



**EAST AFRICAN COMMUNITY**

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

**SHORTTERM INDIVIDUAL CONSULTANCY SELECTION  
(CALL FOR CVs): CONSULTANCY SERVICES TO  
IDENTIFY AND EVALUATE TECHNOLOGY TOOLS AND  
SOLUTIONS IN AGRICULTURAL VALUE ADDITION  
PRODUCTS IN EAC REGION.**

**Reference Number: EAC/ESTECO/RFPs/005/2020.**

**SEPTEMBER 2020.**

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

Interested candidates may submit their bids:

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

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

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

## INSTRUCTIONS:

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

### **5.0 SELECTION CRITERIA**

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

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

5.1.2. Submission of a C.V. **only using the format provided as Annex 2.b. on page 11 below,** containing only the RELEVANT and DETAILED information as required under Clauses 8.1 & 8.2 below.

5.1.3. Copies of RELEVANT academic and professional certificates and testimonials as required under Clauses 8.1 & 8.2 below.

5.1.4. At least three (3) Copies of Contracts or Orders or Official Appointment letters for similar assignments and magnitude done by the Consultant during the last 5 years, as alluded in Clauses 8.1 & 8.2 below.

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

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

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

5.2.1. At least Master Degree in Agricultural, Environment or Natural Resources Management from a recognized university, with additional qualifications in agricultural value addition will be added advantage, as required under 8.1. below – **10 marks.**

5.2.2 Solid understanding of the agriculture value chain addition as required under 8.2. below – **10 marks.**

5.2.3 Extensive knowledge and experience in technology tools and solutions in agriculture products as required under 8.2. below – **10 marks.**

5.2.4 Demonstrable experience in carrying out national and regional surveys and assessment as required under 8.2. below – **10 marks.**

5.2.5 Expert knowledge in design and application of data mining and collection tools and analytical processes as required under 8.2. Below – **10 marks.**

5.2.6 Knowledge and competence in development and presentation of concise technical report as required under 8.2. – **5 marks.**

5.2.7 Evidence of having SUCESSIFULLY carried out at least three (3) assignments of similar nature and magnitude within the EAC region in the last 5 years and also having SATISFACTORILY deployed the Core Competencies alluded under Clause 8.3 below in performance of those assignments. This information MUST be evidenced in:

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

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

Total possible marks = **100 marks.**

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

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

A negotiation shall be held with the Highest Technical scoring Consultant. During that session, the Consultant shall be interviewed to demonstrate possession of the skills stated under Clause 8.3 below. Upon successful negotiation and in consideration of the available budget for this assignment, the Consultant shall be recommended for awarded of the contract.

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

The assignment will be carried OUT in **28-man days** spread over **three months (90 Days)**, expected to begin in Mid-November 2020 and complete in Mid-February 2021. The Consultant will be based in Kigali, Rwanda and will work from EASTECO premises located at Telecom House, Kacyiru Kigali, Rwanda.

Besides the remuneration to be quoted for the **28 man-days** above, there shall be NO reimbursements for day-to-day operations like relocation allowances, meals, accommodation, air tickets, transportation, airtime, etc. The consultant should therefore include/embed such costs as part of the Unit cost for the man-days. The cost must include ALL the applicable taxes in your jurisdiction and must be quoted in USD.

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

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

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

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

### **ANNEXES:**

ANNEX 1: Terms of Reference

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

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

*Sincerely,*

***SENIOR PROCUREMENT OFFICER.***

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

## TERMS OF REFERENCE

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

**Strategic Priority 3:** Application of STI for socio-economic development

**Long term Target:** Increased value addition in agriculture with development of the technology solutions in the agricultural sector for industrial development.

### **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 on 18th 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 promote and coordinate the development, management and application of science and technology in Partner States to support regional integration and socio-economic development. Science and Technology is identified as one of the key drivers for sustainable socio-economic development in EACs industrialization and integration Agenda.

With most of the EA Community's people living in rural areas and being dependent on agriculture, livestock and fisheries, these forms of production remain fundamental to economic growth, poverty alleviation and environmental sustainability. The World Bank estimates that for the poorest people, GDP growth originating in agriculture is about four times more effective in raising their incomes than GDP growth originating outside the sector. New frameworks for designing and evaluating investments in commercial agriculture are thus necessary to increase the productivity and performance of the Community's agriculture.

Despite the success of the EAC partner states in selling to new markets, if there are no further improvements to their business environments and to the competitiveness of their agricultural commodities, the EAC states will still be trapped in producing low-skill, low-value products while struggling to obtain a significant value-added share in global trade. There is great potential in expanding high-value food and agricultural exports. The private sector can be supported to be more involved in high-tech processing. Processing would reduce waste and reduce the import bill, it is also labour intensive and would create employment. EASTEKO is in a good position to address the necessary policy frameworks to manage the development and use of biotechnology in the region.

The EASTEKO Strategic plan identifies this activity of Technology Tools and Solutions in Agricultural Products for Industrial Development as one of the activities under the strategic 3: Application of STI for socio-economic development. EASTEKO will therefore play a major role in unlocking the benefits associated with agriculture through coordination of regional science, technology and innovation initiatives in agricultural value addition through; i) coordination efforts in research and development at a regional level aimed at enhancing value addition in agriculture, improving economies of scale in research and development and promoting collaborative programmes in science, technology and innovation at a regional level; ii) dissemination of innovative and appropriate technological solutions and approaches for improved storage and agro-processing – to spur rural development and enhance food security by promoting employment in agro-industries, providing market access to agricultural small-holders, enhancing food security by reducing post-harvest losses and extending the shelf-life of food stuffs for the rapidly increasing urban population.

## **2.0 Rationale**

Agriculture represents a fundamental sector for driving economic growth, overcoming poverty, and enhancing food security. Despite significant investment and research in the field of agriculture, many regions are still characterized by low use of modern technology resulting in modest productivity. Rigorous impact evaluation surveys are key to understanding the constraints to adoption behind these technologies, and guiding the continued development and dissemination of agricultural research and policy. This activity will provide a review of impact evaluation, bringing together examples from field aimed at understanding adoption and impact of agricultural technologies in an innovative framework.

The adoption of digital technologies in agriculture has been increasing at a rapid pace. In fact, the adoption of digital technologies in every industry has been increasing. The reason why this is such a prevalent trend is that digital technologies bring tremendous value for businesses and individuals.

The benefits for use of technology for agricultural value addition are a tremendous where the technology adds huge amount of value to the production process, due to the increased yields that are a direct result of the integration of this technology.

A lot of technology solutions exist in EAC region for processing, conservation and distribution of agricultural products. This agricultural technologies have not been identified, evaluated and adaption accessed. There is a need to identify and evaluate these technology solutions in the region so that they are accessed and adopted.

This programme will build on the ongoing activity of enhancing the access, adaptation, transfer and diffusion of manufacturing & Industrial Technologies in the EAC region mainly focusing on agricultural technologies. The Research Technological Organisations will be involved in identifying, transferring, adapting and diffusing of agriculture technology solutions in collaboration with National Agricultural Research Organisations.

EASTECO is therefore seeking to engage a consultant to identify and evaluate the agricultural technology solutions in agricultural products.

## **3.0 The Objectives**

- i) To identify and evaluate regional initiatives in agricultural value addition for collaboration and support
- ii) To assess technology needs and promote generation and utilisation of technological solutions
- iii) To identify and disseminate available technological processes and products
- iv) To establish and operationalize of the Regional working network on R&D and technology solutions for Agriculture value addition.

## **4.0 Activities**

- i) To conduct a desk review and undertake regional survey and Partner States the national consultations to identify and evaluate regional initiatives in agricultural value addition products;
- ii) To develop assessment tools for identification and evaluation of the agricultural technology solutions in agricultural products;
- iii) To Identify and disseminate available technological processes and products through the agricultural research organisations, research and technological organizations and Ministry of Agriculture in the EAC;
- iv) Identify and compose the Regional working network on R&D and technology tools solutions for Agriculture value addition.
- v) Upload and disseminate identified and evaluated available technology tools solutions for Agriculture value addition products on EAC regional research Technology Organisations (RTOs) database.

## **5.0 Tasks**

- i) Submission of Inception report with tools, methodology and work plan;

- ii) Conduct desk review on regional initiatives in technology tools for agriculture value addition products in Partner States of EAC;
- iii) Conduct National consultations with key stakeholders (RTOs and Agriculture Ministries) in EAC Partner States;
- iv) Write report on identified and evaluated technology tools for agriculture value addition products in Partner States of EAC;
- v) Report on identified and composition of Regional working network on R&D and technology tools solutions for Agriculture value addition.
- vi) Present interim report on report on identified and evaluated technology tools for agriculture value addition products in Partner States of EAC discussion with EASTECO;
- vii) Validation workshop of report on identified and evaluated technology tools for agriculture value addition products in Partner States of EAC;
- viii) Submission of the revised final report on identified and evaluated technology tools for agriculture value addition products in Partner States of EAC.
- ix) Upload and disseminate identified and evaluated available technology tools solutions for Agriculture value addition products on EAC regional research Technology Organisations (RTOs) database.

The assignment will be carried out in **28-man days** spread over **three months (90 Days)** as follows:

<i>Time</i>	<i>Deliverable</i>	<i>Submission</i>
<b>0 man- days</b>	Contract/Letter of appointment of the Consultant	Signed Contract
<b>2 man-days</b>	<ul style="list-style-type: none"> <li>• <b>Inception Report</b> – This shall include:               <ol style="list-style-type: none"> <li>i. The understanding of the assignment</li> <li>ii. Comments on the TORs;</li> <li>iii. Refined approach &amp; methodology;</li> <li>iv. The updated work plan;</li> </ol>               Meeting with client will be held 2 days after submission to discuss the report. The consultant will present the inception report to EASTECO experts for validation and approval.             </li> </ul>	Inception report submitted <b><u>within 5 days</u></b> post contract signing
<b>3-man days</b>	<ul style="list-style-type: none"> <li>• <b>Literature Review on Technology Tools for Agriculture products</b> - on <b>technology</b> tools for agriculture value addition products in EAC Partner States</li> </ul>	Literature review report submitted <b><u>within 10 days</u></b> post contract signing
<b>10 man-days</b>	<ul style="list-style-type: none"> <li>• <b>EAC Partner States Stakeholders Consultation Report</b>- National consultations with key stakeholders (RTOs and Agriculture Ministries) in EAC Partner States</li> </ul>	National Stakeholders report submitted <b><u>within 25 days</u></b> post contract signing.
<b>5 man-days</b>	<ul style="list-style-type: none"> <li>• <b>Report on membership composition and TOR for the Regional working network on R&amp;D and technology tools solutions for Agriculture</b> - Report on identified, composition and TORs of Regional working network on R&amp;D and technology tools solutions for Agriculture value addition.</li> </ul>	Report on membership composition and TOR for the Regional working network on R&D and technology tools solutions for Agriculture submitted <b><u>within 50 days</u></b> post contract signing.

4 man-days	<ul style="list-style-type: none"> <li>• <b>Regional validation and submission of the of report on identified and evaluated technology tools for agriculture value addition products</b> - Validation workshop of report on identified and evaluated technology tools for agriculture value addition products in Partner States of EAC <ul style="list-style-type: none"> <li>i. Presentation of the draft report on identified and evaluated technology tools for agriculture value addition products</li> <li>ii. Revision of the report on identified and evaluated technology tools for agriculture value addition products with input from the workshop</li> <li>iii. Submission of the report on identified and evaluated technology tools for agriculture value addition products Strategy.</li> </ul> </li> </ul>	Submission of the validated regional report on identified and evaluated technology tools for agriculture value addition products <b><u>within 75 days post</u></b> contract signing.
4 man-days	<ul style="list-style-type: none"> <li>• <b>Report on Uploaded Data onto Regional RTOs database</b> - Report on uploaded and disseminated identified and evaluated available technology tools solutions for Agriculture value addition products on EAC Regional Research Technology Organisations (RTOs) database.</li> </ul>	Submission of Report on Uploaded Data onto Regional RTOs database <b><u>within 90 days post</u></b> contract signing.

## 6.0 Responsibilities of the Consultant

Responsibilities of the Consultant will include:

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

## 7.0 Responsibilities of the EASTECO

Responsibilities of the EASTECO) will include:

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

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

## 8.0 QUALIFICATIONS

### 8.1 Education and Work Experience

At least Master Degree in Agricultural, Environment or Natural Resources Management from a recognized university, with additional qualifications in agricultural value addition will be added



advantage. The Candidates should provide work related experience with the last 5 years and evidence of at least three (3) previous copies of contracts/orders of similar assignments in the last 8 years;

### 8.2 Technical Skills and Expertise

- i. Solid understanding of the agriculture value chain addition.
- ii. Extensive knowledge and experience in technology tools and solutions in agriculture products.
- iii. Demonstrable experience in carrying out national and regional surveys and assessment;
- iv. Expert knowledge in design and application of data mining and collection tools and analytical processes
- v. Knowledge and competence in development and presentation of concise technical report.

### 8.3 Core Competencies

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

### 9.0 Payment Schedule:

- **30%** upon submission and acceptance of inception report and Literature Review on Technology Tools for Agriculture product report.
- **30%** upon submission and acceptance of EAC Partner States Stakeholders Consultation Report and Report on membership composition and TOR for the Regional working network on R&D and technology tools solutions for Agriculture.
- **40%** upon submission and acceptance of validated regional report on identified and evaluated technology tools for agriculture value addition products, and Report on Uploaded Data onto EAC Regional RTOs database.

### ANNEX 2: Expression of Interest Forms

<a href="#">A. COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT</a> .....	10
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**A. COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT**

*[insert name and reference number]*

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*[Location, Date]*

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

Dear Madam:

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

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

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

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

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

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

Yours sincerely,

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

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

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

**B. CURRICULUM VITAE**

*[insert the full name]*

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

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

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

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

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

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

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

*[Insert the details]*

15. **Statement:**

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

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

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

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

**ATTACHMENTS:**

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

\_\_\_\_\_

**C. FINANCIAL PROPOSAL**

*[Insert name and reference number]*

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<b>N°</b>	<b>Description</b>	<b>Unit</b>	<b>No. of Units</b>	<b>Unit Cost (in US\$)</b>	<b>Total (in US\$)</b>
	<b>Professional Fees/Remuneration</b>	Man-Day	28		
<b>TOTAL FINANCIAL OFFER (Fees)</b>					

**NOTE:** Besides the remuneration to be quoted for the 28 man-days above, there shall be NO reimbursements for day-to-day operations like relocation allowances, meals, accommodation, air tickets, transportation, airtime, etc. The consultant should therefore include/embed such costs as part of the Unit cost for the man-days. The cost must include ALL the applicable taxes in your jurisdiction and must be quoted in USD.

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

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

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

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