** 

REQUEST FOR EXPRESSION OF INTEREST

SELECTION OF AN INDIVIDUAL CONSULTANT

**ONE (1) INDIVIDUAL INTERNATIONAL CONSULTANT (CONSULTANCY SERVICES** **TO DEVELOP AND PREPARE A PROJECT COMPLETION REPORT OF THE STATISTCAL CAPACITY BUILDING PROJECT PHASE 5 (SCB V)**

**REFERENCE NUMBER:** **CS/SCBV/23/7/TM/cm**

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

INDIVIDUAL INTERNATIONAL CONSULTANT **CONSULTANCY SERVICES** **TO DEVELOP AND PREPARE A PROJECT COMPLETION REPORT OF THE STATISTCAL CAPACITY BUILDING PROJECT PHASE 5 (SCB V)**

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 CONSULTANT is 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$19,000.00 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.
11. Your application documents clearly marked and email bearing the subject “CS/SCBV/23/7/TM/cm: **INDIVIDUAL CONSULTANCY - PROVISION OF CONSULTANCY SERVICES** **TO DEVELOP AND PREPARE A PROJECT COMPLETION REPORT OF THE STATISTCAL CAPACITY BUILDING PROJECT PHASE 5 (SCB V)” ,** 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:

*2 August 2-23 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 | 20 |
| 2 | Experience and skills relevant for the assignment | 60 |
| 3 | Experience in the region | 20 |
| 4 | Language proficiency |  |
|  | 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: 19 July 2023

**ANNEX 1**

**TERMS OF REFERENCE:**

**ONE (01)** **INDIVIDUAL CONSULTANCY - PROVISION OF CONSULTANCY SERVICES** **TO DEVELOP AND PREPARE A PROJECT COMPLETION REPORT OF THE STATISTCAL CAPACITY BUILDING PROJECT PHASE 5 (SCB V)”**

1. **BACKGROUND**

COMESA Secretariat and African Development Bank signed a Protocol of Agreement in 2021 for the former to be the Executing Agency for the Statistical Capacity Building Program Phase 5(SCB-5). The SCB-5 aimed at maintaining the momentum built on past gains whilst shielding against possible reversals brought about by among other factors, the COVID-19 Pandemic. It has 37 African Development Fund countries as its beneficiaries. The Statistical Capacity Building Phase 5 (SCB V) aimed to build an efficient African Statistical System that generates reliable, harmonized and timely statistical information covering all dimensions of political, economic, social, environmental and cultural development to support the African integration agenda. As the SCB V nears its closure, COMESA intends to apply part of the proceeds of the project to payments for a contract for the provision of consultancy services to prepare a Project Completion Report of the Statistical Capacity Building phase 5 Project under the following TORs.

1. **SCB V PROGRAM OBJECTIVE**

Taking into consideration the implementation of the project activities, the major objective of the assignment is to assess progress made on project objectives and to ascertain the completion rate of the project activities; what has been achieved and what remains to be completed and what effects have been made on the targeted beneficiaries. This review is crucial for generating lessons Learnt for use in the design of new subsequent project phases and guidance for policy change.

The review will also assess the impact of the project on beneficiaries (regional member countries) in terms of technical, financial, economic and institutional aspects. The consultant will work closely with the COMESA Statistics Unit which is the SCB V Project Implementation Unit (PIU), Implementing Partners and beneficiaries of the Project.

1. **SCOPE OF WORK**
2. Make an analysis of the attainment of the implementation of the objectives of the project as set out at appraisal per subcomponent in terms of delivered outcomes, inputs and outputs in line with the project LogFrame.
3. Assess and document the completion rate of project components and accordingly certify that they have been achieved in line with the project Results Matrix.
4. Analyse the project design, its components, the appropriateness and relevance, its technical characteristics, its size, the institutional framework etc so as to assess efficiency of project organization, implementation and management.
5. Review and assess the effectiveness, relevance, project benefits and challenges. This includes a review of the appropriateness of project objectives and strategy, activities, budget and related inputs, organization/institutional set-up/arrangements and implementation plans.
6. Analyse the factors, approaches and constraints which influenced project implementation, including technical, managerial, organizational, institutional, and socio-economic policy issues, in addition to other external factors unforeseen during planning and designing.
7. Assess project sustainability in terms of institutional strengthening as a result of project achievements from the point of view of sustainability of all the project outputs.
8. Identify operational lessons learned, to serve as inputs for future project design and implementation. Bring out recommendations for follow-up actions to improve the sustainability of benefits of the project itself and for strengthening the implementation of future projects.
9. Analyse the impact of the project on beneficiaries in terms of technical, financial and institutional aspects. Undertake a cost-benefit analysis in terms of financial and technical benefit analysis.

**4.DELIVERABLES**

1. Inception report
2. First draft SCB V Project Completion Report
3. Finalized SCB V Project Completion Report.

**5.DURATION**

The duration of the assignment is expected to be a maximum of three (03) months.

**6.ELIGIBILITY OF CONSULTANTS**

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

**7.COMMENCEMENT AND COMPLETION OF WORK**

The assignment is expected to have a contract duration 90 days, between signature of contract and 20th December 2023.

**8.DUTY STATION**

The Consultants will be based at their home station but may be required to go on mission to selected regional member countries and other SCB V beneficiaries

**9.REPORTING AND ACCOUNTABILITY**

Under the direct supervision of the Head of the COMESA Statistics Unit.

**10. REQUIRED QUALIFICATIONS, EXPERIENCE AND TECHNICAL COMPETENCIES**

The consultant must have the following qualifications:

* A Minimum of a master’s degree in project Mmanagement, Eeconomic Ddevelopment, Sstatistics, Economics or other degree relevant to Monitoring and Evaluation
* At least twelve (12) years of experience in Statistical projects, preferably under the African Development Bank, World Bank or other similar Development Partners and/or Partner-funded projects.
* Proven experience in undertaking similar capacity building project completion reports (CBPCR).
* Experience in Statistics especially pertaining to the African Statistical System.
* Proven experience with the M&E methods and approaches (including quantitative and qualitative and participatory), with particular focus on statistics, financial resource management, and generally project management of capacity building interventions.
* Practical experience in statistical capacity building preferably in Africa.

**11.PRICING**

The maximum fee for this consultancy is United States Dollar Nineteen Thousand only (US$19,000.00) lumpsum per consultant for the contract duration. There will be no price variation after signing of contract except upon a mutual written agreement between the two parties. **PROPOSALS EXCEEDING THIS BUDGET WILL NOT BE ACCEPTED**.

**12.PAYMENT**

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 Nineteen Thousand (US$19,000.00) only.
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:
3. delivery and acceptance of inception report on deliverables in clause 4(i) above (10%).
4. delivery and acceptance of first draft SCB V Project Completion Report on deliverables in clause 4(ii) above (20%); and
5. delivery and acceptance of final SCB V Project Completion Report on deliverables in clause 4(iii) above (70%).
6. 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 8](#_Toc101278644)

[B. CURRICULUM VITAE 9](#_Toc101278645)

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

REFERENCE NUMBER: CS/SCBV/23/7/TM/cm

REQUEST FOR SERVICES TITLE:

**ONE (1) INDIVIDUAL INTERNATIONAL CONSULTANT (CONSULTANCY SERVICES TO DEVELOP AND PREPARE A PROJECT COMPLETION REPORT OF THE STATISTCAL CAPACITY BUILDING PROJECT PHASE 5 (SCB V)**

[*Location, Date*]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the “CS/SCBV/23/7/TM/cm: INDIVIDUAL CONSULTANCY - **ONE (1) INDIVIDUAL INTERNATIONAL CONSULTANT (CONSULTANCY SERVICES TO DEVELOP AND PREPARE A PROJECT COMPLETION REPORT OF THE STATISTCAL CAPACITY BUILDING PROJECT PHASE 5 (SCB V)**”in accordance with your Request for Expression of Interests number CS/SCBV/23/7/TM/cm*,* 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*

# C. FINANCIAL PROPOSAL

**REFERENCE NUMBER: CS/SCBV/23/7/TM/cm - ONE (1) INDIVIDUAL INTERNATIONAL CONSULTANT (CONSULTANCY SERVICES TO DEVELOP AND PREPARE A PROJECT COMPLETION REPORT OF THE STATISTCAL CAPACITY BUILDING PROJECT PHASE 5 (SCB V)**

Please indicate 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)