
AFRICAN UNION

الاتحاد الأفريقي



UNION AFRICAINE

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REQUEST FOR PROPOSALS

CONSULTANCY SERVICES FOR CONDUCTING Baseline Studies on the four Space Segments and the Space Socioeconomic Benefits for the Establishment and Operationalization of the African Space Agency

Procurement No: AUC/HRST/C/010

November 2020

SUPPLIERS CHECKLIST PRIOR TO SUBMISSION OF BID DOCUMENT

No	Description	Tick
1	Duly filled and signed bid form	
2	Duly filled Financial offer	
3	Bid validity (90 days)	
4	Read and understood the Terms Reference	
5	One original, Electronic proposal password protected	
6	Read and understood the bid data (section 3)	
7	Attached copies of relevant Registration documents in the technical envelope	
8	Separate Financial from Technical	
9	Correct Procurement Number and Title	
10	CVs and Statements of Availability for the proposed experts	
11	Signed letter confirming willingness and availability to facilitate inspection of office premises by staff of the African Union Commission	



Section I: Letter of Invitation

30 October 2020

Dear Sirs,

REF: CONSULTANCY SERVICES FOR CONDUCTING Baseline Studies on the four Space Segments and the Space Socioeconomic Benefits for the Establishment and Operationalization of the African Space Agency

1. The African Union would like to engage the services of a consulting for **Consultancy firm to undertake the above referenced**. The African Union now invites interested and eligible bidders to submit technical and financial proposals for the assignment as per attached Terms of Reference (TORS).

2. A **FIRM** will be selected under the *Quality and Cost Based Selection Method* procedures described in this RFP. The weight for technical and financial scores shall be 80% and 20% respectively.

3. The RFP includes the following documents:

- Section 1 – This Letter of Invitation
- Section 2 - Information to Consultants
- Section 3 – Data Sheet
- Section 4 - Terms of Reference
- Section 5 - Technical Proposal - Standard Forms
- Section 6 - Financial Proposal - Standard Forms

4. The **TECHNICAL** and **FINANCIAL** offers in **ELECTRONIC** form must be in **TWO SEPARATE** documents and **PASSWORD** protected and be delivered to the address below.

5. The deadline for submission of proposals has been **revised** from 27 November 2020 at 1500hrs to **11 December 2020**. Late bids will be rejected and returned unopened to bidders.

6. Bidders may request for clarifications no less than seven (7) days from the deadline for submission, from **The Chairperson, Internal Procurement Committee, African Union Commission, Telephone number (+251) 11 5517700, Ext 4341, Email tender@africa-union.org** with a copy to Munhamoa@africa-union.rg (**E-mail addresses are for Clarifications Only**)

7. Bidders must submit the following documents: (i) Certificate of incorporation (Company Registration); (ii) At Least 3 Contactable references in the last 5 years and (iii) Company profile demonstrating at least 5 years experience (iv) CVs of proposed Experts (v) Statements

of Availability for the proposed experts. These documents must be part of the Technical Proposal.

8. The address for deposit of bids is: tender@africa-union.org with a copy to Munhamoa@africa-union.org.

Yours sincerely,

Head, Procurement, Travel and Stores Division

Section 2: Information to Consultants

1. Introduction

- 1.1 The Client named in the Data Sheet will select a consultant from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.
- 1.2 The consultants are invited to submit a Technical Proposal and a financial proposal, or a Technical Proposal only, as specified in the Data Sheet for consulting services required for the assignment named in the Data Sheet. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected firm.
- 1.3 The assignment shall be implemented in accordance with any phasing indicated in the Data Sheet. When the assignment includes several phases, the performance of the consultant under each phase must be to the Client's satisfaction before work begins on the next phase.
- 1.4 The consultants must familiarise themselves with local conditions and take them into account in preparing their proposals. To obtain first - hand information on the assignment and on the local conditions, consultants are encouraged to visit the Client before submitting a proposal and to attend a pre-proposal conference if one is specified in the Data Sheet. Attending any specified pre-proposal conference is optional. The consultants' representative should contact the officials named in the Data Sheet to arrange for their visit or to obtain additional information on any pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 1.5 African Union policy requires consultants to provide professional, objective, and impartial advice, and at all times hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interests of the Client.
 - 1.5.1 Without limitation on the generality of this rule, consultants shall not be hired under the circumstances set forth below:
 - (a) *Conflict between consulting activities and procurement of goods, works or services: A firm that has been engaged to provide goods, works, or services for a project, and each of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and each of its affiliates, shall be disqualified from subsequently*

providing goods, works or services resulting from or directly related to the firm's consulting services for such preparation or implementation (other than a continuation of the firms earlier consulting services for the same project).

(b) Conflict among consulting assignments: Neither consultants (including their personnel and sub-consultants) nor any of their affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the consultants.

(c) Relationship with AUC staff: Consultants (including their personnel and sub-consultants) that have a business or family relationship with a member of AUC staff (or of the Client staff, or of a beneficiary of the assignment) who are directly or indirectly involved in any part of: (i) the preparation of the TOR of the contract, (ii) the selection process for such contract, or (iii) supervision of such contract may not be awarded a contract.

1.6 The African Union requires that Officers of the AU, as well as Bidders/ Suppliers/ Contractors/ Consultants, observe the highest standard of ethics during the procurement and execution of such contracts.¹ In pursuance of this policy the AU:

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

(i) “corrupt practice”² is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

(ii) “fraudulent practice”³ is any act or omission including a misrepresentation that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

(iii) “collusive practice”⁴ is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the

¹ In this context, any action taken by a bidder, supplier, contractor, sub-contractor or consultant to influence the procurement process or contract execution for undue advantage is improper.

² “another party” refers to an officer of the AU acting in relation to the procurement process or contract execution. In this context, “officer of the AU” includes staff and employees of other organisations taking or reviewing procurement decisions.

³ a “party” refers to any officer of the AU; the terms “benefit” and “obligation” relate to the procurement process or contract execution; and the “act or omission” is intended to influence the procurement process or contract execution.

⁴ “parties” refers to any participants in the procurement process (including officers of the AU) attempting to establish bid prices at artificial, non competitive levels.

actions of another party;

(iv) “coercive practice”⁵ is impairing or harming or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

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

(b) will reject a recommendation for award of contract if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question;

(c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded an African Union financed contract if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for, or in executing, an African Union financed contract.

1.7 Consultants shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive, coercive or obstructive practices issued by the.

2. Clarification and Amendment of RFP Documents

2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing by mail, facsimile, or electronic mail to the Client’s address indicated in the Data Sheet. The Client will respond by facsimile, courier or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.

⁵ a “party” refers to any participant in the procurement process or contract execution.

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- 2.2 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, facsimile, or electronic mail to all invited consultants and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.
- 3. Preparation of Proposal**
- Technical Proposal**
- 3.1 Consultants are requested to submit a proposal (paragraph 1.2) written in the language(s) specified in the Data Sheet.
- 3.2 In preparing the Technical Proposal, consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.
- 3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:
- (i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities in a joint venture or sub-consultancy, as appropriate. Consultants may associate with the other consultants invited for this assignment only with approval of the Client as indicated in the Data Sheet. Consultants must obtain the approval of the Client to enter into a joint venture with consultants not invited for this assignment. The consultants are encouraged to seek the participation of local consultants by entering into a joint venture with, or subcontracting part of the assignment to consultants who are Nationals of African Union Member States.
 - (ii) For assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the firm. For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.
 - (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
 - (iv) Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under conditions similar to those prevailing in the Country specified for Performance of the Services.
 - (v) Alternative professional staff shall not be proposed, and only one Curriculum Vitae (CV) may be submitted for

each position.

- (vi) Reports to be issued by the consultants as part of this assignment must be in the language(s) specified in the Data Sheet.

3.4 The Technical Proposal shall provide the following information using the Standard Forms attached in Section 4:

- (i) A brief description of the firm's organisation and an outline of recent experience on assignments (Section 4B) of a similar nature. For each assignment, the outline should indicate, inter-alia, the profiles of the staff proposed, duration of the assignment, contract amount, and the firm's involvement.
- (ii) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client (Section 4C).
- (iii) A description of the methodology and work plan for performing the assignment (Section 4D).
- (iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 4E).
- (v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal (Section 4F). Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (10) years.
- (vi) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar-chart diagrams showing the time proposed for each professional staff team member (Sections 4E and 4G).
- (vii) A detailed description of the proposed methodology, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment.
- (viii) Any additional information requested in the Data Sheet.

3.5 The Technical Proposal shall not include any financial information.

**Financial
Proposal**

3.6 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow the Standard Forms in Section 5. These list all costs associated with

the assignment, including (a) remuneration for staff, (foreign and local, in the field and at headquarters); and (b) reimbursable expenses such as subsistence (per diem, housing), transportation (international and local, for mobilisation and demobilisation), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys, and training, if it is a major component of the assignment. Where appropriate, these costs should be broken down by activity, and, if appropriate, into foreign and local expenditures.

- 3.7 The Financial Proposal shall include all the costs the consultant incurs to provide the services (including travel expenses, translation, printing and the taxes the consultant pays for its business requirements by the law of the domicile country of the consultant), but shall exclude all local taxes levied within African Union Member States on the invoice issued by the consultant (such as local sales tax, services tax or withholding tax).
- 3.8 Consultants may express the price of their services in any freely convertible currency. The consultants may not use more than three foreign currencies. The Client may require consultants to state the portion of their price representing local costs in the Currency of the Country specified for performance of the Services if so indicated in the Data Sheet.
- 3.9 Commissions and gratuities, if any, paid or to be paid by consultants and related to the assignment will be listed in the Financial Proposal submission form (Section 5A).
- 3.10 The Data Sheet indicates how long the proposals must remain valid after the submission date. During this period, the consultant is expected to keep available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposals.

4. Submission, Receipt, and Opening of Proposals

- 4.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see paragraph 1.2) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialled by the persons or person signing the proposal.
- 4.2 An authorised representative of the firm initials all pages of the proposal. The representative's authorisation is confirmed by a written power of attorney accompanying the proposal.
- 4.3 For each proposal, the consultants shall prepare the number of copies indicated in the Data Sheet. Each Technical Proposal and Financial Proposal shall be marked "Original" or "Copy" as

appropriate. If there are any discrepancies between the original and the copies of the proposal, the original will govern.

- 4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “Technical Proposal,” and the original and all copies of the Financial Proposal in a sealed envelope clearly marked “Financial Proposal” and warning: “Do Not Open with the Technical Proposal.” Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and be clearly marked, “Do Not Open, Except in Presence of the Tender Opening Committee.”
- 4.5 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened.
- 4.6 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the Bid Opening Committee. The Financial Proposal shall remain sealed and retained securely until all submitted proposals are opened publicly.
- 4.7 The Firm may withdraw its Proposal after the Proposal’s submission, provided that the written notice of the withdrawal is received by the Client prior to the deadline prescribed for submission of Proposals. The Firms’ withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause Deadline for Submission of Proposals. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy. No Proposal may be modified subsequent to the deadline for submission of proposals. No Proposal may be withdrawn in the Interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the firm on the Proposal Submission Form.

5. Proposal Evaluation General

- 5.1 From the time the bids are opened to the time the contract is awarded, if any consultant wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the firm to influence the Client in proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant’s proposal.
- 5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is completed.

Evaluation of Technical Proposals	<p>5.3 The evaluation committee appointed by the Client, as a whole, and each of its members individually, will evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria (typically not more than three per criteria), and point system specified in the Data Sheet. Each responsive proposal will be given a technical score (St). A proposal shall be rejected if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.</p> <p>5.4 In the case of Quality-Based Selection, Selection Based on Consultant's Qualifications, and Single-Source Selection, the highest ranked firm, or the firm selected on a single-source basis, is invited to negotiate a contract on the basis of the Technical Proposal and the Financial Proposal submitted in accordance with the instructions given in paragraph 1.2 and the Data Sheet.</p>
Public Opening and Evaluation of Financial Proposals: Ranking (QCBS, Fixed-Budget, and Least-Cost Selection Methods Only)	<p>5.5 After the evaluation of technical quality is completed, the Client shall notify those consultants whose proposals did not meet the minimum qualifying score or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the consultants that have secured the minimum qualifying score, indicating the date and time set for opening the Financial Proposals. The opening date shall not be sooner than one week after the notification date. The notification may be sent by registered letter, facsimile, or electronic mail.</p> <p>5.6 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical scores, and the proposed prices shall be read aloud and recorded as the Financial Proposals are opened. The Client shall prepare minutes of the public opening.</p> <p>5.7 The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have cost all items of the corresponding Technical Proposals; if not, the Client will cost them and add their cost to the initial price), correct any computational errors, and convert prices in various currencies to the single currency specified in the Data Sheet. The official selling rates used, provided by the source indicated in the Data Sheet, will be those in effect on the date indicated in the Data Sheet. The evaluation shall exclude those taxes, duties, fees, levies, and other charges imposed that are subject to the African Union exemption on the payment of taxes and duties, and estimated as per paragraph 3.7.</p> <p>5.8 In case of QCBS, the lowest priced Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according</p>

to their combined technical (St) and financial (Sf) scores using the weights (T = the weighting for the Technical Proposal; P = the weighting for the Financial Proposal as indicated in the Data Sheet. $T + P = 1$); The firm achieving the highest combined technical and financial score using the formula below would be invited for negotiations

$$S = St \times T\% + Sf \times P\%$$

- 5.9. In the case of Fixed-Budget Selection, the Client will select the firm that submitted the highest ranked Technical Proposal within the indicated budget price. Proposals that exceed the indicated budget will be rejected. In the case of the Least-Cost Selection, the Client will select the lowest evaluated cost proposal among those that passed the minimum technical score. The selected firm will be invited for negotiations.

6. Negotiations

- 6.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.
- 6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work-plan), staffing, and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then agree final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the “Description of Services” and form part of the contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.
- 6.3 Financial negotiations will reflect agreed technical modifications in the cost of the services, and will include a clarification of the firm’s tax liability (if any) in the Country specified for performance of the Services, and the manner in which it will be reflected in the contract. The financial negotiations will not normally involve either the remuneration rates for staff (no breakdown of fees), or other proposed unit rates under QCBS, Fixed-Budget Selection, or the Least-Cost Selection methods. For other methods of selection, an Appendix will be provided for the firm to explain the required information on remuneration rates.
- 6.4 Having selected the firm on the basis including an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the proposed experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such

changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.

- 6.5 The negotiations will conclude with a review of the draft form of the contract. On completion of negotiations, the Client and the firm will initial the agreed contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a Contract.

7. Award of Contract

- 7.1 The contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other consultants on the shortlist that they were unsuccessful and return the unopened Financial Proposals of those consultants who did not pass the technical evaluation (paragraph 5.3).
- 7.2 The firm is expected to commence the assignment on the date and at the location specified in the Data Sheet.

8. Confidentiality

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

Section 3: Data Sheet

ITC Clause Reference

- ITC Clause 1.1 The name of the Client is:
African Union Commission;
- The method of selection is: **Quality and Cost Based Selection Method**
- ITC Clause 1.2 The name, and Procurement Number of the assignment are: **Consultancy Services For Conducting Baseline Studies on the four Space Segments and the Space Socioeconomic Benefits for the Establishment and Operationalization of the African Space Agency**
AUC / HRST /C/007
- ITC Clause 1.5 The Client will provide the following inputs:
Background documents to the Project
- ITC Clause 2.1 **Clarifications may be requested not less than Seven (7) days before the submission deadline.**
- The address for requesting clarifications:
African Union Headquarters, Roosevelt Street, 3rd Floor Building C, Addis Ababa, Ethiopia; tender@africa-union.org with a copy to Munhamoa@africa-union.org or (+251) 11 5517700, Ext 4341
- ITC Clause 3.1 **Proposals should be submitted in the English Language**
- ITC Clause 3.3(iv) The minimum required experience of proposed professional staff is:
- (i) A minimum of fifteen (15) years for **Team Leader**:
 - (ii) A minimum of ten (10) years of professional experience for **experts 1-4 as per ToRs.**
 - (iii) 5 years for Law expert and 3 years for Statistician
- ITC Clause 3.3(vi) Reports that are required under the assignment shall be submitted **in English.**
- ITC Clause 3.4(viii) **Additional information required in the Technical Proposal is: Refer to (TORs)**
- ITC Clause 3.10 **Proposals must remain valid for 90 days after the submission date.**

- ITC Clause 4.3 **Consultants must submit the Technical and Financial proposals separately sealed by password.**
- ITC Clause 4.4 The address for submission of proposals is: **The Chairperson, Internal Procurement Committee, African Union Commission, P. O. Box 3243, Addis Ababa, Ethiopia, Roosevelt Street, Building C, 3rd Floor**
- ITC Clause 4.5 Proposals must be submitted no later than: **1500 hours on Friday 11 December 2020 (Revised from 27 November)**
- ITC Clause 5.1 The addresses for communications to the Client are:
Procurement, Travel and Stores Division, African Union Commission, Building C, 3rd Floor, Addis Ababa, Ethiopia. e-mail: tender@africa-union.org +251 11 551 7700 Ext. 4341
- ITC Clause 5.3 The number of points to be given under each of the technical evaluation criteria are:

Criteria

S/N	<i>CRITERIA</i>	MAXIMUM SCORE
1	<i>Experience of the Firm in undertaking similar assignments</i>	10
2.	<i>Methodology and work plan</i>	30
3	<i>Qualifications and Experience for proposed staff</i>	
3.1	<i>Team Leader</i>	15
3.2	<i>Earth Observation expert</i>	8
3.3	<i>Astronomy Expert</i>	9
3.4	<i>Space Science Expert</i>	9
3.5	<i>Satellite Communication Expert</i>	9
3.6	<i>Expert in Law and regulation</i>	5
3.7	<i>Junior Economist Statistician</i>	5

Total Points: 100

The minimum technical score required to pass is **70** points.

ITC Clause 5.7 The single currency for price conversions is: **United States Dollars**

The source of official selling rates is: prevailing UN rate.

The date of exchange rates is **the deadline for the submission**

ITC Clause 5.8 The Final Score shall be computed as: **80% Quality and 20% Cost**

ITC Clause 6.1 Negotiations, if required will be held at :
**The African Union Commission,
P. O. Box 3243, Addis Ababa, Ethiopia
Roosevelt Street**

ITC Clause 7.2 The assignment is expected to commence immediately after contract signing.

Section 4: Terms of Reference

Baseline Studies on the four Space Segments and the Space Socioeconomic Benefits for the Establishment and Operationalization of the African Space Agency, the Development of the African Outer Space Programme Data and Knowledge Management Database and the Identification of Space Collaboration Niches with Continental and International Partners

I. INTRODUCTION

While adopting the Aspirations of the ‘‘Africa We Want’’, the African Union (AU) declared an African Outer Space Programme a flagship of the African Agenda 2063. The AU Heads of States and Governments adopted the African Space Policy and Strategy in January 2016. Space technology and applications have been identified as enablers of sustainable development and Africa has an opportunity to harness them and exploit her geographic position and natural resources to promote economic growth, improve the quality of life and contribute to scientific knowledge. At the same time, Africa is facing major challenges which include, inter –alia: food security, rapid urbanization, unemployment, conflicts, natural resource management, natural resource management and educating its growing population. Economic, political, environmental and social reforms are needed towards building indigenous skills and technological capabilities that provide effective solutions to these challenges. More specifically, the active participation of Africa in the development of space-related applications and services will enable the continent to address these challenges and meet the objectives of the AU’s Agenda 2063. These challenges have long been recognized and many policy frameworks have been developed in response.

In all instances, the success of implementing these policy frameworks is highly reliant on the development and implementation of the space science and technologies. The access, security and integrity of spatial data, space services & applications, and space related infrastructures used for decision-making are critically dependent on an indigenous space program and the requisite capabilities, lack of which will severely hamper progress and the realization of the African Union vision of “*An integrated, prosperous and peaceful Africa that is driven by its own citizens and represents a dynamic force in the global arena*”. While developing space science and technology is paramount, so are the services that these technologies seek to provide to the end users. Hence in measuring the level of development in space science technology and associated infrastructure, it is more important to conduct a mapping exercise on the impact that these technologies have made in improving livelihoods of the population, both in economic and social senses. Therefore, the African Union Commission has seen the need to conduct the following studies as continuation for compendium of comprehensive studies in the four domain focus areas of the African Space Strategy (Earth Observation, Satellite Communication, Navigation and positioning, Astronomy and Space Sciences):

1. Study on Academia in Earth Observation domain
2. Baseline Study on Satellite Communications
3. Study on Astronomy and Space Sciences,
4. Study on Socio-Economic Benefit of Space in Africa

Combined with other studies that have been conducted previously, the first 3 studies above will inform the fourth study which is to conduct the socio-economic impact or benefits of the space science and technology in the continent.

II. STUDIES

STUDY ON ACADEMIA IN EARTH OBSERVATION SECTOR

A. Backgrounder

The Space Policy and Strategy informs that pre-requisite skills and expertise are harnessed through robust training and human capital development programmes, while drawing on the intellectual capital of its strategic partners. This is preceded by taking stock of the existing heritage and assessing the existing technical capacities. While doing this exercise, institutions that provide the requisite capacities cannot be dissociated. It has become observable that institutions of higher learning and Research and Development (R&D) that offer earth observation and geospatial & allied technologies courses in Africa are on the rise. Whether this has reflected in terms of increasing human capacities is something subject to measurement. But in the meantime, the exercise for this particular endeavor is to study the institutions of higher learning and R&D (Academia) that offer earth observation and geospatial & allied technologies courses.

B. Objectives

While aspiring to build the capacities of African institution and the citizenry in Earth Observation, this particular endeavor determines the existing platforms to train and deploy human and infrastructural capacities. This is a scrupulous exercise digging into the very core details of academic contribution in the Earth Observation scope in the continent. Previous studies have been undertaken, but they were shallow in terms of areas of interest, geographical coverage. Desktop studies also did not concretely inform on the real situations on the ground. The current exercise has to eliminate assumptions and take a thorough stock of the EO capacities across the entire continent.

C. Scope of work

Survey of African Academic Institutions in earth observation and geospatial & allied technologies is a thorough study that should give the precise state and heritage of African institutions that provide Earth Observation (Theory, Research and Applied) courses and trainings. It is about conducting a survey and mapping out various institutions, and thereby providing the current status. Specifically, it is about conducting a well-investigated study on the number of institutions offering Earth Observation (Theory, Research and Applied) courses and trainings in Africa, and their location. The investigation will be on the following aspects:

- Disaggregated data into the (i) Number of Institutions per country, (ii) Course levels (undergraduate, Postgraduate, Doctorate), mode of delivery (Distance, Classroom, Blended), type of courses (GIS, Remote Sensing, Geo-engineering, etc.). This should also elaborate on programmes that are undertaken jointly with other institutions inside and outside Africa
- An elaborate finding on different curricula, their accreditation and standardization practice in different institutions
- Number and quality of research and patents/publications that results from the EO education programmes in the continent
- Number of graduates that are released every year from these institutions

- Market absorption capacity in terms of jobs created by the EO sector against the graduates
- Number of researchers and tutors in each institution

The study conducts meticulous analysis and identifies preliminary issues faced by the institutions. It also develops patronage demand forecasting for Earth Observation capacity building against the population growth rate.

D. Deliverables

1. A database of the full inventory of all institutions offering earth observation and geospatial & allied technologies courses in Africa including:
 - a. geo-location of all the institutions of all institutions offering earth observation and geospatial & allied across the continent.
 - b. all quality publications, patents and research work in EO and geospatial & allied technologies courses.
 - c. A metadata of all the institutions offering geo-information courses in Africa
2. A brief report and a full report are required:
 - a. Full report documenting different curricula, accreditation and standardization, market absorption capacity, etc.
 - b. Viable recommendations on the strategic directions to be undertaken by academia to bring the continent up to the satisfactory level in EO and geospatial & allied technologies capacities

STUDY ON SATELLITE COMMUNICATION AND APPLICATIONS

A. Backgrounder

Satellite communications in Africa cover a wide span of applications extending from the traditional telecommunication services to the use of satellite communications (SatCom) for addressing social issues on the continent. These services include among others internet access, e-learning, the provision of telephony and data transmission for remote areas, television and radio broadcasting. Currently there is no comprehensive study allowing to better understand the landscape of the SatCom in Africa as well as the way forward to fully take advantage of the SatCom. Therefore, this study will contribute to increase the knowledge on the SatCom in Africa but also to provide some ideas on the way to move forward.

B. Objective

Following the adoption by Heads of States and Governments of the African Space Policy and Strategy and the Statutes for the African Space Agency, to foster implementation the African Outer Space Programme, a flagship of the AU Agenda 2063, this baseline study on the Satellite Communication in Africa will realize a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis and how to leverage on existing initiatives with a view to inform the development of a Draft Implementation Plan of the Satellite Communication strategy and program for Africa.

C. Scope of work

The consultant is expected to perform the following activities:

- Develop inception report for the Study;
- Perform desk work assessment of the current needs, gaps, challenges and potential of the African satellite communication industry and applications;
- Identify the key elements of Draft an implementation plan for a pan African satellite communication strategy and program that is sustainable, and consistent with the African space policy and strategy
- Identify practical priority areas in the short, medium and long term. These areas must respond to African users' needs;
- Identify policy, legal and regulatory challenges (orbital slots, frequency spectrum...etc) facing the implementation plan of the African space strategy and ways to mitigate them;
- Perform cost benefit analysis for the identified priorities of satellite communication program listing real examples by African countries and regional initiatives;
- Explore the pros and cons of leveraging existing indigenous regional and continental satellite communication initiatives (such as RASCOM) to meet African users' needs.
- Define mobilization resources and mechanism of potential funding for sustainability;
- Organize a validation workshop on the draft report involving African experts;
- Finalize the report following experts' feedback and recommendations

D. Deliverables

The deliverables include:

1. A Baseline Study Report outlining the key elements for a Draft Implementation Plan for a Satellite Communication strategy and program;
2. Existing potential indigenous regional and continental satellite communication initiatives with valuable lessons and recommendations;
3. Proposal on human and financial resources mobilization mechanisms and plan.

STUDY ON ASTRONOMY AND SPACE SCIENCES

A. Backgrounder

Astronomy is a science that deals with deep space observation and study of the universe, from planets to stars and galaxies, employs ground based as well as space-based infrastructure for observations. Transferable skills from astronomy are now used in medical imaging, financial markets, time referencing in metrology laboratories and in space geodesy to determine the International Celestial Reference Frame, which is used to define the International Terrestrial Reference Frame provide precise geographic coordinates. On the other hand, the space science and the science in space allows addressing some challenges related to space weather, climate change and environmental sustainability, etc. Thus, astronomy and space science will help Africa address user needs but there is no consistent and up to date study on the matter in Africa. Therefore, the current study is about addressing this challenge of lack of updated documentation on the landscape of the astronomy and space science.

B. Objective

The purpose of this call is to undertake a comprehensive survey and analysis of space science and astronomy in Africa with the aim of understanding the accurate situation of the African context: key players, roles, responsibilities, opportunities and challenges, user requirements, existing capacities. Indeed, the comprehensive survey and gap analysis will effectively inform the development and implementation of strategic actions and programme for positioning and strengthening the space science and astronomy in Africa.

C. Scope of work

The consultant will perform the following in using and updating findings from previous studies:

- Develop and implement a survey methodology including all areas of space science and astronomy.
- Consult with various organisations and stakeholders on the space science and astronomy issues including: space communities of practice, Academia, Associations and NGOs, government departments and organisations, private sector, International organisations .
- Analyse African countries space science and astronomy policies, strategies and their implementation action plan if any as well as the level of progress;
- Analyse and interpret the survey results;
- Develop a database including all the results and findings from the survey and gap analysis.

D. Deliverables

Expected deliverables are:

1. A report on space science and astronomy including:
 - a. Developed survey methodology used for the study;
 - b. The typology and specific fields or areas the actors are involved as well as the equipment/tools and types of data usually used as well as their sources;
 - c. The types of projects with respect to space science and astronomy;
 - d. The weight or share of the space science and astronomy in the national, regional and continental economy;
 - e. The typology of national and international partners and types of the partnerships,
 - f. The trends of the space science and astronomy development in Africa: in about 10, 20 and 30 years.
 - g. Any other relevant information with respect to space science and astronomy.
2. A database of all African space science and astronomy actors. This database should include full information, among others: names, contact person or people with his or their contacts, full coordinates (email, twitter, Facebook, Instagram, address, location (country and town), etc.); date of creation, number of employees, etc.

STUDY ON SOCIO-ECONOMIC BENEFIT OF SPACE IN AFRICA

A. *Background*

*The space industry is gaining traction in the continent with significant investments by public and private entities. According to McKinsey Report of November 2013 entitled “**Lions go digital: The Internet’s Transformative Potential in Africa**”, Africa’s expenditures outside the continent to Access digital world are about \$400 billions while Africa’s contribution to create its own digital wealth is \$5 billion. For **Space in Africa (2019), African Space Industry Annual Report, 2019 Edition**, African governments budget over USD 200 million annually on space science and technology and in 2019, spent USD 717 million on acquiring satellites, all in an industry that generates over USD 7.7 billion every year through various sub-segments. According to them African space economy has increased by 40% with a 7.3% compound annual growth rate to exceed USD 10.29 billion by 2024. According to Space in Africa (2019), about 8,500 people work across the African space industry including 2,000 in commercial companies and 6,500 in governments through national space programmes and research centres.*

As one can see above, Space industry’s contribution to African economy is becoming more and more visible and significative. One also know that space science and technology is improving socioeconomic lives in Africa since it is applied and used in agriculture and food security, fisheries, mining, environment management (protection and conservation), natural resources and wildlife, water management, forestry, transportation, urbanization, telemedicine and telepidemiology, weather forecast, climate change, disaster risk reduction, peace keeping and humanitarian affairs, etc. But there is no clear and accurate understanding of the space science and technology real contribution by economic sector and how it impacts the African socioeconomic lives. Therefore, the necessity to undertake the space science and technology’s socioeconomic impacts in Africa. The related narratives will get the public to understand that contrary to popular opinion, space technologies are not a waste of money in Africa. Outcomes of this study will help to shape the narratives of the industry and see to significant industry growth and development in the next few years. Moreover, this study will help to assess how space science and technology derived services utilization has provided benefits (both economically and socially) in Africa, and how these may evolve.

B. *Objectives*

The main objective of this study is to evaluate and qualify the socio-economic benefits of space technologies and related activities to Africans across various application sectors and all socioeconomic sectors. The study will highlight specific areas based on areas relevant to African Union Agenda 2063 with sub-sectors under improvements in living standards, transformed, inclusive and sustainable economies, an integrated Africa, and a peaceful and cultural centric Africa in a global context. Specifically, this study aims at:

- Conducting sectoral assessment of economic impact on lives resulting from intervention of each of the four space segments (earth observation, navigation & positioning, SatCom, Astronomy & Space Science);
- Conducting sectoral assessment of social life improvement as a result of intervention by each of the four space segments.

C. Scope of work

The consultant will perform the selection of indicators, the literature review, the data collection, analysis of benefits and Growth. For data collection, the consultant will proceed with:

- Interviews with major and minor players;
- Interviews with third-party stakeholder;
- Field work and ground validation;
- Desk Research and Analysis.

D. Deliverables

A report including the following below will be submitted:

1. Sectoral assessment of economic impact on lives in each domain (earth observation, satcom, navigation and positioning, astronomy and space science), for each of the following four pillars:
 - a) Data and Infrastructure
 - b) Services
 - c) Capacity Building
 - d) Awareness and Engagement
2. Sectoral assessment of social life improvement as a result of intervention by each domain (earth observation, satcom, navigation and positioning, astronomy and space science), for each of the following four pillars:
 - a) Data and Infrastructure
 - b) Services
 - c) Capacity Building
 - d) Awareness and Engagement
3. The impacts should be assessed in categories of primary, secondary, tertiary and other sub-sectors. A separate table of outline is provided

III.METHODOLOGY

All the studies shall involve two main steps of data gathering

1. Data collection
2. Data validation

All the studies will apply three main methods of data collection and validation

1. Desktop study to gather secondary or tertiary data
2. Physical visits to sampled institutions to gather primary data and validate the secondary and tertiary data
3. Remote interviews and surveys to collect, follow up or validate data

The scope of data sources ranges from individuals, firms, private corporations, national, regional or international institutions and others as deemed appropriate. The following steps will be followed in presenting the deliverables: 1) inception report, 2) review of indicators, 3) mid-term delivery report, 4) final report, 5) report validation and 6) publication.

The Consultant will present a draft report to the HRST management of the AUC, which after review will make comments to the team to finalize the draft final report. The draft final report will be presented to the African space stakeholders.

IV. MATERIAL/DOCUMENT PROVIDED

- African Space Policy
- African Space Strategy
- Earth Observation private sector survey

V. QUALIFICATIONS AND EXPERIENCE

The Consultant firm will have to demonstrate to what extent its team leader and members are meeting the qualifications and experience below. The requirements are mandatory. The firm with a presence in Africa will have an advantage.

1- Legal entity and capacity

- Be a registered firm(s) and offering space related services (the applicant will have to provide the relevant legal documents proving that it is or he is legally registered).
- The firm should be tax compliant and is up to date.
- The firm should have at least seven (7) employees and it should demonstrate the availability of the 7 employees for this work.
- The firm should be led by an African (proven by the citizenship legal document of the head).

2- The Team Leader

2.1. Education

The team leader must be a holder of:

- PhD degree in statistics, economy, sociology, space science and technology with a minimum of ten years' experience or;
- Master's degree in degree in statistics, economy, sociology, space science and technology with a minimum of fifteen years' experience.

2.2. Experience

The Team leader must demonstrate the following:

- Fifteen (15) years' experience in survey in using statistics and economy principles and methodologies.
- 10 years' experience in developing or using modern remote survey approaches and tools.
- 10 years' experience in acquiring/collecting/gathering, analysing and interpreting multiscale and multitemporal statistical and economic data from various sources in different formats.
- Experience in closely working with the space community in Africa to facilitate easy/quick access and outreach to the largest possible audience targeted by a survey.
- Experience in creating African space actors and stakeholders' database from a survey.
- Experience in leading at least three similar assignments (similarity in the scope) with at least one similar assignment on any space related matters in Africa.

2.3. *Personal Skill*

The Team leader must have:

- Excellent interpersonal skills;
- Excellent quick drafting, editing and reporting skills;
- Excellent planning and organizational skills
- Excellent analytical skill
- Excellent writing and oral communication skills.

2.4. *Ability*

The Team leader must have:

- Ability to work in a multi-cultural environment
- Ability to work under pressure and with a short time notice.

2.5. *Language*

- The Team leader must be fluent in English or French. Being bilingual (English-French) is an asset.

3- The Team composition and experience

In addition to the team leader, the team must comprise the following five (5) African citizen experts:

3.1. *Earth Observation expert*

- Holding a PhD degree in remote sensing / Earth Observation, geomatics, or geoinformatics;
- 10 years' experience in teaching and developing curricula and courses in remote sensing/Earth Observation, geomatics, or geoinformatics at University level or at a recognized and well-known teaching center in Africa;
- 10 years' experience in research and development (R&D) in remote sensing / Earth Observation, geomatics, or geoinformatics in Africa
- Experience in earth observation Policy, strategy, programme and project formulation, implementation, monitoring and/or evaluation;
- 10 years' experience in working with and in the African Earth observation community;
- 10 years' experience in International and continental partnership development and implementation in the Academia with respect to Earth observation.
- Sound knowledge of the African Earth observation academia context.

3.2. *Astronomy Expert*

- Holding a PhD degree in Astronomy;
- 10 years' experience in teaching and developing curricula and courses Astronomy at University level or at a recognized and well-known teaching center in Africa;
- 10 years' experience in research and development (R&D) in Astronomy in Africa

- Experience in Astronomy Policy, strategy, programme and project formulation, implementation, monitoring and/or evaluation;
- 10 years' experience in working with the African Astronomy community,
- 10 years' experience in international and continental (in Africa) partnership development and implementation in Astronomy.
- Sound knowledge of the African Astronomy industry and services.

3.3. Space Science Expert

- Holding a PhD degree in Space Science;
- 10 years' experience in teaching and developing curricula and courses Space Science at University level or at a recognized and well-known teaching center in Africa;
- 10 years' experience in research and development (R&D) in Space Science in Africa
- Experience in Space Science Policy, strategy, programme and project formulation, implementation, monitoring and/or evaluation;
- 10 years' experience in working with the African Space Science community,
- 10 years' experience in international and continental (in Africa) partnership development and implementation in Space Science.
- Sound knowledge of the African Space Science industry and services.

3.4. Satellite Communication Expert

- Holding a PhD or Engineering degree in Telecommunications/ICT/Satellite communication;
- Relevant experience in the African region with regard to supply and demand analysis of African satellite communication infrastructure or market landscape trends, principles and indicators;
- 10 years' experience in Satellite Communication or ICT Policy, strategy, programme and project formulation, implementation, monitoring and/or evaluation;
- 10 years' experience in working with the African Satellite Communication or ICT community,
- 10 years' experience in international and continental (in Africa) partnership development and implementation in Satellite Communication or ICT.
- Sound knowledge of the African Satellite Communication or ICT industry and services.

3.5. Expert in Law and regulation

- Holding a master's degree in Law, Trade, or related fields.
- Five (5) years' experience in business and market development law and regulatory instruments
- Experience in space related law and regulatory instruments will be an asset.
- Sound Knowledge of data policy and regulation in Africa.
- Experience in development of or interpretation of regulatory policy, strategy and framework.

3.6. *Junior Economist Statistician*

- Holding a master's degree in Economy or in Statistics
- Three (3) years' experience of at least in survey processes
- Experience in space related business survey in Africa.
- Three (3) years' experience in analyzing and interpreting a range of economic or statistics data sources.
- Experience in analyzing and interpreting multiscale and multitemporal data and, classification and business structural information.
- Proficiency in the use of the statistics and economic computing tools/software.

4- Language

- The team must be made up of bilingual (English and French) employees or/and of a mixt of English and French speaking employees.

VI. TERMS AND CONDITIONS OF SERVICE

Contract and Duration of the study

- The Firm will sign a **consultancy service contract** with the African Union Commission;
- The total duration of the study shall not exceed **six (6) months**.

Responsibilities of the African Union Commission

The African Union Commission shall be responsible for:

- Payment according to the terms and condition of the contract;
- Monitoring the contract and intermediary related products/results
- Assessment and approval of all the final reports and products.
- Translation of the final report.

Organization for reporting and adoption of the report of the study

- The firm will present a draft report to the HRST management of the AUC, which after review will make comments to the firm to finalize the draft final report;
- The draft final report will be presented to the African space stakeholders.

VII. SUBMISSION

Submissions by **firms** shall include:

- Certificate of registration / certificate of incorporation
- Valid tax compliance certificate
- Brief company / organization profile in narrative form
- References of similar assignments with full contact information of clients (Name of organization, name of contact person, telephone numbers and email address)

- Signed letter confirming willingness and availability to facilitate inspection of office premises by staff of the African Union Commission to ascertain existence of key human and infrastructural capacity, prior to concluding procurement of the contract.
- For the team Leader and team members, the proof of current citizenship of an African country (national identity card, passport, etc.), and where employed.
- From the firm, the proof of full-time availability of the project team (staff or employees) for the entire duration of the contract (survey)
- Individual and separate cover letters: one for the team leader and one for each of the team members demonstrating clearly how they meet the required qualification and experience.
- Resumes (CVs) of the project team members (staff or employees).

VIII. CONCLUSION

This exercise will be undertaken through a service contract on consultancy basis. The service is subject to the AUC rules and procedures on procurement, and AUC reserves the right of selection. All qualified teams are encouraged to apply, and to observe gender balance as much as practical.

Section 5: Technical Proposal Submission Form

{*Location, Date*}

To: {*Name and address of Client*}

Sir / Madam:

We, the undersigned, offer to provide the consulting services for {*Title of consulting services and Procurement Number*} in accordance with your Request for Proposals dated {*Date*} and our Proposal. We are hereby submitting our technical Proposal,

If negotiations are held during the period of validity of the Proposal, i.e., before {*Date*} we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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

We remain,

Yours sincerely,

Authorised Signature:
Name and Title of Signatory:
Name of Firm:
Address:

B. REFERENCES

Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current US\$):
Name of Associated Consultants, If Any:		No. of Months of Professional Staff Provided by associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: _____

**C. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND
ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE CLIENT**

On the Terms of Reference:

- 1.
- 2.

On the data, services, and facilities to be provided by the Client:

- 1.
- 2.

**4D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR
PERFORMING THE ASSIGNMENT**

4E. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

F. FORMAT OF CURRICULUM VITAE (CV)

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

{Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.}

Education:

{Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.}

Languages:

{For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.}

Employment Record:

{Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.}

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

{Signature of staff member and authorized representative of the firm} Date: _____
Day/Month/Year

Full name of staff member: _____

Full name of authorised representative: _____

Section 6: Financial Proposal - Standard Forms

- 5A. Financial Proposal submission form.
- 5B. Summary of costs.
- 5C. Breakdown of price per activity.
- 5D. Reimbursable per activity.
- 5E. Miscellaneous expenses.

5A. FINANCIAL PROPOSAL SUBMISSION FORM

{Date}

To: {Name and address of Client]

Sir / Madam:

We, the undersigned, offer to provide the consulting services for {Title of consulting services and Procurement Number} in accordance with your Request for Proposals dated {Date} and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of {Amount in words and figures}. This amount is exclusive of the local taxes which shall be identified during negotiations and shall be added to the above amount.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., {Date}.

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

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

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

Yours sincerely,

Authorised Signature:
Name and Title of Signatory:
Name of Firm:
Address:

5B. SUMMARY OF COSTS

Cost Elements	Currency(ies) ⁶	Amount(s)
Total Amount of Financial Proposal		

⁶ Maximum of three currencies in addition to the Currency of the Country specified for performance of the Services.

5C. BREAKDOWN OF PRICE PER ACTIVITY

Activity No.: _____

Description: _____

Price Component	Currency(ies)	Amount(s)
Remuneration		
Reimbursables		
Miscellaneous Expenses		
Subtotal		_____

5D. REIMBURSABLE PER ACTIVITY

Activity No: _____

Name of Activity: _____

Item No.	Description	Unit	Quantity	Currency	Unit Price	Total Amount
1.	International flights	Trip				
2.	Miscellaneous travel expenses	Trip				
3.	Subsistence allowance	Day				
4.	Local transportation costs ⁷					
5.	Office rent/accommodation/ clerical assistance					
	Grand Total					_____

⁷ Local transportation costs are not included if local transportation is being made available by the Client. Similarly, in the project site, office rent/accommodations/clerical assistance costs are not to be included if being made available by the Client.

5E. MISCELLANEOUS EXPENSES

Activity No. _____

Activity Name: _____

Item No.	Description	Unit	Quantity	Currency	Unit Price	Total Amount
1.	Communication costs between _____					
	and _____					
2.						
3.	Drafting, reproduction of reports					
4.	Equipment: vehicles, computers, photocopiers, etc.					
5.	Software					
	Other (specify)					
	Grand Total					_____ _____