** 

REQUEST FOR EXPRESSION OF INTEREST

SELECTION OF AN INDIVIDUAL CONSULTANT

**REQUEST FOR SERVICES TITLE: INTERNATIONAL CONSULTANCY ON DATA QUALITY ASSURANCE UNDER THE FRAMEWORK OF THE INTEGRATION OF INTERNATIONAL COMPARISON PROGRAM (ICP) OPERATIONS IN NATIONAL STATISTICS OFFICES (NSOs)**

REFERENCE NUMBER: CS/SCBV/22/18/dm

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

INTERNATIONAL CONSULTANCY – DATA QUALITY ASSURANCE UNDER THE

FRAMEWORK OF THE INTEGRATION OF ICP OPERATIONS IN NSOs

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 have 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. The maximum fee for this consultancy is US$50,806 lumpsum for the contract duration. 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.

Your application documents clearly marked and email bearing the subject “CS/SCBV/22/18/dm – INTERNATIONAL CONSULTANCY ON DATA QUALITY ASSURANCE UNDER THE FRAMEWORK OF THE INTEGRATION OF INTERNATIONAL COMPARISON PROGRAM (ICP) OPERATIONS IN NATIONAL STATISTICS OFFICES (NSOs)”,

should be e-mailed to the following address:

[*DMaimbo@comesa.int*](mailto:DMaimbo@comesa.int) *copied to* [*smwesigwa@comesa.int*](mailto:smwesigwa@comesa.int) *and* [*isimonga@comesa.int*](mailto:isimonga@comesa.int)

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

*21 December 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 | 35 |
| 2 | Experience and skills relevant for the assignment | 40 |
| 3 | Experience in the region | 15 |
| 4 | Language proficiency | 10 |
|  | Total | 100 |

9. Your proposal should be submitted as per the following instructions:

1. 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 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.

1. 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 3 working days prior to deadline indicated in paragraph 6 above, from:

The Procuring entity: *COMESA Secretariat*

Contact person: *Daniel Maimbo (Mr)*

E-mail : [DMaimbo@comesa.int](mailto: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 2 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: 09 December 2022

**TERMS OF REFERENCE:**

***INDIVIDUAL INTERNATIONAL CONSULTANT – DATA QUALITY ASSURANCE UNDER THE FRAMEWORK OF THE INTEGRATION OF ICP OPERATIONS IN NSOs***

1. **Background**

The SCB-5 initiative will include activities related to the International Comparison Program (ICP) for Africa, with 2021 as the benchmark year. As a permanent operation, the ICP aims to contribute PPP-adjusted indicators to SDG monitoring and other policymaking processes, yearly. This entails the synergistic integration of ICP activities with the regular work programs of National Statistics Offices (NSO), a requirement further demanded for the measurement of the macroeconomic impacts of the COVID-19 pandemic.

Leveraging its two-decade long experience in coordinating the African component of the global ICP, the Bank will help the countries implement the various dimensions of the integration process: pilot exercise on the integration of ICP in NSO regular activities; price surveys on household goods and services; price surveys on compensation of government employees and gross fixed capital formation; GDP compilation and splitting; and data quality assurance. To achieve this, the Bank seeks to hire a consultant who will ensure that technical matters pertaining to Data Quality Assurance are effectively addressed at regional and national levels.

The overall objective of the consultancy work is to produce PPP statistics required to generate a wealth of PPP-adjusted indicators for measuring and analyzing major development levels and trends such as: socioeconomic impacts of COVID-19 pandemic; poverty and inequality; country resilience and fragility; food security; investment in and affordability of healthcare and education services; inter-country trade; etc. Such regional and national public good is meant to inform countries’ development strategies and programs and empower governments and other policymakers to track progress towards the goals and targets set forth in Africa’s 2063 and UN 2030 Agendas.

The PPP statistics will be essentially estimated for the 2021 benchmark year. They will also be updated for 2017, and extrapolated for 2018, 2019, 2020 and 2022.

The purpose of an ICP Data Quality Framework is to articulate the data quality attributes under which ICP experts collect, compile, analyze and disseminate ICP statistics. The framework should be publicly available to enable ICP data users to understand the data quality standards underpinning ICP results. The framework is meant to provide a common basis for managing data quality to be used by countries and AfDB. A data quality assurance for ICP is concerned with three (03) major categories of data: prices, expenditures and basic heading PPPs. These data must undergo thorough and iterative rounds of validation. The underlying editing and verification processes are conducted on each country’s data as well as between 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 economic Statistics.

**3. Scope of Work**

The consultant will work in close collaboration with Sub-regional organizations (SROs), NSOs, Statistical Training Centers (STCs), and the ICP Africa Regional Team. He/her will represent and report to COMESA and the assigned ECST/AFDB task manager in meetings and workshops/webinars in relation to the tasks, throughout the duration of the consultancy assignment.

His/her work will include:

1. Develop a set of specific principles and criteria that will guide the process of integrating the ICP data in the overall Data Quality Assurance Framework (DQAF) for NSO and ICP 2021 PPPs robustness; The criteria will cover the following key aspects of data (i) Precision: numerical available/default data; precision and ICP Data requirements, National surveys, Gap fillings, (ii) Completeness: the default data should not have missing values or miss data records. Missing data should be due to the absence of valid data only and not because of an importation timeline errors/mistakes; (iii) Integrity: treatment of mistakes/Errors from computation and/or sampling in the data processing for numerical data.
2. Review questionnaire(s) for consistency, accuracy and content. Ensure skip patterns and formatting. Provide in-country support on data processing and set traceability of information; and necessary revision steps based on lessons learned from ICP Regional Data validation; document all recommendations for questionnaire content and execution.
3. Provide technical Support on ICP Questionnaires, Metadata Development, Adaptation to regional program and Developing procedures for data quality assurance to be customized and added to each NSO methodological infrastructure; and recommend methods to mitigate threats to data during data entry and management.
4. Assess the Robustness of Data Collection (coverage, quotations, etc.) and Validation approaches (i) review validated all ICP datasets and construct time series review perspective (ii) Assist ICP Regional Coordination to complete validation and Harmonize all ICP metadata questionnaires and Templates.

**4. Deliverables**

1. Report on principles and criteria that will guide the process of integrating the ICP data in the overall Data Quality Assurance Framework (DQAF) for NSO and ICP 2021 PPPs robustness
2. Finalized and reviewed questionnaire
3. Technical support reports
4. Assessment of data collection robustness and validation approaches

**5. Eligibility of Consultants**

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

**6. Commencement and completion of work**

The assignment is expected to have a contract duration 90 days, between signature of contract and 30 June 2023.

**7. Duty Station**

The Consultants will be based at their home station but may be required to go on

mission to regional member countries**.**

**8. Qualifications/Experience**

The consultant must have the following qualifications:

1. Minimum master’s degree (or equivalent) in Statistics, economics and Information Technology; Data Science, Data Engineering and related fields.
2. At least 5 years’ experience managing large-scale data collection related topics (preference for experience in prices and National accounts and ICP and related surveys: Private education, FBCF, Housing, socio economics surveys).
3. Very good knowledge and familiarity with the ICP survey Templates and Metadata questionnaires.
4. Proven experience with data quality assurance mechanisms in ICP-DQAF (special survey work management, data, collection and entry programming.

**10. Pricing**

The maximum fee for this consultancy is US$50,806 lumpsum for the contract duration. There will be no price variation after signing of contract except upon a mutual written agreement between the two parties.

**11. 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.

(1) In full consideration for the services performed by you under this contract, COMESA shall pay a lumpsum amount of up to United States Dollar Fifty thousand eight hundred and six (US$50,806.00).

(2) Payment of the fee stipulated in clause 10 above shall be made upon submission of, and approval by COMESA of comprehensive and detailed reports. as follows:

* 1. delivery and acceptance of Inception on deliverables in clause 4 above (10%).
  2. delivery and acceptance of report on principles and criteria that will guide the process of integrating the ICP data in the overall Data Quality Assurance Framework (DQAF) for NSO and ICP 2021 PPPs robustness (30%).
  3. delivery and acceptance of technical support reports on in country support to data processing, ICP questionnaire review, metadata development, development of procedures for data quality assurance customized and added to NSO methodological infrastructure etc (30%).
  4. delivery and acceptance of assessment report of data collection robustness and validation approaches (30%).

(3) Payment of the fee shall be made into a bank account, the details of which you shall provide at the time of submission of the invoice. Any changes to your bank account shall be communicated to the Director of Human Resource and Administration.

ANNEX 2: Expression of Interest Forms

[A. COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT 9](#_Toc101278644)

[B. CURRICULUM VITAE 10](#_Toc101278645)

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

REFERENCE NUMBER: CS/SCBV/22/18/dm

REQUEST FOR SERVICES TITLE:

DATA QUALITY ASSURANCE UNDER THE FRAMEWORK OF THE INTEGRATION OF ICP

OPERATIONS IN NSOs

[*Location, Date*]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the “CS/SCBV/22/18/dm: INTERNATIONAL CONSULTANCY ON DATA QUALITY ASSURANCE UNDER THE FRAMEWORK OF THE INTEGRATION OF INTERNATIONAL COMPARISON PROGRAM (ICP) OPERATIONS IN NATIONAL STATISTICS OFFICES (NSOs)”in accordance with your Request for Expression of Interests number CS/SCBV/22/18/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*

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)