



**COMESA FEDERATION OF WOMEN IN BUSINESS
(COMFWB)**

REQUEST FOR EXPRESSION OF INTEREST

**SERVICES TITLE: SHORT TERM CONSULTANCY FOR REVIEWING THE COMFWB
CHARTER AND DRAFTING COMFWB BOARD CHARTER**

REF: COMFWB/CS/CC/BC/8/08/2025

August 8th, 2025

1. **The COMFWB Secretariat** is inviting Individual Consultants to submit their CV and Financial Proposal for the following services:

SHORT TERM CONSULTANCY FOR REVIEWING THE COMFWB CHARTER AND DRAFTING COMFWB BOARD CHARTER

The Terms of Reference defining the minimum technical requirements for these services are attached as Annex 1 to this Request for Expression of Interest.

2. **Only Individual Consultants are eligible for this assignment.**
3. The maximum budget for this contract is **US\$5,000.00** for expert service/ consultants' fees only. Proposals exceeding this budget will not be accepted.
4. Your Expression of Interest must be presented as per Expression of Interest Forms 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.

Your application documents clearly marked and email bearing the subject “: **SHORT TERM CONSULTANCY FOR REVIEWING THE COMFWB CHARTER AND DRAFTING COMFWB BOARD CHARTER**

should be emailed to the following address:

JMasanche@comesa.int

And copy to

comfwb@comesa.int

5. The deadline for submission of your application, to the address indicated above, is:

25 August 2025 at 16:00hours Malawi time

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

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

S/No.	Criteria	Maximum points allocated
1	General qualifications	20
2	Adequacy for the assignment	60
3	Experience in the region	20
	Total	100

8. 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:

- 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 4 above.

9. The assignment is expected to commence within two (2) weeks from the signature of the contract.
10. 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: **COMFWB Secretariat**

Contact person: **Head of Procurement**

E-mail: JMasanche@comesa.int

Copy to

comfwb@comesa.int

ANNEXES:

ANNEX 1: **Terms of Reference**

ANNEX 2: **Expression of Interest Forms**



ANNEX 1: TERMS OF REFERENCE

**COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA (COMESA)
FEDERATION OF NATIONAL ASSOCIATION OF WOMEN IN BUSINESS
(COMFWB)**

**RECRUITMENT OF A CONSULTANT FOR REVIEWING THE COMFWB
CHARTER AND DRAFTING OF COMFWB BOARD CHARTER**

REF- COMFWB/CS/CC/BC/8/08/2025

August 8th, 2025

1. Background

Common Market for Eastern and Southern Africa (COMESA) Federation of National Association of Women in Business (COMFWB) is one of COMESA institution supporting the development and participation of women owned SMEs in regional integration.

The COMESA Treaty under Article 154 and 155 acknowledges critical role that women play in their social economic spheres in line with the COMESA gender policy. COMESA has set up two institutions and agencies supporting private sector development. The COMESA Federation of National Association of Women in Business (COMFWB) is one of the COMESA institutions with a mandate of supporting women led private sector organizations.

COMFWB has been implementing its medium-term strategic plan which focus on supporting provision of business development services to entrepreneurs and creating Jobs for women and youths through creation and strengthening of existing Business incubation centres.

The COMFWB General Assembly and the COMESA Council of Ministers have made decisions on the need to strengthen the Legal instruments of COMFWB such as the COMFWB Charter and the COMFWB Board Charter.

2. Objectives

To provide legal advisory services to COMFWB Secretariat:

- a. In drafting the proposed amendments to the Charter
- b. Drafting the Board Charter

3. Scope of Work

COMFWB seeks an individual, organization or firm to provide consultancy services to provide legal advisory services. The Scope of Work is as follows:

- i. Review and propose the articles of the COMFWB Charter
- ii. Review the Draft proposed amendments to the articles.
- iii. Draft amendment to the articles of the Charter
- iv. Draft the Board Charter
- v. Present the proposed amendments and draft Board Charter to COMFWB

4. Assignment Duration

The anticipated period for this scope of work is 1 month.

5. Expected Results and Deliverables

The consultant/firm, once contracted, is expected to provide COMFWB with the following deliverables:

1. A report detailing the section of COMFWB Charter to be revised.
2. Presentation made to COMFWB on the proposed amendment.
3. Draft COMFWB Board Charter

6. Required expertise and qualification.

1. Degree in Law or any relevant qualification
2. At least Five (5) years relevant experience in providing legal services.
3. Demonstrated experience and skills in facilitating stakeholder/working group consultations.
4. Demonstrated knowledge and experience in developing policies, and regulations especially around business and trade.
5. Familiarity with, as well as experience concerning, the instruments of COMESA, other regional and international intergovernmental organizations.
6. Excellent communication and presentation skills
7. Relevant regional and international experience will be an added advantage.

ANNEX 2: EXPRESSION OF INTEREST FORMS

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A. COVER LETTER FOR THE EXPRESSION OF INTEREST

**REQUEST FOR SERVICES TITLE: - REVIEWING THE COMFWB CHARTER
AND DRAFTING COMFWB BOARD CHARTER**

Country, Date

To: COMFWB Secretariat

Dear Sirs:

I, _____ the undersigned, offer to provide the consulting services for the **SHORT-TERM CONSULTANCY TO REVIEW THE COMFWB CHARTER AND DRAFT THE COMFWB BOARD CHARTER**

in accordance with your Request for Expression of Interests number, dated

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

1. Family name:
2. First names:
3. Date of birth:
4. Nationality:

5. Physical address:
6. Postal address
7. Phone:
8. E-mail:
9. Education:

Institution: [Date from – Date to]	Degree(s) or Diploma(s) obtained:

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

Language	Reading	Speaking	Writing
English			
Arabic			
French			

11. Membership of professional bodies:

12. Other skills:

13. Present position:

14. Years of experience:

15. Key qualifications:

16. Specific experience in the region:

Country	Date from - Date to

17. Professional experience:

Date from – Date to	Location of the assignment	Company& reference person (name & contact details)	Position	Description

18. Other relevant information:

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 COMFWB Secretariat'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 COMFWB Secretariat 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

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.*