulative years = 30 marks.

5.2.3 A technical proposal not exceeding four pages detailing:

- (i) Understanding of the ToRs – **10 marks.**
(ii) Innovative methodology and approach for the assignment – **10 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** and who is within the stated budget. During that session, the Consultant shall FIRST be orally interviewed to demonstrate SATISFACTORY possession of the skills and competencies stated under Article 6 (vii and viii) on page 11 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. Duration, Location and Remuneration:

The assignment will be carried out within **40 man-days** spread in four calendar months.

NOTE: This is a fixed-budget consultancy. Therefore, the maximum fee payable for each man-day worked shall be Five hundred US Dollars (USD.500). The Consultant must therefore quote an all-inclusive flat-rate lower than and up to USD500 per man-day. Any Consultant quoting a figure above USD. 500 for each man-day shall be disqualified.

The commission shall cater for:

- (i) A return air ticket for the consultant when s/he is required to travel outside their country of origin for physical assignments authorized with this contract (where necessary and agreed);
(ii) Daily subsistence allowance (DSA) for the Consultant during such physical assignments;
(iii) Conference facilities, Tickets and DSA for invited stakeholders for physical meetings authorized for this assignment (where applicable).

No other benefit should be expected from this consultancy, including other relocation and accommodation in case the consultant shall come outside Rwanda or other reimbursable costs. The cost must include ALL the applicable taxes in the country of origin and must be quoted in USD.

8. Request for additional information and/or clarifications may be done, but not later than 2 working days PRIOR to deadline indicated, using the email address provided in paragraph 4 above.

Any addendum or clarification from EASTECO concerning this application shall be sent to the requesting consultant and also posted in the EASTECO and EAC websites. The Consultants are therefore advised to be checking on the two websites regularly, up to the deadline given.

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,
EASTEKO.**

ANNEX 1: TERMS OF REFERENCE

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 (EASTEKO) as an institution of the EAC, in response to the provisions of the Treaty. The Protocol establishing EASTEKO 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 clarity on how interventions contribute to countries' development and overall SDGs or even how these interventions could be upscaled. There is a need to manage information and data on ongoing STI interventions as a way of prioritizing new ones since this is central to East Africa's STI 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 regional STI policies involving a multitude of actors and interactions is fairly complex in terms of 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 regional facility for STI data and information.

At the global level, 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 and STI data management frameworks. 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 interoperability and 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 of the AU. 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 management system and framework. The STI data management system and framework. will consist of a set of regional STI data policies, guidelines and procedures that the region shall use to manage the STI Indicators data system. The system will support the monitoring of STI activities, investments and outputs/outcomes; create institutional harmony in STI policies, regulations and procedures for intensified regional integration and 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. AOSTI (2013) posits that 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.

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 STI Indicator data management system and framework 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. This part of the program will focus on developing regional STI data management system and framework. The STI Indicator data management system and framework will consist of a set of policies guidelines and procedures, and a network of data players in the region. The framework will therefore define STI data collection and distribution channels from primary data producers to national focal points, and to regional coordination centre. Each player shall have well delineated roles and responsibility to further harmony, coherence and synergy among the various players. The STI data management system will include data governance, data quality, data integration, data security, data privacy, data retention, data architecture, and data analytics.

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 STI Data Management System and Framework including policies, regulations, guidelines, and data coordination infrastructure including network of focal point from production centres to central coordination centre, and distribution channel for analyzed data for enhanced regionally integrated STI data ecosystem.

3.3 Specific Objectives

- i) To develop and validate regional STI data management policies, regulations and guidelines for the regional STI ecosystem;
- ii) To develop and validate STI data coordination infrastructure for collection, quality assurance, safety and dissemination for the regional STI ecosystem;
- iii) To develop a Monitoring, evaluation and learning (MEL) structure for tracking the performance of the regional STI Data system and management framework;

3.4 Elements of a Data System and Management Framework

The data management framework will include the following elements:

- **Data governance:** Data Governance is a discipline which provides the necessary policies, processes, standards, roles and responsibilities needed to ensure that data is managed as an asset.
- **Data quality:** Data quality is the process of ensuring that the data is accurate, complete, and consistent. This includes processes for data validation, data cleansing, and data matching, as well as data quality metrics and data quality reporting.
- **Data integration:** Data integration is the process of integrating data from different systems and applications. This includes processes for mapping data elements, data transformation, and data cleansing, as well as data integration tools and data integration best practices.
- **Data security:** Data security is the process of protecting the data from unauthorized access, use, disclosure, disruption, modification, or destruction. This includes data encryption, data access controls, and data security best practices.
- **Data privacy:** Data privacy is the process of protecting personal data from unauthorized access, use, disclosure, disruption, modification, or destruction. This includes data encryption, data access controls, and data privacy best practices.
- **Data retention:** Data retention is the process of storing data for a certain period of time, as per legal, regulatory and/or business requirements. It includes data archiving, data purging and data retention policies.
- **Data architecture:** Data architecture is the process of designing the data models and database structures that support the organization's business requirements. This includes data modeling, database design, and data architecture best practices.
- **Data analytics:** Data analytics is the process of analyzing data to extract insights and make better decisions. This includes data warehousing, data mining, and data visualization.
- **Data collection infrastructure:** The data collection infrastructure collects performance profiling data for distributed applications and sends the data to the workbench computer, where you can view and analyze the collected data. The data collection infrastructure will be installed, configured, and running on all remote computers of the partner states focal point that will be used in the distributed application.
- **Data Distribution System:** The data distribution system collects, processes, and distributes data, connecting data producers with data consumers and facilitating data exchange.

3.5 Main Expected outputs

- (i) Regional STI data policies guidelines, regulations and safety developed;
- (ii) Regional STI Data infrastructure at national and regional levels developed;
- (iii) Regional data collection, storage and dissemination pathways developed;
- (iv) Regional MEL system for tracking the performance of STI Data system and management framework developed

3.6 Expected outcomes

- (i) improved quality and dynamism of STI data networks and linkages within the regional STI system;
 - well defined data management pathways from production to use stages by creating national and regional coordination units;
 - Full analysis of linkages between scientific outputs, preprints, datasets, patents and clinical trials
 - Filtering and analysis by country, institution and individual researcher across all data points
- (ii) enhanced regional and international STI cooperation through platforms that provide various disaggregated data on STI

- Discoverability of multiple data types including publications, patents, awarded grants, datasets and clinical trials at the institutional, national and international level
- (iii) Enhanced STI Data quality and safety, thus increased openness, access and use of STI data;
- (iv) Efficiency and effectiveness in data collection, analysis, dissemination and use
 - Must have an open non-restrictive approach to data collection and analysis
 - Use of Artificial Intelligence and natural language processing for advanced and efficient assignment of classification schemes
- (v) Enhanced access of STI data, information and enhanced networks and collaboration;
 - Must not be restricted to the analysis of just publications, and include STI data on awarded preprints, funding information, patents and clinical trials
- (vi) Enhanced linkages at institutional, national and regional levels;
 - Collaboration analysis across all levels and all data types, especially publications and grants

3.7 Tasks and responsibilities

- (i) Internal validation of the concept notes and external review by experts before the implementation process begins;
- (ii) Discussion of the internal report containing understanding of the TORs, data collection tools, workplan and Budget;
- (iii) Conduct desk review and other data collection processes on the status of STI Data regulations, guidelines, safety and coordination infrastructure in the region;
- (iv) Conduct National consultations with key STI data stakeholders in Partner States to harness information to harmonize STI data regulations, guidelines, safety and coordination infrastructure;
- (v) Develop STI Data policies, regulations, guidelines, safety, coordination infrastructure and MEL system;
- (vi) Present interim STI data regulations, guidelines, safety and coordination infrastructure for validation by STI Data stakeholder in Partner States;
- (vii) Revise and share the STI data regulations, guidelines, safety and coordination infrastructure the team developing STI indicators and repository for harmonization;
- (viii) Submission of the regional STI data regulations, guidelines, safety and coordination infrastructure for approval by the Board and the Council.

4.0 Workplan

The assignment will be carried out **within 40 days spread in four calendar months**. The work will be supervised by Deputy Executive Secretary (Programs and Projects) of EASTECO in consultation with relevant internal and external stakeholders.

Time	ACTIVITY	Submission Timeline
0-Man days	Contract for the consultancy	Signed Contract
2-Man days	<p>Inception Report This will include:</p> <ul style="list-style-type: none"> (i) The understanding of the assignment (ii) Comments on the TORs (iii) Refined approach and methodology (iv) Updated work plan (v) Preliminary desk review <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

5-Man days	Situation Analysis Report Conduct desk review and other data collection processes on the status of STI Data regulations, guidelines, safety and coordination infrastructure in the region. 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
10-Man days	National Consultation Reports Conduct National consultations with key STI data stakeholders in Partner States to harness information to harmonize STI data regulations, guidelines, safety and coordination infrastructure	National Consultation Reports within 45 days post-contract signing
10-Man days	Draft East African STI Indicator Data Management Framework (regulations, guidelines, safety, coordination infrastructure and MEL system);	Draft Report within 60 days post-contract signing
3-Man days	Regional Validation Workshop Report Present interim STI Indicator Data Management Framework (regulations, guidelines, safety, coordination infrastructure and MEL system) for validation by STI Data stakeholder in Partner States;	Draft STI Indicator Data Management Framework within 70 days post-contract signing
5-Man days	Submission of Draft Framework Revise and share the STI Indicator Data Management Framework (regulations, guidelines, safety, coordination infrastructure and MEL system);	Final Report within 80 days post-contract signing
5-Man-days	Final Draft Framework Submission of the regional STI Indicator Data Management Framework (regulations, guidelines, safety, coordination infrastructure and MEL system); for approval by the Board and the Council.	Final STI Indicator Data Management Framework within 90 days post-contract signing

5.0 Deliverables

- (ix) An inception report including methodology, work plan (timelines), understanding of the assignment
- (x) Situation Analysis Report with desk Review Report
- (xi) National Consultation Reports
- (xii) Draft East African STI Indicators Data Management Framework
- (xiii) Regional Validation Workshop Report
- (xiv) Draft STI Indicators Data Management Framework
- (xv) Final Draft STI Indicators Data Management Framework

6.0 Qualifications, skills set and competences of the Consultant:

Applications are hereby invited from suitably individual Consultants within EAC Partner States. The applying consultant must demonstrate capacity in in Science, Technology and Innovation, STI Policy Development, Data Science and Data Management systems. The lead person must have a minimum of the following qualifications and experience:

- i** An academic Master Degree from a recognized university in Science, Technology and Innovation, STI Policy Development, Data Science and Data Management systems.
- ii** Evidenced of professional training and qualification in STI Policy Development and Data Management systems;
- iii** Extensive knowledge and experience of not less than 5 years working in the respective area as evidenced by work engagements and outputs;
- iv** Demonstrable knowledge and skills in data/information collection, analysis, web-based

- databases and quality reporting;
- v Detailed list of comparable and relevant consultancies participated in the last five (5) years;
- vi Evidence of previous contracts/orders of similar assignments in the relevant area within the last 10 years;
- vii Sound work ethics, including commitment to time and deadlines, as well as maintaining courtesy and trustworthiness;
- viii Fluency in English language.

7. Payment conditions.

Payment to the consultants will be scheduled as follows following:

- 20% upon submission and acceptance of the Inception Report
- 30% upon submission and acceptance of the situational analysis report
- 20% upon submission of and acceptance of draft STI Indicators data management framework ready for validation by stakeholders
- 30% upon submission and acceptance of validated STI Indicators data management framework.

ANNEX 2: Expression of Interest Forms

<u>A.</u>	<u>COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT</u>	12
<u>B.</u>	<u>CURRICULUM VITAE</u>	13
<u>C.</u>	<u>FINANCIAL PROPOSAL</u>	16

ANNEX 2

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

[Location, Date]

**To: The Executive Secretary, East African Science and Technology Commission (EASTECO)
Queensland House, 4TH 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/004/2023-2024*, dated August 202 and my Financial Proposal for the sum of *[Insert amount(s) in words and figures¹¹]*. 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 **paragraph 6** of the REIO above. I undertake, if our Proposal is accepted and to be available for the entire duration the contract as indicated in **paragraph 7** of the REOI above.

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

Yours sincerely,

Signature *[In full and initials]*: _____

Name and Title of Signatory: _____

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

2B. CURRICULUM VITAE

[insert the full name]

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

Institution: [Date from – Date to]	Degree(s) / Certificates obtained:
<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:**

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>

14. Professional experience RELEVANT TO THIS ASSIGNMENT:

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

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 above¹, 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 (valid and relevant Copies of Contracts/Orders/Appointment letters and also, 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\$)
	Professional Fees/Remuneration	Man-day	40		
Total Financial Offer (Fee)					

NOTE: *This is a fixed-budget consultancy. Therefore, the **maximum fee** payable for each **man-day** worked shall be Five hundred US Dollars (**USD.500**). The Consultant must therefore quote an all-inclusive flat-rate lower than and up to USD500 per man-day. Any Consultant quoting a figure above USD. 500 for each man-day shall be disqualified.*

The commission shall cater for:

- (i) A return air ticket for the consultant when s/he is required to travel outside their country of origin for physical assignments authorized with this contract (where necessary and agreed);
- (ii) Daily subsistence allowance (DSA) for the Consultant during such physical assignments;
- (iii) Conference facilities, Tickets and DSA for invited stakeholders for physical meetings authorized for this assignment (where applicable).

No other benefit should be expected from this consultancy, including other relocation and accommodation in case the consultant shall come outside Rwanda or other reimbursable costs. The cost must include ALL the applicable taxes in the country of origin and must be quoted in USD.

Signature: _____

Name: _____

Date: _____