**REQUEST FOR EXPRESSION OF INTEREST**

**SELECTION OF INDIVIDUAL CONSULTANTS**

**REFERENCE NUMBER:** **CS/STATS/SCBV/2021/20**

**REQUEST FOR SERVICES TITLE:**  **CONSULTANCY ON FOOD BALANCE SHEET(FBS)**

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

**CONSULTANCY ON FOOD BALANCE SHEETS**

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.
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. 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/2021/20 –CONSULTANCY ON FOOD BALANCE SHEET(FBS)*”***, should be emailed to the following address:

***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**;*  *smwesigwa@comesa.int**;* *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 Food Balance Sheets (FBS)***

**1. BACKGROUND**

1. Agriculture plays a central and strategic role for Africa development in terms of economic growth, enhanced living standards, poverty reduction, and increased food security. Indeed, all the Sustainable Development Goals (SDGs) as well as the H5s of the African Development Bank (AfDB) have direct or indirect linkages to agriculture. Therefore, the importance of agricultural sector requires that its planning, management, and monitoring be based on sound incidence. In turn, this requires the availability of comprehensive, reliable, consistent and timely agricultural statistics in a form that is usable to a variety of users at both national and international levels.
2. A new Guideline on Food Balance Sheets compilation which provides countries with a user-friendly handbook on the construction of country-level Food Balance Sheets for policy-making and analysis is available. Some innovations have been made in this handbook in terms of approaches and the estimations of the variables. Apart from these guidelines, a new related standard FBS Compilation Tool has been developed. This Tool facilitates the imputation of missing values, production of Food Balance Sheets, and the computation of derived indicators, but shall be adapted to the context and specificities of each country.
3. An increasing number of African countries have expressed the need to be technically supported in the use of this new FBS Guideline and related standard Compilation Tool.

**2. 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 Regional Member Countries (RMCs) to undertake statistical operations 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 statistical operations, particularly field operations for data collection in previously planned surveys and censuses, among others, 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 Phase 5 of the Statistical Capacity Building program (SCB-5), which is managed by COMESA using AfDB Grant, 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.

COMESA Secretariat, as the Executing Agency of the SCB 5 program of AfDB, is therefore looking for a consultant to provide Technical Assistance (TA) to Regional Member Countries (RMCs) through regional and national training workshops and direct/bilateral TA to countries so that they can produce and disseminate FBS based on the recommended international methods, hence the New Guidelines and related standard Compilation Tool on the subject.

**3. SCOPE OF WORK**

The consultant will be required to undertake the following tasks:

1. Review existing Supply Utilization Accounts (SUA) and FBS of selected RMCs;
2. Review related relevant and required documentation available at country level;
3. Compile needed SUA basic data, Technical Conversion Factors (TCFs), nutritive factors, etc. for the purpose of compiling SUA/FBS which are customised to each country specificity and context, through the related FBS Compilation Tool.
4. Populate each country’s FBS Compilation Tool with production, trade and utilization data as well as with the TCFs and Nutritive Factors for all of the food products included in the Tool.
5. Conduct regional, national Training Workshops and national Validation Workshops on SUA/FBS, introducing the use of the Tool in processing the agricultural data from detail level into the aggregate format of the FBS.
6. Provide technical assistance to countries on specific issues related to improving national SUA/FBS systems.
7. Regularly provide technical guidance to national staff in compiling the SUA/FBS on conceptual issues, estimation procedures and data sources.
8. Contribute to setting up national technical working teams in charge of SUA/FBS compilation.
9. Conduct checking and validation of the annual National FBS results.
10. Supervise the analytical work of the FBS results.
11. Contribute to the editing and proofreading of the final version of the FBS report/publication.
12. Prepare a comprehensive report highlighting the methodology used, the key findings, best practices, and the constraints and limitations faced during the process of the Technical Assistance in this area; and
13. Undertake any other activity as requested by the COMESA Secretariat.

**4. DELIVERABLES**

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

1. Country Compilation tools, to be reviewed and approved by COMESA Secretariat.
2. FBS Reports reviewed and approved by COMESA Secretariat and published on AIH and COMSTAT data portal.
3. Technical assistance delivery reports on SUA/FBS compilation 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
2. A minimum of 5 years relevant experience in the field of Agricultural Statistics at national and/or international levels
3. At least 5 years’ experience in the compilation of Food Balance Sheet
4. Good knowledge of Agricultural Statistical Systems in Africa
5. Experience working with African Development Bank
6. Good interpersonal skills in liaising with colleagues and partners
7. Ability to make presentations and participate to international conferences
8. Excellent working knowledge of English or French, with good working knowledge of the other
9. Ability to write reports and 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/2021/20

REQUEST FOR SERVICES TITLE:**CONSULTANCY ON FOOD BALANCE SHEETS(FBS)**

[*Location, Date*]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services on ***FOOD BALANCE SHEETS(FBS) in*** accordance with your Request for Expression of Interests number *CS/STATS/SCBV/2021/20,* 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/2021/20 – CONSULTANCY ON FOOD BALANCE SHEETS(FBS)

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)