



EAST AFRICAN COMMUNITY

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

**Request for expression of interest (REOI) for development of
EAC regional fourth industrial revolution strategy (*Individual
Consultant selection*).**

Reference Number: EAC/EASTEKO/RFPs/001/2023.

February 2023.

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

Interested candidates may submit their bids:

- Through the e-mail: **tenders@easteco.org** and NOT to any other. The application should have a protective PASSWORD up to the opening date and time: **Wednesday 1st March 2023 at 3 PM East African Time, or 2 PM Rwanda Time**, when the Consultant shall IMMEDIATELY send the said password to the same email (**tenders@easteco.org**) to officially open their application.
- **ALTERNATIVELY**, submit your application via registered mail, courier service or hand delivered in a plain SEALED envelope with consultancy's subject and reference provided above and addressed to:

The Secretary, Procurement Committee,
East African Science and Technology Commission (EASTEKO),
Queensland House, 4TH Floor, Kigali-Rwanda.
Email: procurement@easteco.org
Tel: +250 789 44 77 81

So as to be received not later than the same deadline given above: Wednesday 1st March 2023 at 3 PM East African Time, or 2 PM Rwanda Time. Opening of the applications shall follow immediately after this time. The EASTEKO is an equal opportunity employer. Female and youth candidates are encouraged to apply.

INSTRUCTIONS:

Your proposal should be submitted as per the following instructions, and in accordance with the Terms and Conditions of the Standard Contract attached as a separate document as Annex 3. Do not submit that Annex 3 as part of your application.

5.0 SELECTION CRITERIA

5.1 Preliminary/mandatory evaluation criteria:

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

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

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

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

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

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

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

5.2. Technical evaluation criteria:

5.2.1. At least a bachelor's degree in areas related to ICT Management, Digital Economy, emerging technologies, Science, Technology and Innovation – **10 marks**. A Master's degree in the same discipline(s) shall be an added advantage **10 marks, maximum total = 20 marks**. *Provide valid copies of these certificates.*

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

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

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

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

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

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

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

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

Total possible marks = **100 marks.**

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

5.3 Interview, Negotiation and Awarding Criteria:

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

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

7. Contract Duration, Location and Remuneration:

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

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

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

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

9. Additional request for information and clarifications can be done, not later than 2 working days PRIOR to deadline indicated, from the office and contacts indicated in paragraph 4 above. Any addendum or clarification from EASTECO concerning this bid shall be sent to each invited applicant/candidate.

ANNEXES:

Annex 1: Terms of Reference.

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

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

Sincerely,

SENIOR PROCUREMENT OFFICER, EASTECO.

ANNEX 1: TERMS OF REFERENCE

1. Background

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

To this extent, the EAC Partner States established a Customs Union since 2005, a Common Market Protocol in 2010, and a Monetary Union with an ultimate objective to establish a Political Federation. The Treaty for the Establishment of the East African Community recognizes the fundamental role of science and technology for the economic development and it encapsulates, in the Chapter 16, Article 103, provisions for the Partner States to promote cooperation in the development and application of science and technology within the Community, complemented by Article 80 on industrial development.

As per the Protocol establishing EASTECO, the overall objective of the Commission is to coordinate and promote the development, management and application of Science and Technology in Partner States to support regional integration & socio-economic development.

The specific objectives of EASTECO include among others is to promote and support the development, adoption and adaptation of new & emerging technologies, foster scientific & technological innovation in the Partner States (to seed for future growth), and develop mechanisms for the identification, promotion and growth of special talents in science and technology, with particular emphasis on the youth and gender parity.

Over the past centuries, there have been major advancements that have revolutionized industrial production processes. During the previous revolutions, natural resources were the engine of change in the production system, from an agrarian and handicraft economy, to an industrial and mechanical economy. The end of the last century begun with the expansion of information and knowledge economy, with the automation of production, electronic, computerization and internet all over the world. The 4th Industrial Revolution (4IR) is expected to take information and knowledge economy to an extraordinary new level, with the introduction of major technological advancements that present enormous opportunities for new business models, value-production, integrated production structure and IT infrastructure.

Today, these emergent technologies are now being used in all sectors including education, health, agriculture, trade and financial services, city planning, government services delivery, social connectivity, communication speeds, automation and transportation, just to mention a few. Suffice to state that they are helping to transform every aspect of modern life, including the introduction to artificial intelligence, advanced robotics, block-chain, drones, internet of things, wearable technologies, cloud computing technologies, 3D printing, Big Data, machine learning and software-enabled industrial platforms.

Considering that the future of production lies in the heart of the 4IR, which has the potential and capacity to lead to unprecedented gains in productivity, efficiency and high-quality goods and services, advancement in technology for instance, has helped increase economic value. Through a vast range of breakthroughs in technology and supply chain, production systems are impacted as technology opens new opportunities to create value across societies, firms, industries and the economy at large.

Today, the 4th Industrial Revolution (4IR) is bringing the hope of a new era for Africa's transformation and prosperity, as it is changing the way we live, think and work, through rapid advancements in digital technology, new materials, especially when it comes to advanced robotics, artificial intelligence and machine learning. It focuses on the transition to new systems, built on the infrastructure of the digital evolution and has the potential of fast-tracking the integration of the continent into the global value chain,

through industrial development. The 4IR will enable companies and organizations to benefit from the efficiencies at the work place. It is estimated that, faster adoption of digital technology will enable companies and organizations to work smarter and faster, resulting in the creation of value gains for customers and users.

Countries in East Africa are recognizing the potential of ICT for social and economic development. The realization of the potential transformation to information - and knowledge-based economies, and ultimately to Industry 4.0, can foster economic growth, create employment and help reduce poverty. In order to achieve policy and institutional frameworks that are developed should ensure the necessary degree of regulation, provide incentives for investment, foster competitiveness and ensure harmonization of strategies within the sector. Since such policies and legal frameworks need to be put in the context of the development of the East African region as a whole, a high degree of and harmonization at the level of the East African Community is required.

The Covid-19 pandemic has significantly accelerated the global spread of technologies associated with the Fourth Industrial Revolution (4IR), among them artificial intelligence, the internet of things (IoT), big data and blockchain. In EAC many now see the 4IR as key to the region's recovery. Progress towards the 4IR – characterized by the fusion of technologies in the physical, digital and biological spheres – was already underway in sub-Saharan Africa prior to Covid-19. In Kenya and parts of West Africa, for instance, blockchain was used to verify property records, while Uganda-based companies used mobile and web technology to support farmers. Elsewhere, in 2016 Rwanda became the first country to incorporate drones into its health care system, using them to deliver blood to remote regions.

There is therefore a need to develop a conceptual framework for embedding 4IR and related aspects in manufacturing SMEs in the context of a developing economy, in order to gain competitive advantage and sustainable business performance.

2. Rationale

The Fourth Industrial Revolution is reshaping economies and societies around the globe through unprecedented, rapid, transformative, and irreversible changes to the way we produce, work, live, and interact. It presents new opportunities and challenges to governments, businesses, and societies at large. For governments, the advent of the 4IR requires a paradigm shift in policy and regulatory responses, governance, financing, capability development, and infrastructure investment.

For business, the 4IR presents opportunities to increase productivity, reduce labor costs, and introduce new business and market opportunities. Simultaneously, the 4IR offers a better experience to workers by saving time, improving their organizational skills and productivity, and providing a better work-life balance. For societies, the rise of the 4IR will require enhanced skillsets, trustworthy digital content, and up-to-date social welfare guidelines to ensure inclusivity in the digital space, while providing tools and solutions for improved social services delivery to different segments of society.

The Fourth Industrial Revolution (4IR) is characterized by the fusion of the digital, biological, and physical worlds, as well as the growing utilization of new technologies such as artificial intelligence, cloud computing, robotics, 3D printing, the Internet of Things, and advanced wireless technologies, among others—has ushered in a new era of economic disruption with uncertain socio-economic consequences for Africa. However, Africa has been left behind during the past industrial revolutions. So far, it does not appear that Africa has yet claimed the 21st century, as it still lags behind in several indicators essential for a successful digital revolution.

Improvements in Africa's ICT sector have been largely driven by expanding mobile digital financial services: The region had nearly half of global mobile money accounts in 2018 and will see the fastest growth in mobile money through 2025. But artificial intelligence (AI) and blockchain are also attracting interest in Africa, as they have the potential to successfully address social and economic challenges there.

The Fourth Industrial Revolution (4IR) encourages economic growth and structural transformation. In recent years, the ICT sector in Africa has continued to grow, a trend that is likely to continue. Of late, mobile technologies and services have generated 1.7 million direct jobs (both formal and informal), contributed to \$144 billion of economic value (8.5 percent of the GDP of sub-Saharan Africa), and contributed \$15.6 billion to the public sector through taxation. Digitization has also resolved information asymmetry problems in the financial system and labor market, thus increasing efficiency, certainty, and security in an environment where information flow is critical for economic growth and job creation.

The spread of digital technologies can empower the poor with access to information, job opportunities, and services that improve their standard of living. AI, the Internet of Things (IoT), and blockchain can enhance opportunities for data gathering and analysis for more targeted and effective poverty reduction strategies. Already, we have witnessed the transformational power of formal financial services through mobile phones, such as M-Pesa, reaching the underserved, including women, who are important drivers for sustainable poverty eradication. These financial services allow households to save in secure instruments to enlarge their asset base and escape cycles of poverty.

Digitization has impacted economic growth through inclusive finance, enabling the unbanked to enter formality through retail electronic payments platforms and virtual savings and credit supply technological platforms. More broadly, digitization is enabling entrepreneurs and businesses to rethink business models that are more impactful, sustainable, and connected to other sectors of the economy. For example, with fintech, digitization has gone beyond the financial sector to affect the real sector and households, transforming product designs and business models across market segments. Businesses are able to design products and trade online, and individuals are able to operate financial services and payments for shopping and investments. The government is also migrating to online platforms to conveniently provide public services.

East Africa has yet to harness the full potential of its agricultural sector, and 4IR technologies provide an opportunity to do so. Farming alone accounts for 60 percent of total employment in sub-Saharan Africa, and the food system is projected to add more jobs than the rest of the economy between 2010 and 2025. Information on competitive pricing, monitored crop information, disease prevention tips, and disaster mitigation support has the potential to transform the agriculture sector to improve income, production, and demand throughout the continent. Furthermore, as incomes rise across the continent, growing consumer demand for food and beverages will coincide with business-to-business growth in agro-processing.

African countries face numerous health challenges exacerbated by climate change, limited physical infrastructure, and a lack of qualified professionals. 4IR technology can help mitigate these threats and build sustainable health care systems, especially in fragile states. Mobile technology has become a platform for improving medical data and service delivery.

Fourth Industrial Revolution Technologies will help the Partner States to effectively implement and track EAC Vision 2050. A single platform leveraging a combination of IoT, Big Data, and Machine Learning Algorithm can help the regional Partner States control, monitor, and capture every aspect of governance, social and economic development. As a result, Partner States policy making, delivery of services, management processes will become more efficient.

Like all preceding industrial revolutions, the 4IR brings with it the threat of increased economic and social turmoil caused by loss of (routine and repetitive) jobs, and entire industries being rendered obsolete. Formulation of the Fourth Industrial Revolution strategy is an opportunity to mitigate these threats and ensure the process of adaptation to the Fourth Industrial Revolution is better managed. A 4IR Strategy will lay the foundation for a legal, regulatory framework to address ethical and privacy issues that come with the advent of the 4IR. It is an opportunity to establish the governance framework that will ensure a sustainable, people-centered, and equitable proliferation of 4IR technologies.

3. Benefits and risks of the 4IR

Although the 4IR offers enormous opportunities for governments, producers and manufacturers, and indeed customers, it also comes with uncertainties and challenges arising from major potential disruptions to the traditional labor markets. This renders current educational systems and skills obsolete, with significant implications for millions of low-skilled workers across the globe. The risks of automation and re-shoring also pose serious concerns over the potential for Africa's to attract investments in job-intensive manufacturing sector, a traditional path that fueled the growth of the East Asian countries in the late 20th century. Therefore, finding solutions to the challenges and exploiting opportunities of the 4IR is extremely important, for policymakers and regulators, to ensure that these disruptions have no deleterious impact on the African youth, who are the future of the continent.

The 4IR and its technologies are expected to generate "higher-order benefits", some being disruptive (arguably improved) innovation capability, facilitated monitoring, improved diagnoses of malfunctioning systems, increased self-awareness of intelligent machines, and subsequent self-maintenance, higher productivity coupled with environmentally friendly products, decreased costs through improved flexibility, faster and more reliable development processes through new service- and business-models, knowledge based decision making in real-time, nationwide contributions to the economy, improved market spread and improved access to global markets through e-business, improved access to public services, for example, healthcare, education (training), and overall better quality of life. At the manufacturing level, more customized products for consumers are expected.

Access to personal information should also improve, but this may come at the cost of known problems related to compromising one's personal information and identity theft. The anticipated higher-order benefits of the 4IR lead to: Higher-order benefits promised by 4IR technologies include; Improved, possibly interrupted innovation capability, improved monitoring and diagnosis of systems that multifunction, increased self-awareness of intelligent systems and subsequent self-maintenance, improved productivity with environmentally friendly and more customized products, improved flexibility with decreased costs, faster product development processes with new service models and business, more market spread and access to global through e-business, improved access to public services, for example, education (training), health, local services, and personal information.

The application of 4IR technologies has huge potential economic and social benefits, as well as risks, as shown in Figure below. It provides innovative solutions to address critical social and environmental challenges. AI has the potential to increase gross domestic product (GDP) by up to 26% over the coming decade¹. Meanwhile, 70% of the targets in the United Nations (UN) Sustainable Development Goals (SDGs) are achievable by utilizing 4IR technology applications.

These targets are related to, among others, good health, affordable and clean energy and sustainable communities. Rapid technological progress could also disrupt traditional sectors that underpin the economy and change the labour force landscape. Without proper mitigation measures, it could exacerbate social inequalities and wealth disparities, as well as erode trust within the society.

It's against this background, that EASTECO seeks a consultant to develop a Regional Fourth Industrial Revolution Strategy that will support EAC Regional efforts in adopting advanced and emerging technologies and transforming EAC's development into an innovative, productive and competitive region by harnessing the potential of the 4IR technologies for socio-economic development.

4. Objectives

4.1. Overall Objective

To develop a Regional Fourth Industrial Revolution Strategy that will provide a practical framework for policymakers and support EAC Regional efforts in adopting advanced and emerging technologies and transforming EAC's development into an innovative, productive and competitive region by harnessing the potential of the 4IR technologies for socio-economic development. The Strategy will enable EAC region to become a leading regional hub and an open lab for the Fourth Industrial Revolution's applications.

4.2. Strategic Objectives

- i. To develop a Regional Fourth Industrial Revolution Strategy that will support EAC Regional efforts in adopting advanced and emerging technologies for socio-economic development;
- ii. To enhance the deployment and use of 4IR technologies in EAC's key economic sectors to drive productivity, value addition, and commercialization in improving the quality of life and wellbeing;
- iii. To enable digitalization of manufacturing that will lead to a wide range of changes to the manufacturing processes, outcomes and business models, leading to significant benefits for users;
- iv. To enhance regional capabilities to embrace 4IR across sectors, by creating a conducive ecosystem to cope with the 4IR and incentivize industry to upskill and reskill of the existing workforce for the 4IR;
- v. To strengthen and stimulate research & development and innovation in 4IR in EAC Region for the development of new knowledge, techniques, and technologies.

5. The Consultancy

The call for consultancy is aimed at recruiting a suitable consultant with the requisite knowledge, skills and experience to deliver a comprehensive strategy to direct and guide the implementation of the fourth industrial revolution in the EAC Partner States.

5.1 Objective of the Consultancy

The overall objective of this consultancy is to develop an EAC Regional Fourth Industrial Revolution Strategy. The specific objective includes:

- (i) Develop and submit an inception report detailing understanding of the consultancy, approaches, methodologies and tools to be used in the consultancy, and work plan and budgets;
- (ii) Review literature and write a report on the Status of the 4th Industrial Revolution in Partner States and the EAC region;
- (iii) Carryout a situational analysis for 4IR initiatives, needs, capacities and infrastructure in the region;
- (iv) Conduct national consultations in the EAC Partner States with key stakeholders and develop a draft EAC Regional Fourth Industrial Revolution Strategy;
- (v) Conduct regional validation exercise to harmonize the draft fourth industrial revolution strategy;
- (vi) Revise and submit the final Draft of the EAC Regional Fourth Industrial Revolution Strategy.

5.2 Tasks

The consultant will develop approaches to be used in capturing data relevant for developing the Regional Fourth Industrial Revolution Strategy. The following tasks will be carried out during the development of the strategy;

- (i) Submission and discussion of inception report including approach and methodology, tools, and work plan;
- (ii) Review the current national and regional 4IR strategies and policy frameworks; collect relevant data; and identify gaps in the existing frameworks of the EAC Partner States Conduct national consultations in the EAC Partner States with key stakeholders gathering data that will be used for the development of the Regional 4IR strategy through key informants and focused groups discussions;

- (iii) Analyze regional 4IR initiative needs, capacities and infrastructure through assessment of the 4IR strength, weaknesses, opportunities and threats to cover the current state and future directions of the 4IR technologies and applications. The tools for the assessment should include exploitation of existing data and gap analyses, and foresight exercises among other tools;
- (iv) Prepare a situational analysis report on the Fourth Industrial Revolution status in the East African region including already existing initiatives on 4IR;
- (v) Prepare a draft report on the development of the East African Regional Fourth Industrial Revolution Strategy;
- (vi) Develop the East African Regional Fourth Industrial Revolution Strategy with strategic objectives, goals, and principles/priorities, strategic approaches, resource mobilization plan, a roadmap to identify centers of excellence and incubation for 4IR in all Partner States, M&E, and a costed implementation plan;
- (vii) Hold a regional stakeholder validation workshop to review and improve the draft Strategy. Based on the input and consultation from this workshop, prepare the revised final draft of regional 4IR strategy;
- (viii) Prepare and submit the final report and East African Regional Fourth Industrial Revolution Strategy to EASTECO.

6. List and Schedule of Deliverables

The key deliverables are:

- a) Inception report;
- b) Situational analysis report on the 4IR Strategy in the East African region;
- c) National Consultation Reports on the status of Fourth Industrial Revolution initiatives within the EAC;
- d) Draft East African 4IR Strategy;
- e) Regional Validation Workshop Report;
- f) Final East African Regional 4th Industrial Revolution Strategy.

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

Time	Deliverable	Submission Timeline
0-Man days	Contract for the consultancy	Signed Contract
3-Man days	<p>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
4-Man days	<p>Situation Analysis Report The Situation analysis report on report on the 4th Industrial Revolution Strategy in the East African region will provide insights into the strengths, weaknesses, opportunities, and threats (SWOT) of the 4th Industrial Revolution Strategy within the East African Community among others. The situational analysis report will be based on the literature review report and national consultation reports.</p>	Situation Analysis Report within 25 days post-contract signing
5-Man days	<p>National Consultation Reports National Consultation Reports on the status of the 4th Industrial Revolution Strategy in the East African region will contain an</p>	National Consultation Reports within 45

	analysis of the qualitative and quantitative data on the 4 th Industrial Revolution. The consultant will spend a minimum of three days visiting and consulting key institutions in each Partner State including Ministries of ICT, ICT agencies/ commissions Incubation Centers/Hubs, Innovation Centers, National Councils, and Commissions for Science, Technology, and Innovation among others.	days post-contract signing
5-Man days	Draft East African Regional 4th Industrial Revolution Strategy The Draft Report on the Development of the 4 th Industrial Revolution Strategy in the East African region will build on the findings in the situational analysis report and capture goals and corresponding strategic objectives and strategies for achieving them.	Draft Report within 60 days post-contract signing
4-Man days	Regional Validation Workshop Report The Draft EAC 4 th Industrial Revolution Strategy will be developed based on information in the Draft Report on the 4 th Industrial Revolution Strategy	Draft Strategy within 70 days post-contract signing
4-Man days	Submission of Draft of the EAC Regional 4th Industrial Revolution Strategy The consultant will revise the Draft East African Regional 4 th Industrial Revolution Strategy to ensure that all issues raised in the Regional Validation are addressed and then produce the 4 th Industrial Revolution Strategy Final Report.	Final Report within 80 days post-contract signing
5-Man-days	Final Draft of the EAC 4th Industrial Revolution Strategy The 4 th Industrial Revolution Strategy will be revised based on the draft report to come up with the Final EAC 4 th Industrial Revolution Strategy.	Final Policy within 90 days post-contract signing

7. Responsibilities of the Consultant

Responsibilities of the Consultant will include:

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

8. Responsibilities of the Client

Responsibilities of the Client (EASTECO) will include:

- (i) Provision of relevant reports, data and documentation for the assignment as and where available – however the Consultant has the ultimate responsibility for collecting the required data and documentation which cannot be made available by the Client;
- (ii) Linking the consultant with relevant Partners and Stakeholders;
- (iii) Providing comments on work progress, collection of comments from other stakeholders and submission of all the comments to the Consultant;
- (iv) Coordinate meetings with relevant Partners and Stakeholders.

The EASTECO Secretariat is responsible for ensuring that the Consultant performs his/her duties in an efficient manner. The Secretariat will assist in making appointments with partners and stakeholders for meetings, the workshop and all other undertakings relevant to this consultancy.

9. Qualifications, skills and competencies of the Consultant

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

- (i) Academic Qualification: At least Master's Degree in areas related to ICT Development, Digital Technology, Emerging Digital Technologies, Electrical and Electronic Engineering; and Telecommunication Engineering;
- (ii) Professional experience: A least 10 years' experience in Management Consulting, Industrial development work; Policy and Strategic Management; and Research and Development, with regional and international exposure in ICT and STI Policy and Strategy development. Candidate should provide evidence for this in the form of:
 - A detailed list of similar consultancies previously done in the past ten (10) years;
 - At least Two (2) certificates of good completion from satisfied clients in the past 10 years for similar assignment.
- (iii) The candidates should demonstrate success in developing ICT and STI policies. This can be validated by proof of adoption of at least two policies or strategies they developed by relevant clients' bodies;
- (iv) Demonstrable experience in working with international partners and other stakeholders in public sector development programs, especially in the area of Science, Technology and Innovation;
- (v) At least 4 years of hands-on experience in implementation of ICT projects in the area of future application of 4IR technologies including eGovernment, Agriculture, Manufacturing, Healthcare, Transport and Logistics;
- (vi) Good communication and computer skills;
- (vii) Excellent writing and analytical skills;
- (viii) Sound work ethics, including the commitment to time and meeting deadlines, as well as maintaining courtesy and trustworthiness;
- (ix) Fluent in the English language.

10. Reporting:

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

11. Payment Schedule:

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

- 20% upon submission of the inception report.
- 20% upon submission of National Consultation Reports.
- 30% upon submission of the draft East African Regional 4th Industrial Revolution Strategy.
- 30% upon submission and acceptance of the EAC 4th Industrial Revolution Strategy.

12. Payment Requirements:

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

ANNEX 2: Expression of Interest Forms

A. COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT	13
B. CURRICULUM VITAE	14
C. FINANCIAL PROPOSAL	17

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/001/2023**, datedFebruary 2023 and my Financial Proposal for the sum of *[Insert amount(s) in words and figures¹]*. This amount inclusive of all expenses deemed necessary for the performance of the contract in accordance with the Terms of Reference requirements, and include any of the following taxes in Procuring Entity's country: value added tax and social charges or/and income taxes on fees and benefits.

I hereby declare that all the information and statements made in CV are true and accept that any misinterpretation contained in it may lead to my disqualification. I take note that under the provisions of the EAC Procurement Policy applicable to this Request of Expression of Interest, a contract cannot be awarded to applicants who are in any of the following situations:

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

I confirm that I am not in any of the situations described above, and I hereby declare that at any point in time, at the EASTECO's request, I will provide certified copies of documents to prove that I do not follow in any of the situation described above. I am aware that the penalties set out in the EAC Procurement Policy may be applied in the case of a false declaration, should the contract be awarded to me. My proposal is binding upon me for the period indicated in the **Paragraph 6** of the Request for Expression of Interest. I undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in **Paragraph 7** of the Request for Expression of Interest, and to be available for the entire duration the contract as specified in the Terms of Reference.

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

Yours sincerely,
Signature *[In full and initials]*: _____

Name and Title of Signatory: _____

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

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 (Relevant Copies of Contracts/Orders/Appointment letters/Completion certificates/Referee letters for specific assignments).*

2C. FINANCIAL PROPOSAL

[Insert name and reference number]

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

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

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

Signature: _____

Name: _____

Date: _____