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**REQUEST FOR EXPRESSION OF INTEREST**

**SELECTION OF TWO INDIVIDUAL CONSULTANTS**

**REFERENCE NUMBER:** **CS/SCBV/22/5/dm**

**REQUEST FOR SERVICES TITLE:**  **– TWO (ONE FRANCOPHONE & THE OTHER ANGLOPHONE) INDIVIDUAL CONSULTANCY FOR THE DEVELOPMENT OF CIVIL REGISTRATION AND VITAL STATISTICS (CRVS) STRATEGIC PLANS**

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

**Consultancy for the Development of Civil Registration and Vital Statistics (CRVS) Strategic Plans**

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

1. **Only Individual Consultants are eligible to participate under this assignment if they fulfil the following eligibility criteria:**
2. *they are a national of an AfDB Member country and have sufficient experience to undertake this assignment.*
3. *they are not bankrupt or wound up, are not having their affairs administered by the courts, have not entered into arrangements with creditors, have not suspended business activities, are not being subject of proceedings concerning those matters, or are not in any similar situations arising from similar procedures provided for in the national legislation or regulations of the COMESA member states;*
4. *they have not been convicted of offences concerning their professional conduct by a judgment which haves the force of res judicata; (i.e. against which no appeal is possible);*
5. *they have not been declared guilty of grave professional misconduct proven by any means which COMESA Secretariat can justify;*
6. *they have fulfilled obligations related to the payments of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those countries where the contract is to be performed;*
7. *they have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the COMESA Secretariat' financial interests; or*
8. *they are not being currently subject to an administrative penalty*.
9. Maximum fee for this contract is **US$42,000** lumpsum for the duration of the contract.Proposals exceeding this budget will not be accepted.
10. 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.
11. Your application documents clearly marked and email bearing the subject **“Consultancy for the Development of Civil Registration and Vital Statistics (CRVS) Strategic Plans*”***,

should be emailed to the following address:

[***statistics@comesa.int***](mailto:statistics@comesa.int)

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

***27 APRIL 2022 AT 16:00 hours***

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

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

|  |  |  |
| --- | --- | --- |
|  | **Criteria** | **Maximum points allocated** |
| **1** | General qualifications | 10 |
| 2 | Experience and skills relevant for the assignment | 70 |
| 3 | Experience in the African region | 20 |
|  | **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 signature of the contract.

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: ***COMESA Secretariat***

Contact person: ***Daniel Maimbo***

E-mail: ***DMaimbo@comesa.int****;*  [*smwesigwa@comesa.int*](mailto:smwesigwa@comesa.int)*;* [*procurement@comesa.int*](mailto:procurement@comesa.int)*;*

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

**ANNEXES:**

ANNEX 1: **Terms of Reference**

ANNEX 2**: Expression of Interest Forms**

**Sincerely,**

**Name:** Silver Mwesigwa

**Title:** Head of Procurement

**Date:** 8 April 2022

**TERMS OF REFERENCE:**

**Two (One Francophone & The Other Anglophone) Individual Consultancy for the Development of Civil Registration and Vital Statistics (CRVS) Strategic Plans**

**1. BACKGROUND**

1. The Expression of Interest is called to identify suitable national Consultants to assist Member countries under COMESA-AfDB SCB V Program develop Civil Registration and Vital Statistics (CRVS) Strategic Plans.
2. The Statistics Department of the African Development Bank (AfDB) has been contributing to the development of statistical systems in Africa through its statistical capacity development support to its Regional Member Countries (RMCs). It has also been supporting policy making, evaluation of development results strategies and programs in AfDB operations as well as in RMCs’, by collecting, analyzing and disseminating statistics and maintaining quality data.
3. One of the focus areas of the statistical capacity building support to RMCs is the Civil Registration and Vital Statistics (CRVS) systems. CRVS provides the basis for the development of a national population register as well as a system of unique identification as such supporting creation and updating of basic administrative data on population. As a result, CRVS system is strongly recognized for its importance in good governance, and development planning, monitoring and evaluation. Basic administrative data on identity, location and size of a population are crucial in development planning and delivery of public services. Also, Vital statistics that are compiled from civil registration are believed to be relatively free from certain types of errors, making them beneficial in evidence-based policy making and program development.
4. Well-functioning CRVS systems are important in supporting the implementation and monitoring of Agenda 2030. CRVS systems are ideal in providing comprehensive, robust and sustainable system for identity management and improved individual records and data on birth, death and causes of death that are basic to ensure inclusion.
5. The department has been supporting RMCs in improvement of CRVS systems in Africa under the African Program for the Accelerated Improvement of CRVS (APAI-CRVS) program implemented together with ECA, AUC and other partners. To this end, the bank has been involved in in building the institutional capacity of actors working in civil registration and vital statistics systems. The main areas of support by the bank were:
6. Comprehensive assessment of national CRVS systems and development of costed strategic plans for improving CRVS systems in several countries. Together with other partners in APAI-CRVS program, around 30 African countries have been supported to do the assessments.
7. Preparation of a CRVS Digitization Guidebook (CRVS-DGB). The CRVS-DGB is an online resource that provides step-by-step guidance for countries to plan, analyze, design and implement digitized systems and automated processes for CRVS. This guidebook responds to the need expressed by countries in Africa to develop effective, scalable and sustainable CRVS systems and to maximize the impact of ICT investments.
8. Preparation of manuals and guidelines: (i) Regional Guideline on Preparing National Operations Manual for Vital Statistics from Civil Registration System and (ii) Regional Guidelines on Pre.paration of National Civil Registration Operations Manual. The two guidelines are meant for use by countries in order to improve their CRVS systems.
9. Continuous advocacy work and ensuring continuous dialogue on improving CRVS in Africa. The bank has been one of the main organizers of conferences of African Ministers Responsible for Civil Registration and Vital Statistics (CRVS) that were regularly held for the past 10 years.
10. The support to improve CRVS systems in Africa will continue in the strategic areas of institutional capacity building and digitization of systems. There is therefore a need to hire consultants to support COMESA Secretariat as the implementing agency for the SCB V in supporting the undertaking of comprehensive CRVS Assessments and development of CRVS Strategic plans in program countries.

**2. SCB V PROGRAM OBJECTIVE**

There is widespread recognition and consensus that the National Statistical Systems (NSSs) in Africa are weak and under-resourced. This makes it difficult for RMCs to undertake censuses and surveys as and when due, as required by international best practice for optimal evidence-based policy dialogue. These weak National Statistical Offices (NSOs), and particularly those in Transitional States, have further deteriorated since the onset of COVID-19. The pandemic has not only disrupted field operations for data collection in previously planned surveys and censuses that have had to be postponed, but it has also reduced allocated budgets as scarce financial resources were shifted to saving lives, protecting livelihoods and reviving economies.

The proposed SCB-5 will be crucial for maintaining the momentum built on past gains whilst shielding against possible reversal of the gains made across the continent in recent years. The program will focus on the following components; Improving the availability and quality of economic statistics, including the measurement of the COVID-19 impact, Improving the quality and availability of Social Statistics and reporting on COVID-19, Data Collection, Management and Dissemination and Strategic Planning, Systems Development, Coordination and Training. This TOR fits into the component on improving socials Statistics and reporting on COVID-19.

**3. SCOPE OF WORK**

Under the general objective of ensuring continued support to RMCs in the area of CRVS, the purpose this assignment is to support African countries that have not undertaken the comprehensive assessments of their CRVS systems to catch up by devising innovative approaches. The consultants will be expected to;

* Develop Country specific Comprehensive assessment reports and costed strategic plans for two countries, including a proposal on innovative approaches for improvement of CRVS systems

**4. DELIVERABLES**

The expected outputs of the consultants are as follows:

* Two country specific Comprehensive assessment of CRVS systems and costed strategic plans

**5. Eligibility of Consultants**

This consultancy is open to nationals of AfDB Member countries that have sufficient experience to undertake this assignment.

**6. Duration**

The assignment is expected to have a contract duration is for **60 days** per consultant

**7. QUALIFICATIONS/EXPERIENCE**

The consultant must have the following qualifications:

1. Possess at least a master’s degree in demography, statistics, economics, social sciences, gender studies, development studies, or closely related field.
2. Minimum of 5 years experience in building capacity on the CRVS Systems.
3. Experience in evaluating projects or programs.
4. Excellent communication skills: excellent command of one of the official languages used in AfDB (English or French) and good working knowledge of the other language.
5. Regional and international experience will be an added advantage

**8. Pricing**

Maximum fee for this contract is **US$42,000** lumpsum for the duration of the contract.

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

1. **PAYMENT**:

Payment terms and conditions shall be as per COMESA’s procurement Rules and Regulations payment guidelines. **Payment will be contingent on the Consultant submitting reports specified in TORs and COMESA approving the said reports.**

**ANNEX 2: Expression of Interest Forms**

[A. COVER LETTER FOR THE EXPESSION OF INTEREST FOR THE PROJECT 8](#_Toc267927845)

[B. CURRICULUM VITAE 9](#_Toc267927846)

[C. FINANCIAL PROPOSAL 12](#_Toc267927847)

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

REFERENCE NUMBER: CS/SCBV/22/5/dm

REQUEST FOR SERVICES TITLE:**CONSULTANCY FOR THE DEVELOPMENT OF CIVIL REGISTRATION AND VITAL STATISTICS (CRVS) STRATEGIC PLANS**

[*Location, Date*]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the ***Development of Civil Registration and Vital Statistics (CRVS) Strategic Plans*** in accordance with your Request for Expression of Interests number **CS/SCBV/22/5/dm*,*** dated [*insert date*] for the sum of [*Insert amount(s) in words and figures*]. This amount is inclusive of all expenses deemed necessary for the performance of the contract in accordance with the Terms of Reference 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]* |
| 1. **First names:** | *[insert the names in full]* |
| 1. **Date of birth:** | *[insert the date]* |
| 1. **Nationality:** | *[insert the country or countries of citizenship]* |
|  |  |
| 1. **Physical address:** 2. **Postal address** 3. **Phone:** 4. **E-mail:** | *[insert the physical address]*  *[Insert Postal Address]*  *[insert the phone and mobile no.]*  *[Insert E-mail address(es)* |
| 1. **Education:** |  |
|  |  |
| **Institution:**  **[Date from – Date to]** | **Degree(s) or Diploma(s) obtained:** |
| *[indicate the month and the year]* | *[insert the name of the diploma and the specialty/major]* |
| *[indicate the month and the year]* | *[insert the name of the diploma and the specialty/major]* |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading** | **Speaking** | **Writing** |
| *[insert the language]* | *[insert the no.]* | *[insert the no.]* | *[insert the no.]* |
| *[insert the no.]* | *[insert the no.]* | *[insert the no.]* | *[insert the no.]* |

|  |  |
| --- | --- |
| **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** |
| *[insert the country]* | *[indicate the month and the year]* |
| *................* | *......................* |
| *[insert the country]* | *[indicate the month and the year]* |

**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:*** |

1. **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 COMESA 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 above**[[1]](#footnote-1),** documents which are attached to this CV as photocopies.

By signing this statement, I also authorize the COMESA 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 15***

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# C. FINANCIAL PROPOSAL

**REFERENCE NUMBER:** **CS/SCBV/22/5/dm – INDIVIDUAL CONSULTANCY FOR THE DEVELOPMENT OF CIVIL REGISTRATION AND VITAL STATISTICS (CRVS) STRATEGIC PLANS**

Please sign off to confirm your acceptance of the Total Financial Offer.

|  |  |
| --- | --- |
| **TOTAL FINANCIAL OFFER** |  |

Signature [*In full and initials*]:

Name and Title of Signatory:

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.***  [↑](#footnote-ref-1)