

MARCHÉ COMMUN DE  
L'AFRIQUE ORIENTALE  
ET AUSTRALE

COUR DE JUSTICE

Tel: +260762457594

E-mail: info@comesacourt.org

COMMON MARKET FOR EASTERN AND  
SOUTHERN AFRICA



COMESA



COURT OF JUSTICE

السوق المشتركة للشرق  
والجنوب الأفريقي  
محكمة العدل

COMESA Centre  
Ben Bella Road  
P O Box 30051  
LUSAKA 10101  
Zambia

OFFICE OF THE REGISTRAR

---

**REQUEST FOR PROPOSALS**

**CONSULTANCY FOR DEVELOPMENT OF A COMMUNICATION  
STRATEGY**

**RFP Ref: CCJ/PRM/LUN/3/23**

**OCTOBER 2023**

## **1. Background**

The Court of Justice of the Common Market for Eastern and Southern Africa (CCJ Court of Justice hereafter referred to as “the CCJ”) was established in 1994 under Article 7 of the COMESA Treaty (the Treaty) as one of the Organs of the Common Market.

The Court’s primary function is to uphold the rule of law in the enforcement of the COMESA Treaty by ensuring adherence to the law in the interpretation and application of the Treaty.

The CCJ now invites sealed proposals from eligible individuals for the provision of consultancy services for development of a Communication Strategy.

## **2. Scope**

The work under this consultancy will focus on strategic communication and developing a strategy that is aligned with the broader goals of the CCJ, strengthening the visual identity of the CCJ to enhance its visibility, defining awareness-raising approaches and advise on the use of communication methods and tools, guidance on work with media to inform and influence CCJ’s audience by effectively communicating the impacts and value of the CCJ initiatives.

## **3. Terms of Reference**

The specific ToRs are provided in [Annex 1](#) to this Request for Proposals.

## **4. Schedules and Dates**

The following schedule includes key milestones and their associated completion dates and is provided primarily for planning purposes. The CCJ may modify the consultancy timeline at its discretion.

<b>Indicative Timelines</b>	<b>Milestone</b>
23 October 2023	Issue RFP
30 October 2023	End of inquiry period for RFP clarification (bidder)
03 November 2023	Response to inquiries shared and published on the CCJ website
23 November 2023	Deadline for submission of proposals
04 December 2023	Consultant selected and Notification of Intention to Award Contract
15 December 2023	Agreement with consultant signed
22 January 2024	Services starting date

Draft contract terms are provided as [Annex 2](#) to this request for proposals.

## **5. Eligibility of Consultants**

### General Qualification

Education: Master's degree in strategic/corporate communications, public relations, development communication or any other related field.

### Professional experience:

- (i) At least Ten years of experience in strategic communication which must include developing communication strategies and action plans at regional and national level.
- (ii) Proven experience in developing communication strategies and action plans for judicial bodies will be an added advantage.
- (iii) Excellent writing, editing, reporting, and oral communication skills in English.

## **6. Commencement of Work**

The expected date for commencement of the services is 08 December 2023.

## **7. Criteria for Evaluation of Consultants**

Bidders must provide both Technical and Financial proposals. The evaluation shall be based on the following attributes:

<b>Criteria, sub-criteria</b>	<b>Points</b>
<b>Understanding of the objectives and requirements of the assignment</b>	<b>5</b>
<b>Adequacy of the Approach/Methodology and Work Plan</b>	
Strategy/methodology for implementing the assignment	25
Timetable of activities	10
<b>Total score for Approach and Methodology</b>	<b>35</b>
<b>Relevant experience in similar assignments</b>	<b>30</b>
<b>Qualifications and Experience</b>	
Qualification and Skills	10
General Professional experience	10
Specific Professional experience relevant to the assignment	10
<b>Total score for Consultant's Qualifications and Experience</b>	<b>30</b>
<b>Total Overall Score</b>	<b>100</b>

The proposals must be submitted with a cover letter containing confirmation that you have understood the Terms of Reference for the assignment.

The Technical proposal will be assigned a weight of 80% and the financial proposal will be weighted at 20%.

## **8. Submission of Proposals**

Proposals shall be submitted in password protected electronic format as per the instructions below and by the closing date set forth in Paragraph 9 to:

**The Registrar**

**COMESA Court of Justice**

Email: [procurement@comesacourt.org](mailto:procurement@comesacourt.org)

With copy to: [info@comesacourt.org](mailto:info@comesacourt.org)

**NOTE:** If the proposals are not submitted in two separate password protected electronic folders, the CCJ shall not assume responsibility for premature opening and may at its discretion reject the proposal. The passwords will be requested from the consultants on 24 November 2023 between 09.00 and 17.00 Hours SAST.

The first folder will be marked "TECHNICAL PROPOSAL" and the second folder will be marked "FINANCIAL PROPOSAL". The folder containing the financial proposal will ONLY be opened if the technical offer attains the pass score of seventy per cent (70%).

Submission of a proposal shall be deemed to constitute an acknowledgement by the Bidders that all obligations stipulated by this RFP will be met and unless specified otherwise, the Bidders has read, understood and agreed to all the instructions provided in this RFP.

This RFP does not commit the CCJ to award a Contract. Any proposal submitted will be regarded as a proposal by the Bidders and not as an acceptance by the Bidders of any proposal by the CCJ.

#### **9. Cost of Proposal Preparation**

The bidders shall bear any, and all costs and expenses related to the preparation and/or submission of a proposal, regardless of whether its Proposal is selected or not.

#### **10. Closing date of tender**

Tenders must be submitted to the CCJ on or before 23 November 2023 before 12.00 Midnight SAST.

#### **11. Budget**

The Financial proposal shall not exceed the available budget of **US\$6,000**. Where travel is required and approved by the Registrar, the CCJ will pay Daily Subsistence Allowance at the CCJ ruling rate and procure economy class air tickets where necessary.

#### **12. Pricing**

All prices **MUST** be indicated in USD.

There will be no price variation after signing of contract except upon a mutual written agreement between the two parties.

The price quoted shall be considered as representative of all the services required by the CCJ as contained in this Request for Proposal.

Prices must be exclusive of all taxes. The CCJ is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use.

### **13. Clarifications**

Technical queries for clarification related to this tender should be submitted to the Procurement Officer; exclusively in writing, via e-mail: [esimon@comesacourt.org](mailto:esimon@comesacourt.org) with a copy to [Lsinnary@comesacourt.org](mailto:Lsinnary@comesacourt.org) on or before 03 November 2023 no later than 17.00 Hours SAST. No communication, written or verbal, is allowed in connection with this RFP, with any CCJ staff members other than Procurement Officers. Queries received after the above deadline shall not be considered.

In order to maintain transparency, all Bidders' requests for clarifications and the CCJ responses will be recorded and circulated to all Bidders, without indicating the source of the request.

Bidders who wish to receive responses to the queries should register with the Procurement Officers using above mentioned addresses.

### **14. Amendment of the RFP**

At any time prior to the deadline for submission of Proposals, the CCJ may amend this RFP by issuing Addenda.

All Addenda issued shall be part of this RFP. The Addenda shall be posted on the CCJ website and communicated in writing to all Consultants who have registered interest in submitting a proposal.

To give prospective Consultants reasonable time in which to take an Addendum into account in preparing their Proposals, the CCJ may extend the deadline for the submission of Proposals at its sole discretion.

## **15. Validity of Proposals**

Proposals shall be irrevocable and remain valid for acceptance for at least **90** calendar days, commencing on the Closing Time.

If deemed necessary by the CCJ, Bidders may be requested to extend the validity of their Proposals for an additional period(s), in order to finalise the solicitation process. If the extension of the validity period is accepted by a Bidder, the Bidder will not be permitted to otherwise modify or consequently withdraw its Proposal.

## **16. Availability of the Consultant**

Having selected the Consultant on the basis of, among other things, their individual competence and experience, the CCJ expects to negotiate a Contract with the Consultant named in the Technical Proposal.

## **17. Notification of Contract Award**

Prior to Notification of the award constituting the formation of the contract, a Notification of the Intention to Award will be communicated to all bidders. The contract will be awarded 10 days after the date of transmission of the Notification of Intention to Award if there shall be no challenges during the Standstill Period.

## **18. Bid Challenge**

Consultants may challenge the results of a procurement only according to the rules established in the Bid Challenge System as provided in the CCJ Procurement Rules.

## **19. Commencement Date**

The Consultant is expected to commence the assignment on 22 January 2024.

## **20. Publication of Contract Award**

After the Award of Contract, the CCJ shall publish on its website, and COMESA websites, the results identifying the procurement, the name of the winning Consultant and the price, duration, and summary scope of the contract. The same information shall be sent to all Consultants who have submitted proposals.

## 21. Financial Proposal - Standard Bidding Form

Bidders are advised to use the standard Tender Form below as sample format and modify it to cover all relevant costs or charges.

There will be no price variation of the tender.

Bidders are advised to disclose any other relevant information on a separate sheet of paper.

### Financial Proposal Form

	AMOUNT IN USD
TOTAL PROFESSIONAL FEE	
OTHER RELEVANT EXPENSES	
VAT AND ALL OTHER TAXES	EXCLUSIVE

**Amount in words:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Submitted by:**

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

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



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

**ANNEX 1. TERMS OF REFERENCE**

*[ Insert here the Terms of Reference for the specific Services to be provided by the Consultant and Activities to be provided or performed by the Parties to the Contract]*

**ANNEX 2. CONTRACT AGREEMENT**

*[insert here the CCJ Contract Agreement including terms and conditions]*