



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

**REQUEST FOR TECHNICAL AND FINANCIAL PROPOSAL TO UNDERTAKE
AN ORGANISATIONAL CAPACITY REVIEW OF COMFWB SECRETARIAT,**

REF NO: COMFWB/AGRA/SSK/16/09/2026/

DATE: SEPTEMBER 2026

REQUEST FOR EXPRESSION OF INTEREST (EOI)

SELECTION OF SUPPLIER/FIRM / CONSULTANTS

REF NO: COMFWB/SSK/16/09/2026

1. INVITATION

The Common Market for Eastern and Southern Africa (COMESA) Federation of National Associations of Women in Business (COMFWB), IS COMESA Institution that is supporting growthy of entrepreneurship among the women and youths entrepreneurs in COMESA.

The detailed Terms of Reference (TOR) defining the minimum technical requirements are attached as **Annex 1**.

2. ELIGIBILITY

Eligible applicants include Individual Consultants, Registered companies and firms specialized in HR.

The supplier must demonstrate previous successful delivery of similar assignments.

3. BUDGET

Maximum budget for this assignment is **US\$ 1,500**

4. SUBMISSION REQUIREMENTS

Interested firms shall submit:

A. Technical Proposal

The technical proposal should include:

1. Company Profile.
2. Certificate of Incorporation/Business Registration.
3. Valid Tax Compliance Certificate.
4. Proposed implementation methodology.
5. Delivery schedule.
6. Evidence of similar assignments undertaken.
7. At least three client references.

B. Financial Proposal

The financial proposal should include:

- Detailed itemized budget.
- Cost breakdown per component.

5. SUBMISSION OF PROPOSALS

Applications should be submitted electronically with the subject line:

Consultancy to undertake an organisational capacity assessment of COMFWB.

Applications should be emailed to:

✉ jmasanche@comesa.int

Copy:

✉ comfwb@comesa.int

6. DEADLINE FOR SUBMISSION

The deadline for submission of proposals is:

9th October 2026 at 16:00 Hours (Malawi Time)

Late submissions shall not be considered.

7. EVALUATION CRITERIA

Proposals will be evaluated using the following criteria:

S/No.	Criteria	Maximum points allocated
1	General qualifications	20
2	Adequacy for the assignment	60
3	Experience in the region	15
4.	Language proficiency	5
	Total	100

Only firms obtaining a minimum technical score of **70 points** shall proceed to financial evaluation.

8. CONTRACT COMMENCEMENT

The successful bidder shall commence the assignment within two (2) weeks of contract signature.

9. REQUESTS FOR CLARIFICATIONS

Requests for clarification may be submitted up to seven (7) working days before the submission deadline.

All inquiries should be directed to:

COMFWB Secretariat

Head of Procurement

✉ jmasanche@comesa.int

Copy:

✉ comfwb@comesa.int

ANNEX 1: TERMS OF REFERENCE

TERMS OF REFERENCE ON CONSULTANCY TO UNDERTAKE INSTITUTIONAL CAPACITY ASSESSMENT OF COMFWB

1. BACKGROUND

COMFWB Secretariat is committed to strengthening its institutional capacity, improving operational efficiency, and ensuring that its organisational structure is aligned with its strategic priorities and mandate.

As the organisation's programmes, operations, staffing requirements, and responsibilities continue to evolve, there is a need to assess the current organisational structure to determine whether it remains appropriate, efficient, and fit for purpose.

The assessment will examine the organisation's existing structure, reporting relationships, roles and responsibilities, staffing arrangements, decision-making processes, and coordination mechanisms. It will identify strengths, gaps, overlaps, and areas requiring improvement and provide practical recommendations for an effective organisational structure.

2. PURPOSE OF THE ASSIGNMENT

The purpose of this consultancy is to undertake a comprehensive assessment of the existing organisational structure of COMFWB Secretariat and recommend an appropriate structure that supports effective management, accountability, coordination, service delivery, and achievement of the organisation's strategic objectives.

3. OBJECTIVES OF THE ASSIGNMENT

The specific objectives are to:

- a. Assess the suitability and effectiveness of the current organisational structure.
- b. Review existing reporting lines, supervisory arrangements, and spans of control.
- c. Assess the clarity and appropriateness of roles, responsibilities, and levels of authority.
- d. Identify duplication, gaps, overlaps, and potential inefficiencies in functions and positions.

- e. Assess whether the current staffing structure is aligned with the organisation's mandate, strategy, programmes, and operational requirements.
- f. Examine internal coordination, communication, and decision-making mechanisms.
- g. Assess the alignment between the organisational structure and the organisation's strategic plan and operational priorities.
- h. Identify opportunities for improving organisational efficiency, accountability, and effectiveness.
- i. Develop recommendations for an improved organisational structure, including proposed reporting relationships and functional arrangements.
- j. Provide an implementation roadmap for adopting the recommended organisational structure.

4. SCOPE OF WORK

The consultant/consulting firm will undertake the following activities:

4.1 Review of Existing Documentation

Review relevant organisational documents, including:

- Strategic and operational plans;
- Current organisational structure/organogram;
- Staff establishment and staffing levels;
- Job descriptions and terms of reference;
- Human resources
- Current organisation structure
- proposed capacity building programs

5. DELIVERABLES

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

Work plan and

a) Inception report containing:

- i. Description of the context
- ii. Define the scope of the assessment
- iii. Methodology
- iv. Work plan and interview guides
- v. List of stakeholders for consultation
- vi. Description of tools (framework, questionnaire etc.)

b) Draft report containing

- i. Contextual analysis, objective and methodology
- ii. Findings from the analysis of existing capacity and the areas of gaps against the key result areas

- iii. Suggested capacity development plan to bridge the gap between the desired and existing capacities

c.) draft proposed organization structure

- i. Organizational structure
- ii. staff establishment and staffing level
- iii. job description.
- iv. proposed capacity building programs

6. IMPLEMENTATION PERIOD

The assignment is expected to be completed within:

Thirty (30) Calendar Days

from the date of contract signature.

7. EXPERIENCE REQUIREMENTS

The consultant must have:

- A postgraduate degree in relevant field in engineering/social science/business management
- At least five (5) years' experience in human resource development or organisational capacity assessment
- Familiarity with the working of institutions supporting women and Youths
- Experience operating within COMESA, SADC, or African regional markets will be an added advantage.

8. SUBMISSION OF PROPOSALS

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ANNEX: EXPRESSION OF INTEREST FORMS

- A. COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT
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- B. CURRICULUM VITAE 9

A. COVER LETTER FOR THE EXPRESSION OF INTEREST

REQUEST FOR TECHNICAL AND FINANCIAL PROPOSAL TO UNDERTAKE AN ORGANISATIONAL CAPACITY REVIEW OF COMFWB SECRETARIAT

Country, Date

To: COMFWB Secretariat

Dear Sirs:

I, _____ the undersigned, hereby submit our proposal undertaking an **organizational capacity review of COMFWB**.

In accordance with your Request for Expression of Interests REF NO **COMFWB/SSK/16/09/2026/** dated **9th October 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 the document 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 the deadline passage 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.
information:

Other relevant

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.