

## REQUEST FOR EXPRESSION OF INTEREST

### SELECTION OF INDIVIDUAL CONSULTANTS

REFERENCE NUMBER: CS/STATS/SCBV/2021/23

#### REQUEST FOR SERVICES TITLE: CONSULTANCY ON AIKP POWER, TRANSPORT & ICT SECTOR STATISTICS

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

#### CONSULTANCY ON AIKP POWER, TRANSPORT & ICT SECTOR STATISTICS

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. **Only Individual Consultants are eligible to participate under this assignment if they fulfil the following eligibility criteria:**
  - a) *they are a national of an AfDB Member country and have sufficient experience to undertake this assignment.*
  - b) *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.*
  - c) *they have not been convicted of offences concerning their professional conduct by a judgment which has the force of res judicata; (i.e. against which no appeal is possible);*
  - d) *they have not been declared guilty of grave professional misconduct proven by any means which COMESA Secretariat can justify.*
  - e) *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.*
  - f) *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*
  - g) *they are not being currently subject to an administrative penalty.*
3. The maximum budget for this contract is \$48,000 for expert service/consultants' fees only. Proposals exceeding this budget will not be accepted.

4. Your Expression of Interest must be presented as per Expression of Interest Forms attached as Annex 2 to this Request for Expression of Interest. These must be accompanied by copies of all the indicated supporting documents. If attachments are not in English, there is no requirement for translation.
5. Your application documents clearly marked and email bearing the subject “**CS/STATS/SCBV/2021/23 – CONSULTANCY ON AIKP POWER, TRANSPORT & ICT SECTOR STATISTICS**”, 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:

**24 AUGUST 2021 AT 16:00 hours**

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

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

	<b>Criteria</b>	<b>Maximum points allocated</b>
<b>1</b>	General qualifications	10
<b>2</b>	Adequacy for the assignment	70
<b>3</b>	Experience in the African region	20
	<b>Total</b>	<b>100</b>

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: **Ted Peter Luka**

E-mail: [tluka@comesa.int](mailto:tluka@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:** 2 AUGUST 2021

## ANNEX 1: TERMS OF REFERENCE

### *Individual Consultant – Consultancy on AIKP Power, Transport & ICT Sector Statistics*

#### 1. BACKGROUND

- a. Africa's infrastructure deficit in terms of provision of reliable transport, water supply and sanitation, energy and ICTs, is the highest among the developing countries. While policy-makers at national and continental levels want to address the issue, the lack of reliable statistics on the various infrastructure sectors makes it hard. For example, it is problematic to: (i) establish priorities in infrastructure; (ii) track the progress in improvements; (iii) compare performance with that of peer countries; (iv) assess development economic impact of past investments; and (v) estimate new investment needs, in order to for Africa to close the gap in terms of providing its population with infrastructure services.
- b. In response to these major challenges, the Africa Infrastructure Knowledge Program (AIKP) was developed by the African Development Bank to serve as a rigorous and consistent framework for measuring the development of infrastructure in Africa. It is intended to provide on a sustainable basis information or knowledge to analyze the infrastructure sector and to help policy makers with appropriate diagnosis of major challenges in terms of economic policy and investments needs to bridge the infrastructure gap in Africa. The African Development Bank (AfDB) initiated the AIKP in 2011, as a follow-up to the African infrastructure country diagnostic (AICD) study undertaken by the World Bank over the period 2005-2009 which laid the foundations for the harmonization of data collection, generation of indicators and analytical reports on infrastructure.
- c. It is in this context that the AfDB has initiated the Africa Infrastructure Knowledge Program (AIKP), which builds on the AICD but has a longer-term perspective and provides a framework for the coordinated and sustainable collection of infrastructure data to support the generation of knowledge on infrastructure development in Africa. For the sustainability of the program, each country's national statistical system (NSS) with the coordination of national statistics Offices (NSOs) and are expected to mainstream the collection and compilation of infrastructure statistics into their routine statistical data gathering and compilation activities over time, so that countries in Africa have standardized data to use for benchmarking and further analysis.
- d. To ensure the harmonization and standardization of data collection methodologies to allow for benchmarking against regional, sub-regional, and country-level indicators, a Handbook on Infrastructure Statistics has been prepared with the long-term purpose of guiding the data collection,

processing, and dissemination of infrastructure indicators across African countries.

- e. The COMESA Secretariat as the Executing Agency (EA) and the Project Implementing Unit (PIU) of the fifth phase of the Multi country Statistical Capacity Building Program (SCB-5) seeks to recruit an international consultant to coordinate data collection from Member states on power, transport and ICT statistics under the AIKP.

## **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. This EOI responds to the need to continue work on improving sectoral statistics.

## **3. SCOPE OF WORK**

Working under the direct supervision of the Statistics Unit of the COMESA Secretariat, the international consultant will;

- Review and assess the completeness and the accuracy of information transmitted by Countries through questionnaire and draft a Data submission and Quality checks country Reports.
- Liaise with countries on the data issues and advise them on the best practices to improve data quality;
- Compile Reports from AIKP experts and proceed with consolidation for publication over the Africa Information Highway portals.
- Provide training to countries according to the AIKP methodology.

The assistance proposed will provide for initial verification of data submissions to ensure that the submission from the NSO conforms to the specification from AfDB. Specifically, the consultant will check submissions with respect to power, transport and ICT sector data for:

- Entry completion-Have all potential entries been completed. If not, is there a valid reason stated?
- Entry validity-Are all values in a valid range and format for each entry?
- Financial checks- Are the sum-checks and other financial data internal verifications balanced?
- Project completion-Have all forms been submitted with fully valid entries? If not, what is the plan for completion?
- Source documentation-Has the data source document or available reference been submitted?
- Data mapping- Can the entries be verified by reference to an original source document and the derivation process be reproduced?

## **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 is for 120 days.

## **7. REPORTING AND ACCOUNTABILITY**

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

## **8. QUALIFICATIONS/EXPERIENCE**

The consultant must have the following qualifications:

- At least a Master's degree or its equivalent in Statistics, Economics or a related field with a strong background in infrastructure sectors;
- Preferably a minimum of 10 years working experience in statistics, economics and/or Government financial statistics;
- Ability to transfer theoretical concepts into practical approaches; proven analytical skills; and must be able to work in a team;
- Competence in the use of the Bank's standard software applications (Word, Excel, PowerPoint).

The consultant should have:

- i. Experience with infrastructure sectors and solid knowledge of public budget processes and finances (e.g. experience in public expenditure reviews)
- ii. Have excellent skills in using Microsoft Excel, Word, and other office tools.
- iii.

**9. Pricing**

The fees for this consultancy will be \$300-\$400

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

**10. Payment:**

Payment terms and conditions shall be as per COMESA's procurement Rules and Regulations payment guidelines.

**ANNEX 2: Expression of Interest Forms**

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

**REFERENCE NUMBER: CS/STATS/SCBV/2021/23**

**REQUEST FOR SERVICES TITLE: CONSULTANCY ON AIKP POWER, TRANSPORT & ICT SECTOR STATISTICS**

[Location, Date]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services on **AIKP POWER, TRANSPORT & ICT SECTOR STATISTICS** in accordance with your Request for Expression of Interests number *CS/STATS/SCBV/2021/23*, 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: \_\_\_\_\_

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**B. CURRICULUM VITAE**  
*[insert full name]*

- 1. **Family name:** *[insert the name]*
- 2. **First names:** *[insert the names in full]*
- 3. **Date of birth:** *[insert the date]*
- 4. **Nationality:** *[insert the country or countries of citizenship]*
  
- 5. **Physical address:** *[insert the physical address]*
- 6. **Postal address**
- 7. **Phone:** *[Insert Postal Address]*
- 8. **E-mail:** *[insert the phone and mobile no.]*  
*[Insert E-mail address(es)]*
  
- 9. **Education:**

Institution: [Date from – Date to]	Degree(s) or Diploma(s) obtained:
<i>[indicate the month and the year]</i>	<i>[insert the name of the diploma and the specialty/major]</i>
<i>[indicate the month and the year]</i>	<i>[insert the name of the diploma and the specialty/major]</i>

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

Language	Reading	Speaking	Writing
<i>[insert the language]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>
<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>

- 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
<i>[insert the country]</i>	<i>[indicate the month and the year]</i>
.....	.....
<i>[insert the country]</i>	<i>[indicate the month and the year]</i>

**17. Professional experience:**

Date from – Date to	Location of the assignment	Company & reference person (name & contact details)	Position	Description
<i>[indicate the month and the year]</i>	<i>[indicate the country and the city]</i>	<b>Name of the Company:</b> <b>Address of the company:</b> <b>Phone:</b> <b>Fax:</b> <b>Email:</b> <b>Name and title of the reference person from the company:</b>	<i>[indicate the exact name and title and if it was a short term or a long term position]</i>	<b>Name of the Assignment:</b> <b>Beneficiary of the Assignment:</b> <b>Brief description of the Assignment:</b> <b>Responsibilities:</b>
..... .	..... ....	..... ....	.....	.....
<i>[indicate the month and the year]</i>	<i>[indicate the country and the city]</i>	<b>Name of the Company:</b> <b>Address of the company:</b> <b>Phone:</b> <b>Fax:</b> <b>Email:</b> <b>Name and title of the reference person from the company:</b>	<i>[indicate the exact name and title and if it was a short term or a long term position]</i>	<b>Name of the Assignment:</b> <b>Beneficiary of the Assignment:</b> <b>Brief description of the Assignment:</b> <b>Responsibilities:</b>

**18. 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<sup>1</sup>, 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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<sup>1</sup> *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.*

**C. FINANCIAL PROPOSAL**

**REFERENCE NUMBER:** CS/STATS/SCBV/2021/23 – AIKP POWER, TRANSPORT & ICT SECTOR STATISTICS

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

<b>TOTAL FINANCIAL OFFER</b>	<b>US\$48,000</b>
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Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_