**REQUEST FOR EXPRESSION OF INTEREST**

**SELECTION OF INDIVIDUAL CONSULTANTS**

**REFERENCE NUMBER:** **CS/STATS/SCBV/2021/19**

**REQUEST FOR SERVICES TITLE:**  **CONSULTANCY ON COMPUTER-ASSISTED PERSONAL INTERVIEWING(CAPI)**

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

**CONSULTANCY ON COMPUTER-ASSISTED PERSONAL INTERVIEWING(CAPI)**

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. The maximum budget for this contract is $80,000 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/2021/19 –CONSULTANCY ON COMPUTER-ASSISTED PERSONAL INTERVIEWING(CAPI)*”***, 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.

|  |  |  |
| --- | --- | --- |
|  | **Criteria** | **Maximum points allocated** |
| **1** | General qualifications | 10 |
| 2 | Adequacy 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: ***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 Computer-Assisted Personal Interviewing (CAPI)***

**1. BACKGROUND**

1. Agriculture is Africa´s backbone, and it holds great promise for future growth and job creation. It employs 65-70% of the African workforce. It contributes substantially (about a third) to the continent´s Gross Domestic Product (GDP) and as such is the key to economic growth, increased incomes, improved living standards, poverty eradication, and enhanced food security. Promoting agriculture is therefore one of the most effective ways to contributing to alleviating poverty.
2. Agriculture in Africa faces many challenges including (i) internal infrastructure deficiencies prevent Africa from realizing its full agricultural and food security potential; (ii) inadequate energy supply constraining productivity and processing and storage of produce; (iii) very low connectivity density in paved road and rail network contributing to high postharvest losses and lack of access to markets; and (iv) difficult adaptation to climate change mainly due to the continent’s limited capacity and technology.
3. In October 2015, the African Development Bank (AfDB) developed a strategy for long-term agricultural transformation in Africa, entitled “Agricultural Transformation Agenda (ATA)” and known as “Feeding Africa” initiative, in order to map out how to unlock Africa’s agricultural potential and boost job creation in view of diversifying economies. As such, ATA supports the realization of key SDGs through the development of an inclusive and competitive African agribusiness sector. Underpinning this vision, the ATA have four specific goals: (i) contribute to the end of poverty; (ii) end hunger and malnutrition; (iii) make Africa a net food exporter; and (iv) move Africa to the top of export-orientated value chains where it has comparative advantage.
4. The importance of the agricultural sector in Africa and the challenges it is facing demand that its planning, management, and monitoring be based on sound evidence. This, in turn, requires the sustained availability of comprehensive, reliable, up-to-date, and consistent statistical data. In addition, these data need to be in a form that renders them intelligible and accessible for a variety of users.
5. Unfortunately, agricultural statistical systems and data are in a sorry state in many African countries – the systems are weak, uncoordinated, poorly resourced, and essentially unsustainable. Moreover, their outputs are wanting in terms of quantity, quality, and dissemination. The situation has been exacerbated by new data requirements to inform policy on emerging development issues such as food production vs. biofuels, global warming, environment, and food security.
6. In response to meeting these challenges in developing countries, newly cost-effective methods for producing agricultural statistics, including the use of Computer-Assisted Personal Interviewing (CAPI) have been developed, and technical assistance provided to African countries for absorbing those methods. This work has been carried out in a number of Regional Member Countries, and the demand from other countries continue to increase.

**2. OBJECTIVE**

1. 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.
2. The Phase 5 of the Statistical Capacity Building program (SCB-5), which is managed by COMESA, 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 responds to need to strengthen agriculture statistics in order to inform the Feed Africa agenda of AfDB, the CAADP agenda, SDGs, Agenda 2063, and other regional agendas such as the COMESA Medium Term Strategic Plan.
3. COMESA Secretariat, as the Executing Agency of the SCB 5 program of AfDB, requires the services of an international consultant to help continue building country capacity in the use of CAPI, using mobile devices called Survey Solutions (SuSo), in addition to any other newly developed cost-effective method.

**3. SCOPE OF WORK**

The Consultants will be required to undertake the following tasks:

1. Developing and/or adapting to country context training materials on the use of CAPI-SuSo for agricultural statistics.
2. Providing national trainings on the use of CAPI Survey Solutions for agricultural statistics: Design, Data Collection, Validation and Analysis for a group of national experts from targeted countries.
3. Providing bilateral Technical Assistance (TA) to address the identified specific needs of countries and advice on the hardware and software to acquire.
4. Undertake any other activity as requested by the COMESA Secretariat.

**4. DELIVERABLES**

The consultant will be responsible for delivery of the following outputs:

1. Training materials on the CAPI-SuSo for agricultural statistics to be reviewed and approved by COMESA Secretariat.
2. Technical assistance delivery reports on CAPI implementation in targeted countries, to be reviewed and approved by COMESA Secretariat.

**5.** **ELIGIBILITY OF CONSULTANT**

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

**6. DURATION AND DUTY STATION**

The assignment is expected to have a contract duration of 10 months, and shall involve travels to targeted countries, while that desk work will be home-based.

**7. QUALIFICATIONS/EXPERIENCE**

The consultant must have the following qualifications:

1. A Master’s degree in Statistics or the equivalent with a good quantitative statistical and IT background.
2. At least 5 years’ experience in professional experience in using CAPI, and Capacity Building in Statistics.
3. Proven professional competence and experience in designing and undertaking agricultural surveys in Africa, in general, and use of CAPI in particular. The candidate must be competent in network management, and in the development and strengthening of Agricultural Statistical Systems in Africa; possess sound analytical and problem-solving skills, and a proven experience in providing agricultural statistical support to African countries; and good skills for planning and organization of own work and meeting deadlines.
4. Ease of working in a collaborative style and with good interpersonal skills.
5. Openness to sharing information and keeping people informed; strong communications skills, both oral and written, especially ability to draft/edit a variety of written reports and studies in a clear, concise style.
6. Ability to interpret and relate statistical data to socioeconomic developments.
7. Sound experience and competence in the use of standard software.
8. An excellent knowledge of written and spoken English and/or French; and, a good working knowledge of the other language.
9. Ability to write reports, make presentations complete tasks on a timely basis.

**9. Pricing**

The fees for this consultancy will be$8,000 per month.

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**

[A. COVER LETTER FOR THE EXPESSION OF INTEREST FOR THE PROJECT 11](#_Toc267927845)

[B. CURRICULUM VITAE 13](#_Toc267927846)

[C. FINANCIAL PROPOSAL 17](#_Toc267927847)

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

REFERENCE NUMBER: CS/STATS/SCBV/2021/19

REQUEST FOR SERVICES TITLE:**CONSULTANCY ON COMPUTER ASSISTED PERSONAL INTERVIEWING(CAPI)**

[*Location, Date*]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services on ***COMPUTER ASSISTED PERSONAL INTERVIEWING(CAPI) in*** accordance with your Request for Expression of Interests number *CS/STATS/SCBV/2021/19,* 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/STATS/SCBV/2021/19 – CONSULTANCY ON COMPUTER ASSISTED PERSONAL INTERVIEWING(CAPI)

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

|  |  |
| --- | --- |
| **TOTAL FINANCIAL OFFER** | **US$80,000** |

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)