

REQUEST FOR EXPRESSION OF INTEREST
SELECTION OF INDIVIDUAL CONSULTANTS

REFERENCE NUMBER: MFAIT/PROC/EDF11/001/2021TFP

REQUEST FOR SERVICES

TITLE: 3PROJECT COORDINATOR FOR ZIMBABWE CHIRUNDU BORDER POST UPGRADE PROJECT FUNDED UNDER THE COMESA EDF 11 TRADE FACILITATION PROGRAMME

1. *The Ministry of Foreign Affairs and International Trade (MFAIT)* is inviting individual Consultants to submit their CV and Financial Proposal for the following services:

SHORT-TERM EXPERT (STE) - NATIONAL PROJECT COORDINATOR FOR ZIMBABWE CHIRUNDU BORDER POST UPGRADE PROJECT FUNDED UNDER THE COMESA EDF 11 TFP.

2. The Terms of References (ToRs) defining the minimum technical requirements for these services are attached as Annex 1 to this Request for Expression of Interest.
3. Only Individual Consultants are eligible for this assignment.
4. The maximum budget for this contract is for expert service/consultants' fees only. Proposals exceeding this budget will not be accepted.
5. Your Expression of Interest must be presented as per **Expression of Interest Forms** (including Cover Letter for the EOI for the position, Curriculum Vitae, Financial Proposal) attached as Annex 2 to this Request for Expression of Interest, in the English language and be accompanied by copies of all the indicated supporting documents. If the supporting documents are not in English, these shall be accompanied by a certified translation into English.
6. Your application documents clearly marked and email bearing the subject: **"MCTI/PROC/EDF11/001/2021TFP – STE NATIONAL PROJECT COORDINATOR FOR ZIMBABWE CHIRUNDU BORDER POST UPGRADE PROJECT FUNDED UNDER THE COMESA EDF 11 TRADE FACILITATION PROGRAMME"**, should be emailed to the following address:

Ministry of Foreign Affairs and International Trade
Harare, Zimbabwe.



Attention: Head, Procurement Management Unit
Email: pmumofait@mail.com

6. The deadline for submission of your application, to the address indicated in Paragraph 5 above, is: (**8 October 2021, at 17:00 Hours.**)

7. **Physical submission of applications is NOT allowed.**

8. Your CV will be evaluated against the following criteria.

S.N	Evaluation Criteria	Maximum Mark
1.	General qualifications: Education Qualifications	20
2.	Professional Work Experience	40
3.	Required skills for the Assignment	40
	Total	100

9. Your proposal should be submitted as per the following instructions:

(i) **Prices:**

The financial proposal shall be inclusive of all expenses deemed necessary by the Individual Consultant for the performance of the contract.

(ii) **Evaluation and Award of the Contract:**

Expressions of Interest determined to be formally compliant to the requirements will be further evaluated technically.

An Expression of Interest is considered compliant to the requirements if:

- It fulfils the formal requirements (see Paragraphs 2,3,4,5,6 and 7 above),
- The financial proposal does not exceed the maximum available budget for the contract.

The award will be made to the applicant who obtains the highest technical score. Expressions of Interest not obtaining a minimum score of 70% will be rejected.

(iii) **Validity of the Expression of Interest:**

Your Expression of Interest should be valid for a period of 90 days from the date of deadline for submission indicated in Paragraph 6 above.

10. The assignment is expected to commence within two (2) weeks from the date of signature of the contract by the MFAIT and the consultant.

11. Additional requests for information and clarifications can be made until 7 working days prior to deadline indicated in the paragraph 6 above, from:

The Procuring entity:

**Ministry of Foreign Affairs and International Trade (MFAIT),
Republic of Zimbabwe**

Contact person: Ambassador J. Manzou at Email: secretary@zimfa.go.zw

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ZIMBABWE

The answers on the questions received will be sent to the Applicant and all questions received as well as the answers to them will be posted on the Ministry website at the latest 3 working days before the deadline for submission of applications.

ANNEXES:

ANNEX 1: Terms of Reference (ToRs)

ANNEX 2: Expression of Interest Forms

Sincerely,

Name: Zulu M C

Title: Head of Procurement

Date: (23 September 2021)



ANNEX 1: TERMS OF REFERENCE



TERMS OF REFERENCES (ToRs)

FOR A SHORT-TERM CONSULTANT - NATIONAL PROJECT COORDINATOR

UPGRADING CHIRUNDU BORDER POST PROJECT (ZIMBABWE) UNDER COMESA EDF 11 TRADE FACILITATION PROGRAMME

1. Introduction and Background

Zimbabwe is among the 21 Member States of the Common Market for Eastern and Southern Africa (COMESA) which is the largest of the eight Regional Economic Communities (RECs) recognized by the African Union, with an evenly distributed population of above 540 million. The trade integration agenda of COMESA includes a functioning Free Trade Area (FTA) currently comprised of 16 Member States, various trade and transport facilitation instruments, the creation of a Customs Union as well as the progressive liberalization of trade in services, investments and the free movement of persons in the region. Facilitating trade among the COMESA Member States has been identified as one of the key functions that will enable all the Member States to attain each Members economic growth objectives.

In November 2018, the COMESA Secretariat and the European Union (EU) signed a Euro 48 million COMESA trade facilitation Programme (TFP) funded by the EU under the 11th European Development Fund (EDF) for the benefit of its Member States. The overall objective of the TFP is to play a fundamental role in deepening regional integration, improving inclusive regional economic growth and enhancing competitiveness of the COMESA region. The specific objectives of the TFP are to increase intra-regional trade flows of goods, persons and services by reducing the costs/delays of imports/exports at specific border posts through reduction of non-tariff barriers (NTBs), implementation of digital FTA, the WTO Trade Facilitation Agreement (TFA), and improvements of coordinated border management (CBM) and liberalization of trade in services and free movement of persons.

As part of the TFP modalities of implementation, the Ministry of Foreign Affairs and International Trade (MFAIT) of the Government of Republic of Zimbabwe and the COMESA Secretariat signed in January 2021 a sub-delegation agreement for the implementation of the coordinated border management activities and trade and transport facilitation instruments at Chirundu border post (between Zimbabwe and Zambia). The agreement is worth 4.096 820 million Euros and aims to enhance trade facilitation activities at the border post through upgrading the cross-border infrastructure and equipment, simplifying and modernizing border procedures and processes, enhancing automation and electronic exchange of information among the border agencies and raising awareness and building capacity of relevant stakeholders.

The project will be under the management and supervision of the MFAIT. It will be implemented in accordance with the agreed terms and conditions with the COMESA Secretariat and as spelt out in sub-delegation agreement. The MFAIT, a government institution tasked to spearhead the regional trade integration agenda in Zimbabwe, shall provide overall supervision for the implementation of the project through the established frameworks which include the national trade facilitation committees

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(NTFC) and relevant border agencies and key stakeholders. To support the implementation of the project, the MFAIT plans to engage consultants and short-term expertise to provide necessary technical and expertise support as and when required. In this regard, the MFAIT intends to recruit a National Project Coordinator on a short-term basis who can support the initial phase of implementation of the project.

2. Objectives

The overall objective of the consultancy for the Project Coordinator will be providing support to the coordinating Ministry (MFAIT) in coordinating the rolling out and implementation of the project interventions to ensure that the first phase of the detailed approved action plan for implementation is adhered to so as to achieve the attainment of the project objectives in line with the sub-delegation agreement signed between the COMESA Secretariat and the MFAIT.

The specific objectives of assignment for the of the coordinator include, but are not limited to the following:

- a) Coordination of the implementation of project interventions at Chirundu Border Post as per the sub-delegation agreement and Action plans under the guidance of MFAIT;
- b) Professional support in putting in place systems for smooth implementation of the project;
- c) Coordinate and assist preparations and delivery of project work plans in a way that ensures delivery of expected results;
- d) Support in preparations and procurements of required goods and services;
- e) Facilitate communication relationships of the MFAIT with the COMESA Secretariat and with national public and private sector stakeholders and project beneficiaries; and
- f) Preparation of progress reports and M & E reports.

3. Expected Results

The expected key results of the consultancy service include the following:

- a) Project implementation work plans and schedules are reviewed and submitted for approvals;
- b) Required ToRs, specifications and bid documents are prepared and submitted for approvals and advertisement as per the approved work plans;
- c) Required project consultants and services are procured as per the work plans;
- d) Financial payments are made on result basis in accordance to the ToRs and quotations and contracts within the framework of the sub-delegation agreement;
- e) Project documents (such as Aide Memoire and Budget, and quotations) required to conduct meetings, workshops are prepared and submitted as per the approved work plans;
- f) Meetings, workshops, and trainings as well as missions related to the project and organized and facilitated; and
- g) Progress reports and M & E Reports are prepared and submitted to the Coordinating Ministry.

4. Duties and Tasks of the Project Coordinator

Under the overall guidance and direct supervision of the MFAIT and technical support by the COMESA Project Team, the Project Coordinator will undertake the following duties and tasks:

- a. Coordinating project activities and liaising with the MFAIT, COMESA Secretariat, NTFC, relevant border agencies, private sector stakeholders to ensure effective implementation of the project activities;
- b. Providing management services in supervising the implementation and monitoring of the approved activities and budget performance;
- c. Coordinating the preparation of activity work plans and budgets and ensuring their timely execution as well as identifying and addressing challenges;
- d. Coordinate and support in preparation of ToRs and specifications required for procurement, Bidding Documents, Procurement and financial documents in line with the project work plans;
- e. Providing support in organizing and convening periodical meetings, workshops, and missions related to the project;

- f. Monitoring, recording and reporting of progress of the project against the Annual Work Plan and Budget;
- g. Coordinate and support project consultants and experts who would be recruited under the Project and ensuring they are working effectively and delivering expected results;
- h. Guiding the overall M&E strategy and implementation of project activities; and
- i. Undertake any other related duties and tasks as may be assigned from time to time.

5. Reporting Requirement

The Project Coordinator will be reporting to the existing structure (*International Trade Department...*) of the MFAIT.

As part of his/her duties, the coordinator will prepare and submit the following reports: Monthly, Quarterly, and Final Reports of the assignment based on applicable standards and templates.

6. Required Qualifications, Competences and Experience

The Project Coordinator should satisfy the following requirements:

Education Qualifications:

At least Master's degree in a relevant field such as Project Management, Public Administration, Management, Economics, International Trade or other related fields.

Professional experience:

- o Minimum 10 years of proven professional experience in the area of project management, planning, strategy development, policy analysis and trade related matters in either the private or public sector at national or regional organizations.
- o Good knowledge on concept and implementation of the WTO TFA and Trade Facilitation Instruments and Systems will be an added advantage.
- o Professional Experience in Zimbabwe in a field or fields relevant to regional integration and international technical cooperation will be an added advantage.
- o Knowledge and experience of the COMESA and EDF Procurement Regulations and Procedures in implementing related projects would be an asset.

Required Skills:

- o Computer skills in various MS Office applications (Excel, Word, PowerPoint).
 - o Excellent organizational and communication.
 - o Ability to organize and implement multi-sectoral national meetings, workshops and trainings;
 - o Excellent in presentations and report writing.
 - o Ability to work in a team environment under minimum supervision.
 - o Ability and experience across a broad range of programmatic and administrative functions: budget/work Programme, procurement, audit, evaluation, etc.
 - o Ability to work with people of diverse cultural, education, socio-economic, and linguistic/ethnic backgrounds.
 - o Experience and understanding of the monitoring and evaluation framework.
- Ability to multi-task and must be a quick learner who focuses on high productivity and results.

7. Duration of the Contract and Working Schedule

The Project Coordinator will be recruited for 6 months as a short-term expert, attached to the Ministry of Foreign Affairs and International Trade, which shall be responsible for his/her direct supervision.

The Consultancy assignment will be effective from the date of signature by both sides and is expected to be commenced within two (2) weeks from the date of signature of the contract by the MFAIT and the consultant. For this the applicant should confirm on his application of his availability to start work immediately after signing the contract.



During the contract period, the Consultant shall observe official working hours of the duty station and may be expected to work beyond the official working hours at no extra cost.

8. Official Duty Station and Location of the coordinator

The Project Coordinator will be based in office of the Ministry of Foreign Affairs and International Trade a located in Harare, Zimbabwe with possibilities of travels to the border posts and other missions outside Lilongwe to undertake duties related to the project.

9. Conditions and Payment of the Consultancy Service Contract

The Project Coordinator will be engaged on short term basis under the EDF -11 TFP, sub-delegation agreement signed between the COMESA Secretariat and the MFAIT.

The maximum monthly fee of five thousand (5 000usd) will be payable as an all-inclusive lump-sum in equal monthly installments: *no additional payments will be due to the Project Coordinator for any other requirements such as medical benefits, local transport, schooling allowances, insurance, pension funds, taxes etc.*

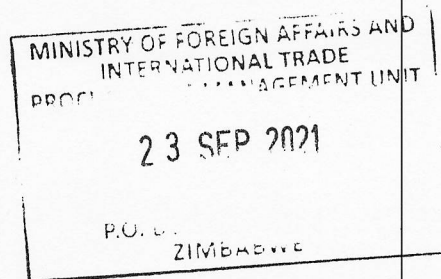
However, when travelling on duty for purposes of this contract, the Project Coordinator will be entitled to travel related expenses such *asper diem* allowance at the COMESA ruling rate for missions that will be undertaken as per the Terms of References. Where an authorized travel is sponsored by another organization or institution, the ruling rate of that institution shall apply.

The monthly fee will be paid on satisfactory accomplishment of the expected tasks and supported by source of evidence.

10. Selection criteria for individual consultants

The successful Individual Consultant will be chosen based on the following evaluation criteria.

S.N	Evaluation Criteria	Maximum Mark
1.	<i>General qualifications: Education Qualifications</i>	20
2.	<i>Professional Work Experience</i>	40
3.	<i>Required skills for the Assignment</i>	40
Total		100



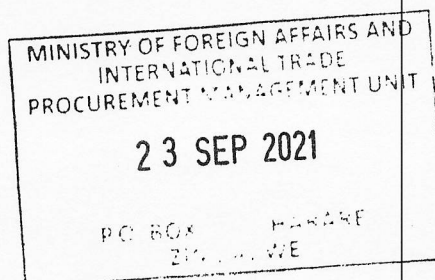
ANNEX 2: Expression of Interest Forms

A. COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE POSITION

B. CURRICULUM VITAE

C. FINANCIAL

PROPOSAL



A. COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT

REFERENCE NUMBER: MFAIT/PROC/EDF11/001/2021TFP

REQUEST FOR SERVICES TITLE: STE - NATIONAL PROJECT COORDINATOR FOR ZIMBABWECHIRUNDU BORDER POST UPGRADE PROJECT FUNDED UNDER THE COMESA EDF 11 TRADE FACILITATION PROGRAMME

[Location, Date]

To: Ministry of Foreign Affairs and International Trade

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the **STE - NATIONAL PROJECT COORDINATOR FOR ZIMBABWECHIRUNDU BORDER POST UPGRADE PROJECT FUNDED UNDER THE COMESA EDF 11 TRADE FACILITATION PROGRAMME** in accordance with your Request for Expression of Interests number **MFAIT/PROC/EDF11/001/2021TFP**, dated [insert date] for the sum of [Insert amount(s) in words and figures]. This amount is lumpsum, inclusive of all expenses deemed necessary for the performance of the contract in accordance with the Terms of References requirements.

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

My proposal is binding upon me for the period indicated in Paragraph 9 (iii) of this Request for Expression of Interest.

I undertake, if my 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 of 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: _____



B. CURRICULUM VITAE
[insert full name]

1. Family name: *[insert the name]*
 2. First names: *[insert the names in full]*
 3. Date of birth: *[insert the date]*
 4. Nationality: *[insert the country or countries of citizenship]*
 5. Physical address: *[insert the physical address]*
 6. Postal address
 7. Phone: *[Insert Postal Address]*
 8. E-mail: *[insert the phone and mobile no.]*
[Insert E-mail address(es)]
 9. Education:

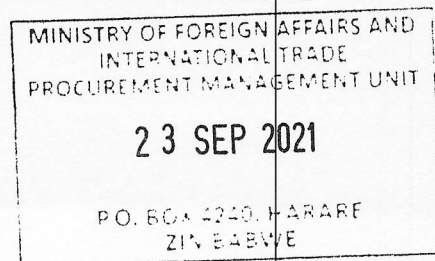
Institution: [Date from – Date to]	Degree(s) or Diploma(s) obtained:
<i>[indicate the month and the year]</i>	<i>[insert the name of the diploma and the specialty/major]</i>
<i>[indicate the month and the year]</i>	<i>[insert the name of the diploma and the specialty/major]</i>

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

Language	Reading	Speaking	Writing
<i>[insert the language]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>
<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>

11. Membership of professional bodies: *[indicate the name of the professional body]*
 12. Other skills: *[insert the skills]*
 13. Present position: *[insert the name]*
 14. Years of experience: *[insert the no]*
 15. Key qualifications: (Relevant to the assignment)
[insert the key qualifications]
 16. Specific experience in the region:

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



17. Professional experience:

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

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23 SEP 2021

 P.O. BOX 1700 HARARE
 ZIMBABWE

18. Other relevant information: (e.g. Publications)

[insert the details]

19. Statement:

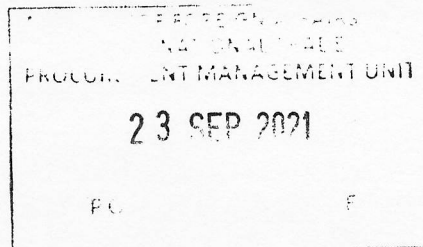
I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I hereby declare that at any point in time, at the Ministry of Foreign Affairs and International Trade's request, I will provide certified copies of all documents to prove that I have the qualifications and the professional experience as indicated in points 8 and 14 above¹, documents which are attached to this CV as photocopies.

By signing this statement, I also authorize the Ministry of Foreign Affairs and International Trade 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 point 9*
2) *Proof of working experience indicated at point 15*



¹ *The proof of stated qualifications shall be in the form of the copies of the degrees and diploma obtained, while for the professional experience the proof shall be either acknowledgement letters from the previous employers or copies of the Purchase Order/ Contract signed with them.*

C. FINANCIAL PROPOSAL

REFERENCE NUMBER:MFAIT/PROC/EDF11/001/2021TFP – STE- NATIONAL PROJECT COORDINATOR FOR ZIMBABWECHIRUNDU BORDER POST UPGRADE PROJECT FUNDED UNDER THE COMESA EDF 11 TRADE FACILITATION PROGRAMME

Please insert your Total Financial Offer in both words and figures.

TOTAL FINANCIAL OFFER (\$USD)	<i>[please insert the total financial offer in number]</i>
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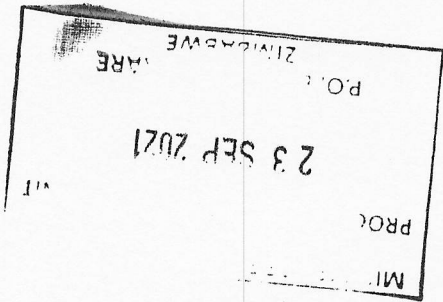
[Please insert the Total Financial Offer in words].

Signature *[In full and initials]*: _____

Name and Title of Signatory: _____

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23 SEP 2021
P.O. BOX 4.
ZIMBABWE

OFFICE OF THE
INTERNATIONAL TRADE
PROCUREMENT MANAGEMENT UNIT
23 SEP 2021



TERMS OF REFERENCES (ToRs)

FOR A SHORT-TERM CONSULTANT - NATIONAL PROJECT COORDINATOR

**UPGRADING CHIRUNDU BORDER POSTS PROJECT (ZIMBABWE)
UNDER COMESA EDF 11 TRADE FACILITATION PROGRAMME**

1. Introduction and Background

Zimbabwe is among the 21 Member States of the Common Market for Eastern and Southern Africa (COMESA) which is the largest of the eight Regional Economic Communities (RECs) recognized by the African Union, with an evenly distributed population of above 540 million. The trade integration agenda of COMESA includes a functioning Free Trade Area (FTA) currently comprised of 16 Member States, various trade and transport facilitation instruments, the creation of a Customs Union as well as the progressive liberalization of trade in services, investments and the free movement of persons in the region. Facilitating trade among the COMESA Member States has been identified as one of the key functions that will enable all the Member States to attain each Members economic growth objectives.

In November 2018, the COMESA Secretariat and the European Union (EU) signed a Euro 48 million COMESA trade facilitation Programme (TFP) funded by the EU under the 11th European Development Fund (EDF) for the benefit of its Member States. The overall objective of the TFP is to play a fundamental role in deepening regional integration, improving inclusive regional economic growth and enhancing competitiveness of the COMESA region. The specific objectives of the TFP are to increase intra-regional trade flows of goods, persons and services by reducing the costs/delays of imports/exports at specific border posts through reduction of non-tariff barriers (NTBs), implementation of digital FTA, the WTO Trade Facilitation Agreement (TFA), and improvements of coordinated border management (CBM) and liberalization of trade in services and free movement of persons.

As part of the TFP modalities of implementation, the Ministry of Foreign Affairs and International Trade (MFAIT) of the Government of Republic of Zimbabwe and the COMESA Secretariat signed in February 2021 a sub-delegation agreement for the implementation of the coordinated border management activities and trade and transport facilitation instruments at Chirundu border post (between Zimbabwe and Zambia). The agreement is worth 4.096 820 million Euros and aims to enhance trade facilitation activities at the border post through upgrading the cross-border infrastructure and equipment, simplifying and modernizing border procedures and processes, enhancing automation and electronic exchange of information among the border agencies and raising awareness and building capacity of relevant stakeholders.

The project will be under the management and supervision of the Ministry of Foreign Affairs and International Trade (MFAIT). It will be implemented in accordance with the agreed terms and conditions with the COMESA Secretariat and as spelt out in sub-delegation agreement. The MFAIT, being a government institution tasked to spearhead the regional trade integration agenda in Zimbabwe, shall provide overall supervision for the implementation of the project through the established frameworks which include the National Trade Facilitation Committee (NTFC) comprised of relevant border agencies and key stakeholders. To support the implementation of the project, the MFAIT plans to engage consultants and short-term expertise to provide

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ZIMBABWE

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necessary technical and expertise support as and when required. In this regard, the MFAIT intends to recruit a National Project Coordinator on a short-term basis who can support the initial phase of implementation of the project.

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2. Objectives

The overall objective of the consultancy for the Project Coordinator will be providing support to the coordinating Ministry (MFAIT) in coordinating the rolling out and implementation of the project interventions to ensure that the first phase of the detailed approved action plan for implementation is adhered to so as to achieve the attainment of the project objectives in line with the sub-delegation agreement signed between the COMESA Secretariat and the MFAIT.

The specific objectives of assignment for the of the coordinator include, but are not limited to the following:

- a) Coordination of the implementation of project interventions at Chirundu Border Post as per the sub-delegation agreement and Action plans under the guidance of MFAIT;
- b) Professional support in putting in place systems for smooth implementation of the project;
- c) Coordinate and assist preparations and delivery of project workplans in a way that ensures delivery of expected results;
- d) Support in preparations and procurements of required goods and services;
- e) Facilitate communication relationships of the MFAIT with the COMESA Secretariat and with national public and private sector stakeholders and project beneficiaries; and
- f) Preparation of progress reports and M & E reports.

3. Expected Results

The expected key results of the consultancy service include the following:

- a) Project implementation work plans and schedules are reviewed and submitted for approvals;
- b) Required ToRs, specifications and bid documents are prepared and submitted for approvals and advertisement as per the approved work plans;
- c) Required project consultants and services are procured as per the work plans;
- d) Financial payments are made on result basis in accordance to the ToRs and quotations and contracts within the framework of the sub-delegation agreement;
- e) Project documents (such as Aide Memoire and Budget, and quotations) required to conduct meetings, workshops are prepared and submitted as per the approved work plans;
- f) Meetings, workshops, and trainings as well as missions related to the project and organized and facilitated; and
- g) Progress reports and M & E Reports are prepared and submitted to the Coordinating Ministry.

4. Duties and Tasks of the Project Coordinator

Under the overall guidance and direct supervision of the MFAIT and technical support by the COMESA Project Team, the Project Coordinator will undertake the following duties and tasks:

- a. Coordinating project activities and liaising with the MFAIT, COMESA Secretariat, NTFC, relevant border agencies, private sector stakeholders to ensure effective implementation of the project activities;
- b. Providing management services in supervising the implementation and monitoring of the approved activities and budget performance;
- c. Coordinating the preparation of activity work plans and budgets and ensuring their timely execution as well as identifying and addressing challenges;
- d. Coordinate and support in preparation of ToRs and specifications required for procurement, Bidding Documents, Procurement and financial documents in line with the project work plans;

- e. Providing support in organizing and convening periodical meetings, workshops, and missions related to the project;
- f. Monitoring, recording and reporting of progress of the project against the Annual Work Plan and Budget;
- g. Coordinate and support project consultants and experts who would be recruited under the Project and ensuring they are working effectively and delivering expected results;
- h. Guiding the overall M&E strategy and implementation of project activities; and
- i. Undertake any other related duties and tasks as may be assigned from time to time.

5. Reporting Requirement

The Project Coordinator will be reporting to the *department of International Trade of MFAIT*.

As part of his/her duties, the coordinator will prepare and submit the following reports: Monthly, Quarterly, and Final Reports of the assignment based on applicable standards and templates.

6. Required Qualifications, Competences and Experience

The Project Coordinator should satisfy the following requirements:

Education Qualifications:

At least Master's degree in a relevant field such as Project Management, Public Administration, Management, Economics, International Trade or other related fields.

Professional experience:

- o Minimum 10 years of proven professional experience in the area of project management, planning, strategy development, policy analysis and trade related matters in either the private or public sector at national or regional organizations.
- o Good knowledge on concept and implementation of the WTO TFA and Trade Facilitation Instruments and Systems will be an added advantage.
- o Professional Experience in Zimbabwe in a field or fields relevant to regional integration and international technical cooperation will be an added advantage.
- o Knowledge and experience of the COMESA and EDF Procurement Regulations and Procedures in implementing related projects would be an asset.

Required Skills:

- o Computer skills in various MS Office applications (Excel, Word, PowerPoint).
 - o Excellent organizational and communication.
 - o Ability to organize and implement multi-sectoral national meetings, workshops and trainings;
 - o Excellent in presentations and report writing.
 - o Ability to work in a team environment under minimum supervision.
 - o Ability and experience across a broad range of programmatic and administrative functions: budget/work Programme, procurement, audit, evaluation, etc.
 - o Ability to work with people of diverse cultural, education, socio-economic, and linguistic/ethnic backgrounds.
 - o Experience and understanding of the monitoring and evaluation framework.
- Ability to multi-task and must be a quick learner who focuses on high productivity and results.

7. Duration of the Contract and Working Schedule

The Project Coordinator will be recruited for 6 months as a short-term expert, attached to the Ministry of Foreign Affairs and International Trade, which shall be responsible for his/her direct supervision.



The Consultancy assignment will be effective from the date of signature by both sides and is expected to be commenced within two (2) weeks from the date of signature of the contract by the MFAIT and the consultant. For this the applicant should confirm on his application of his availability to start work immediately after signing the contract.

During the contract period, the Consultant shall observe official working hours of the duty station and may be expected to work beyond the official working hours at no extra cost.

8. Official Duty Station and Location of the coordinator

The Project Coordinator will be based in office of the Ministry of Foreign Affairs and International Trade located in Harare, Zimbabwe with possibilities of travels to the border posts and other missions outside Lilongwe to undertake duties related to the project.

9. Conditions and Payment of the Consultancy Service Contract

The Project Coordinator will be engaged on short term basis under the EDF -11 TFP, sub-delegation agreement signed between the COMESA Secretariat and the MFAIT.

The maximum monthly fee of will be payable as an all-inclusive lump-sum in equal monthly installments: *no additional payments will be due to the Project Coordinator for any other requirements such as medical benefits, local transport, schooling allowances, insurance, pension funds, taxes etc.*

However, when travelling on duty for purposes of this contract, the Project Coordinator will be entitled to travel related expenses such as *per diem* allowance at the COMESA ruling rate for missions that will be undertaken as per the Terms of References. Where an authorized travel is sponsored by another organization or institution, the ruling rate of that institution shall apply.

The monthly fee will be paid on satisfactory accomplishment of the expected tasks and supported by source of evidence.

10. Selection criteria for individual consultants

The successful Individual Consultant will be chosen based on the following evaluation criteria.

S.N	Evaluation Criteria	Maximum Mark
1.	<i>General qualifications: Education Qualifications</i>	20
2.	<i>Professional Work Experience</i>	40
3.	<i>Required skills for the Assignment</i>	40
Total		100

