



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

**Request For Technical and Financial Proposals to Develop COMFWB'S
Digital Monitoring Evaluation Accountability and Learning System (MEAL)**

• **REF: COMFWB/CS/MEAL/EM/25/09/2026**

REQUEST FOR EXPRESSION OF INTEREST
SELECTION OF INDIVIDUAL CONSULTANTS
REFERENCE NUMBER: COMFWB/CS/MEAL/EM/15/5/2026

DATE: 25/09/2026

REQUEST FOR SERVICES TITLE: DEVELOP COMFWB'S DIGITAL MONITORING EVALUATION ACCOUNTABILITY LEARNING SYSTEM (MEAL)

1. INVITATION

The COMFWB Secretariat is inviting individuals, organizations, or firm Consultants (individual or consortium) to submit their CVs, Technical proposal and Financial Proposal for the following services:

SHORT TERM CONSULTANCY TO DEVELOP COMFWB'S DIGITAL MONITORING EVALUATION ACCOUNTABILITY LEARNING SYSTEM (MEAL)

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. ELIGIBILITY

Individual, organizational, or firm Consultants (individual or consortium) are eligible for this assignment.

3. BUDGET

The maximum budget for this contract is **US\$10,000.00** for expert service/ consultants' fees only. Proposals exceeding this budget will not be accepted.

4. SUBMISSION REQUIREMENTS

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 DEVELOP COMFWB'S DIGITAL MONITORING EVALUATION ACCOUNTABILITY LEARNING SYSTEM (MEAL)"

should be emailed to the following addresses:

 jmasanche@comesa.int

 Copy: comfwb@comesa.int

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

15 Oct 2026, at 16:00hours Malawi time

6. Physical submission of applications is not allowed.
7. Your CV and Technical Proposal will be evaluated against the following criteria.

S/No.	Criteria	Maximum allocated points
1	General qualifications	20
2	Adequacy for the assignment	60
3	Experience in the region	15
4.	Language proficiency	5
	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 with a copy to comfwb@comesa.int

ANNEXES:

ANNEX 1: Terms of Reference

ANNEX 2: Expression of Interest Form



ANNEX 1: TERMS OF REFERENCE

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

**SHORT-TERM CONSULTANCY TO DEVELOP COMFWB'S DIGITAL
MONITORING EVALUATION ACCOUNTABILITY AND LEARNING SYSTEM
(MEAL)**

1. BACKGROUND

The Common Market for Eastern and Southern Africa (COMESA) is a Regional Economic Community committed to promoting regional integration through trade development and facilitation.

The COMESA Federation of National Associations of Women in Business (COMFWB), a specialized institution of COMESA, supports women and youth entrepreneurs engaged in business activities in the COMESA region.

The COMFWB strategic Plan (2026-2030) seeks to achieve six strategic objectives and one of them is **Strengthening Institutional Capacity and Governance**, which includes Effective Planning, Coordination, Partnership, Monitoring, Evaluation Learning (MEAL) and Reporting for all outputs. The COMFWB Strategic Plan supports strengthening of systems at COMFWB that will enhance effective implementation and reporting on the COMFWB programmes. The MEAL System will generate appropriate knowledge products and decision support tools for use in the COMESA region, as well as enhance evaluation of the impact and effectiveness of COMFWB programmes based on the COMESA Result Oriented Monitoring (ROM) System. The system should also be interoperable with other COMFWB organisations and COMFWB national chapters MEAL systems to harmonise joint reporting.

COMFWB seeks to engage a consultant to support the Secretariat in developing the Monitoring, Evaluation accountability and Learning (MEAL) System which strengthen its results-based management through the establishment of a **robust, integrated, and digital MEAL system**.

The system will facilitate real-time tracking of programme performance, enhance accountability to stakeholders, and promote data-driven decision-making and organizational learning, capturing new indicators, baseline datasets, and target values for the COMFWB programme/projects in accordance with the newly developed strategic plan (articulated in the COMFWB programme Results Framework), as well as to accommodate other anticipated projects currently in the pipeline.

2. OBJECTIVE OF THE CONSULTANCY

The overall objective of this consultancy is to **design, develop, and operationalize a comprehensive digital/online MEAL system** for COMFWB that supports:

- Monitoring and reporting of programme outputs and outcomes.
- Data collection, storage, analysis, and visualization
- Learning, knowledge management, and adaptive programming
- Accountability to stakeholders, including donors and beneficiaries.

The main purpose of the digital MEAL system is that it will be used to monitor and evaluate implementation of the strategic Plan (2026-2030). The MEAL system will facilitate effective monitoring of the programme and projects that will respond to the goal and objectives of the strategic plan and the Medium-Term Operational Plan. Further the MEAL System will enhance data management and facilitate performance assessment against the expected strategic results for COMFWB programmes and projects.

The MEAL framework shall be supported by IT programs, tools and systems, automated but also tracking means of verifying reported data at secretariat level, programme and project level and COMFWB National Chapter Level.

The specific objectives of the assignment include:

- a. To develop a comprehensive digital Monitoring Evaluation accountability and Learning (MEAL) framework for monitoring and evaluating the implementation of COMFWB strategic plan (2026-2030) and its Medium-Term Operational Plans (MTOP).
- b. To design, develop and establish an interactive automated M&E system that is web-based, cost-effective and user-friendly for effective management of COMFWB programmes/projects data and other relevant information.
- c. To develop a Monitoring and Evaluation framework for inclusion of COMFWB projects/programmes standard indicators, the targets as well as ensure alignment of these results to donor requirements such as the EU/ AUDA NEPAD Results Oriented Monitoring (ROM) System.
- d. Design a MEAL system that facilitates alignment /interoperability and joint reporting with COMFWB and its national partners.

3. SCOPE OF WORK

The consultant will undertake the following tasks:

3.1 Needs Assessment and System Design

- Review existing M&E frameworks, tools, and reporting processes across COMFWB projects.
- Conduct consultations with COMFWB Secretariat, national chapters, and project teams
- Identify system requirements, data flows, reporting needs, and user roles.
- Develop a **MEAL system architecture and design framework**.

3.2 Development of the Digital MEAL System

- Design and develop an **online platform/dashboard** accessible to multiple users across countries.
- Ensure the system includes:

- Data collection modules (including mobile-enabled tools where applicable)
- Indicator tracking and performance dashboards.
- Beneficiary management and profiling
- Real-time reporting and visualization features
- Document repository and knowledge management functions

3.3 Integration and Interoperability

- Ensure compatibility with existing COMFWB tools and donor reporting templates.
- Enable integration (where feasible) with external systems such as partner or donor platforms.

3.4 Development of MEAL Frameworks and Tools

- Standardize indicators across programmes (aligned with COMFWB strategic objectives)
- Develop:
 - Results frameworks and logical frameworks
 - Data collection tools and templates
 - Standard Operating Procedures (SOPs) for data management
 - Data quality assurance and validation protocols

3.5 Capacity Building

- Train COMFWB Secretariat staff, project teams, and national focal points on:
 - System use and administration.
 - Data entry, analysis, and reporting
- Develop user manuals and training materials.

3.6 Pilot and System Rollout

- Pilot the system in selected countries/programmes
- Address feedback and refine the system.
- Support full rollout across COMFWB programmes

4. DELIVERABLES

The consultant is expected to deliver:

- I. **Inception Report**
 - Workplan, methodology, and system design approach
- II. **MEAL System Design Document**
 - System architecture, data flows, and functional specifications
- III. **Fully Functional Digital MEAL Platform**

- Operational online system with dashboards and reporting features
- IV. **Standardized MEAL Framework and Tools**
 - Indicators, templates, SOPs, and data quality guidelines
- V. **Training and Capacity Building Outputs**
 - Training reports, manuals, and user guides
- VI. **Pilot Report and Final System Refinement**
 - Feedback from pilot phase and system improvements
- VII. **Final Assignment Report**
 - Summary of deliverables, lessons learned, and recommendations.

a. DURATION & TIMELINE

Duration: 2.0 Months

- **Week 1:** inception report
- **Week 2:** Review of current M and E system
- **Week 3:** Draft MEAL framework
- **Week 4:** review of the draft MEAL framework and pilot test
- **Week5: Fully Functional Digital MEAL Platform**
- **Week 6:** Final automated/online MEAL system
- **Week 7:** COMFWB Secretariat Staff Training (Physical)
- **Week 8:** COMFWB National Chapters Training (Online)

4. REQUIRED QUALIFICATIONS

- 4.1.1 The Firm/ Individual is expected to demonstrate experience and expertise in Programme Management with special focus on the development of Monitoring and Evaluation Systems.
- 4.1.2 The firm / Individual is required to have a minimum of 10 years' experience in designing M&E frameworks, databases and systems development, with traceable concluded programming assignments.
- 4.1.3 Experience in producing evaluation strategies and reviews of development intervention is also essential.

5. KEY STAFF QUALIFICATIONS AND EXPERIENCE

The Firm should constitute a minimum of 3 key staff members including a Team Leader with the following qualifications.

a) Team Leader

- At least a master's degree in Monitoring and Evaluation, Project Management, Business Management, Economics, Information Technology or any other closely related field.;
- At least seven (7) years of professional experience in designing M&E framework, databases and systems development, with proven programming skills.

- At least 5 years' experience in design and delivery of robust, relevant and timely evaluation strategies and reviews of development interventions using qualitative and quantitative methods.
- At least 10 years' experience in designing and applying robust and appropriate performance monitoring and results frameworks (including expertise and experience in indicator development, testing and data collection / analysis).
- Minimum of 7 years' experience in Managing/ Leading Monitoring and evaluation projects of large, complex and long term.
- Experience in generating data to demonstrate programme effects for different segments of the population.
- Demonstrable experience in using reviews and evaluation as a tool for lesson learning.
- Minimum of seven (7) years of relevant consultancy experience in any of the following: development planning, policy analysis, or monitoring and evaluation of COMESA/ SADC/ EAC or Donor Funded Projects.

b) Team Member-System Developers

- At least a master's degree in information technology, Data Science or any closely related field.
- He/she should have a minimum of 5 years' prior experience in designing, developing and supporting implementation of computerized and web-based MIS systems.
- Demonstrable experience in working with Multilateral Institutions or Donor Funded Organizations
- Considerable experience in design and operationalization of similar automated systems at regional level is an added advantage.
- Minimum of 4 years' experience in training & development on the use of M&E systems
- Experience working in Trade, Gender and Women Economic Empowerment is essential

6. REQUIRED EXPERIENCE

- Work with COMESA/EAC/SADC or similar
- Experience with Multi Country Program MEAL Reporting Methods
- Experience working with women and youth

7. REPORTING & SUPERVISION

- The Consultants will report to the Director of Programmes and work very closely with the Programs Monitoring & Evaluation Officer and IT officer.

8. APPLICATION PROCESS

Submit:

- CV
- Technical Proposal
- Financial Proposal

To:

 jmasanche@comesa.int

 Copy: comfwb@comesa.int

9. DEADLINE

October 15, 2026 – 16:00 hrs (Malawi time)

ANNEX 2: EXPRESSION OF INTEREST FORMS

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A. COVER LETTER FOR THE EXPRESSION OF INTEREST

REQUEST FOR SERVICES TITLE: - SHORT-TERM CONSULTANCY TO DEVELOP COMFWB'S DIGITAL MONITORING EVALUATION ACCOUNTABILITY LEARNING SYSTEM (MEAL)

Country, Date

To: COMFWB Secretariat

Dear Sirs:

I, _____ the undersigned, offer to provide the consulting services for the **SHORT-TERM CONSULTANCY TO DEVELOP COMFWB'S DIGITAL MONITORING EVALUATION ACCOUNTABILITY LEARNING SYSTEM (MEAL)**

in accordance with your Request for Expression of Interests REF NO **COMFWB/CS/MEAL/EM/25/09/2026** dated Sep 25, 2026.

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 8(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 9 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 9 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 17 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 14

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.*