



REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES- INDIVIDUAL)

COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA

PROJECT NAME: TRANSITIONAL SUPPORT FACILITY (TSF) – CAPACITY BUILDING FOR GENDER INFRASTRUCTURE STATISTICS IN TRANSITION STATES – PHASE 1

SECTOR: POWER.

ASSIGNMENT TITLE: INTERNATIONAL ENERGY STATISTICS EXPERT

REFERENCE NUMBER: CS/STATS/02/00400(02-2025)4

GRANT NUMBER: 59001550

PROJECT ID: P-Z1-K00-174.

1. This Request for Expression of Interest follows the General Procurement Notice for this Project that appeared in UN Development Business (UNDB online); on the African Development Bank's Internet Website (www.afdb.org) and the COMESA Secretariat Website (www.comesa.int) on 10th March 2025.

The COMESA Secretariat has received a grant from the African Development Fund (ADF) towards the financing of the Capacity Building for Gender Sensitive Infrastructure Statistics in Transition States – Phase 1. The COMESA intends to apply part of the proceeds of the grant to procure Individual Consultancy services for an International Energy Statistics Expert to supervise the data collection, validation and analysis of energy statistics in participating countries.

2. Objective of the Assignment.

The objectives of the assignment are to:

- Validate the data management tool for ease of use and ability to conform to the terms of reference of the project.
- Validate the list of energy sector indicators.
- Undertake training of national energy focal points and country focal points on the data collection templates in the data management tool.
- Supervise the surveys on collection of power infrastructure data from all participating countries under the project.
- Using the online data management tool, perform quality control on the data collected, in collaboration with each Country Focal Person, during the data collection period.
- Draft the Power Statistics Pocketbook for the participating countries in the project.

- Advise the Gender Expert on the production of gender mainstreamed energy reports for the six selected TSF countries.
- Participate in dissemination programs on energy statistics derived from the TSF data collection surveys.

3. Scope of the Assignment.

Under your supervision, ensure that the national energy focal person utilizes three structured templates of the online data collection tool to gather data from various institutions:

- **Power Template A:** Captures detailed institutional data variables that supplement general information on the national power institutional framework. Data sources include the sector regulator or/and relevant line ministry.
- **Power Template B:** Collects quantitative data on national power systems from the regulator or line ministry. Variables include generation capacity and transmission network metrics etc.
- **Power Template C:** Gathers operational and financial performance data from the largest service providers in the generation, transmission, and distribution segments of the power sector.

4. Deliverables

- The following deliverables are expected from this assignment.
- Inception report
- Training workshop reports
- Technical assistance reports
- Power Statistics Pocketbook for the participating countries in the project
- Data for all TSF Member States for participating must cover a minimum of the last five years and should be collected at two levels:.

5. Location of the Assignment.

The consultant will perform duties remotely. In the event of travel, all travel expenses will be covered by the project in accordance with COMESA policies and regulations governing consultants.

6. Supervision Arrangements.

Reporting to the TSF Capacity Building Coordinator, the Consultant will ensure that the national energy focal person utilizes three structured templates of the online data collection tool to gather data from sector regulators, relevant line ministries, largest service providers of the power sector and other stakeholders.

7. Required Qualifications.

The international Energy Statistics Expert must possess the following:

- a. At least a master's degree or its equivalent in energy, engineering, economics, development, or a related field with a strong background in energy sectors.
- b. Preferably a minimum of 10 years' work experience in the energy sector.
- c. Demonstrable experience in data handling and analysis related to the energy sector.
- d. Bilingual competency i.e. English and French will be an added advantage.

The COMESA Secretariat hereby invites qualified individual consultants to express their interest in providing these services. Interested applicants should submit information demonstrating their relevant educational qualifications and experience in Energy sector.

8. Selection Method

Individual Consultant Selection.

9. Evaluation Criteria

Expressions of Interest shall be evaluated as follows:

	Evaluation Criteria				Score
1	Applicant's Relevant Educational qualifications	Qualification in relevant field for assignment	At least a master's degree or its equivalent in energy economics, engineering, economics, development, or a related field with a strong background in the energy sector.		10 points
2	Relevant Sector Experience				65 Points
		Proven experience in energy sector statistics, data management systems, or energy and infrastructure surveys.	• Years of relevant experience • Similar assignments undertaken (especially in regional or multi-country contexts)	35 Points	
		Demonstrable experience in data handling and analysis related to the energy sector.	• Experience with data handling and analysis of indicators related to the energy sector • Demonstrated ability to supervise field data collection	30 Points	
	Training, Capacity Building and Language Proficiency				25 Points
		Experience in delivery of Trainings and capacity building	Evidence of knowledge in delivery of trainings and capacity building.	15 Points	
		Language Proficiency	Proficiency in English or French is required; proficiency in both	10 Points	

			languages will be considered an added advantage.		
				Total	100

10. Budget

The maximum budget for this assignment is US\$35,000.00 lump sum and will be paid based on deliverables. Proposals exceeding this budget will not be accepted.

11. Duration.

The duration of this assignment will be from date of signature to 30 November 2026.

12. Validity & Eligibility Criteria.

Your Expression of Interest should be valid for a period of 90 days from the date of deadline for submission indicated in Paragraph 14 below.

13. Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with African Development Bank's "Procurement Framework for Bank Group Funded Operations" dated 2015, which is available on the Bank's website at: <https://www.afdb.org/en/projects-and-operations/procurement/new-procurement-policy>.

14. Detailed Terms of Reference can be downloaded from the COMESA Website at: www.comesa.int. Further information, if required, can be made 5 working days prior to the deadline by sending email requests for clarification during office hours, 0800 - 1700 hours Central Africa Time (CAT). Please direct all correspondence to procurement@comesa.int, cc: smwesigwa@comesa.int and kmzumara@comesa.int

15. Submission of Applications.

Expressions of Interest bearing the subject: **"Individual Consultancy Service, International Energy Statistics Expert – Capacity Building for Gender Statistics in Transition States"**. must be submitted as **ONE FILE** using the Expression of Interest Forms annexed to the Terms of Reference and must be emailed to the addresses below: **by 16:00hrs Zambia Time, on Wednesday 26th November 2025.**

Attn:

Mr. Silver Mwesigwa
Head of Procurement
Common Market for Eastern and Southern Africa (COMESA)
Ben Bella Road
P O Box 30051
Lusaka, Zambia
Tel: 260 211 229725–32
Emails: s.mwesigwa@comesa.int; kmzumara@comesa.int;

NB: Physical submission of EOIs will not be accepted.

Annex A: Terms of Reference

Annex B: Expression of Interest Forms

APPENDIX A – TERMS OF REFERENCES

Terms of Reference

Project Title: Capacity Building for Gender & Infrastructure Statistics in Transition States

Focus: Power Sectors

Title: International Energy Expert

1. Background

Infrastructure statistics play a vital role in socio-economic development. Reliable and timely data enables governments and regional bodies to identify infrastructure gaps, prioritize investments, and mobilize resources effectively. They provide the evidence base for policy decisions, help track progress toward development goals, and build investor confidence by improving transparency. By strengthening infrastructure statistics, the project supports better planning and implementation of strategies that foster inclusive growth, resilience, and improved quality of life.

COMESA and the African Development Bank recently signed a letter of Agreement for the former to act as the Executing Agency for the **Capacity Building for Gender and Infrastructure Statistics in Transition States Program** as part of the Africa Infrastructure Knowledge Program (AIKP). The project aims to improve the coverage of infrastructure statistics in Transition States, mainly in the power and transport sectors. It will support National Statistics Offices (NSOs) and line ministries by building capacity in infrastructure data collection, validation, and dissemination. This program will deliver improved institutional and human capacity for the generation of reliable and timely infrastructure statistics.

The beneficiaries of the project are COMESA, as implementing agency, national statistical offices and infrastructure ministries in the following countries: Burkina Faso, Burundi, Cameroon, Central African Republic, Chad, Comoros, Democratic Republic of Congo, Djibouti, Eritrea, The Gambia, Guinea, Guinea-Bissau, Liberia, Madagascar, Mali, Mozambique, Niger, Sao Tome & Principe, Sierra Leone, Somalia, South Sudan, Sudan and Togo.

In order to accomplish its objectives, the Project requires consultancy services of an energy sector expert to supervise the data collection, validation and analysis of energy statistics in participating countries.

2. Objectives

The objectives of the assignment are to:

- Validate the data management tool for ease of use and ability to conform to the terms of reference of the project.
- Validate the list of energy sector indicators.
- Undertake training of national energy focal points and country focal points on the data collection templates in the data management tool.
- Supervise the surveys on collection of power infrastructure data from all participating countries under the project.
- Using the online data management tool, perform quality control on the data collected, in collaboration with each Country Focal Person, during the data collection period.
- Draft the Power Statistics Pocketbook for the participating countries in the project.

- Advise the Gender Expert on the production of gender mainstreamed energy reports for the six selected TSF countries.
- Participate in dissemination programs on energy statistics derived from the TSF data collection surveys.

3. Scope of Work

3.1 Data Collection Tools

Under your supervision, ensure that the national energy focal person utilizes three structured templates of the online data collection tool to gather data from various institutions:

- **Power Template A:** Captures detailed institutional data variables that supplement general information on the national power institutional framework. Data sources include the sector regulator or/and relevant line ministry.
- **Power Template B:** Collects quantitative data on national power systems from the regulator or line ministry. Variables include generation capacity and transmission network metrics etc.
- **Power Template C:** Gathers operational and financial performance data from the largest service providers in the generation, transmission, and distribution segments of the power sector.

3.2 Data Sources

The data will be collected from the following categories of institutions:

- **Line Ministries:** Responsible for sector oversight and provision of national-level data, though typically limited in operator-level information.
- **Regulators:** Often independent bodies with comprehensive data on national power services and, in some cases, operator-level data.
- **Power Utilities:** Main providers of electricity services, either vertically integrated or unbundled. These are primary sources for operator-level data.
- **Rural Electrification Agencies:** Entities responsible for expanding electricity access in remote areas. Critical sources of data on rural electrification.

3.3 Data Quality Control

Quality control measures will be applied to ensure the accuracy and completeness of collected data. These include:

- **Entry Completion:** All entries must be completed or justified if missing.
- **Entry Validity:** Values must conform to acceptable ranges and formats.
- **Financial Checks:** Internal consistency and sum-checks of financial data.
- **Project Completion:** All templates should be fully submitted and validated or have a documented plan for completion.
- **Source Documentation:** Supporting documents or references must be submitted for each data entry.
- **Data Mapping:** Entries must be traceable to original source documents and derivable through a transparent process.

3.4 Coordination

The consultant will supervise the **Country Focal Person**, typically based within the National Statistical Office (NSO), and the **national energy focal point** and coordinate closely throughout the data collection process.

4. Deliverables

The following deliverables are expected from this assignment.

- **Inception report**
- **Training workshop reports**
- **Technical assistance reports**
- **Power Statistics Pocketbook** for the participating countries in the project

Data for all TSF Member States for participating must cover a minimum of the last five years and should be collected at two levels:

- **National Level:**
 - **Power Template A:** Institutional variables reflecting sector reforms and regulatory frameworks.
 - **Power Template B:** Quantitative system characteristics covering generation and transmission metrics etc.
 - **Primary Sources:** Regulator or line ministry.
 - **Accompanying data validation reports**
- **Utility Level:**
 - **Power Template C:** Operational and financial performance indicators for generation, transmission, and distribution.
 - **Primary Sources:** Utility operators in each segment.
 - **Accompanying data validation reports**

5. Competencies Required

The international energy expert should possess the following competencies:

- e. At least a master's degree or its equivalent in energy, engineering, economics, development, or a related field with a strong background in the energy sector.
- f. Preferably a minimum of 10 years' work experience in the energy sector.
- g. Demonstrable experience in data handling and analysis related to the energy sector.
- h. Bilingual competency i.e. English and French will be an added advantage.

6. Duration

The duration of this consultancy will be from date of signature to 30 November 2026.

7. Budget

The budget for this assignment is US\$35,000 lump sum and will be paid based on deliverables.

COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT

REFERENCE NUMBER: CS/STATS/02/00400(02-2025)4

REQUEST FOR SERVICES TITLE: INTERNATIONAL ENERGY STATISTICS EXPERT - TRANSITIONAL SUPPORT FACILITY (TSF) – CAPACITY BUILDING GENDER SENSITIVE INFRASTRUCTURE STATISTICS IN TRANSITION STATES – PHASE 1.

[Location, Date]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the **INTERNATIONAL ENERGY STATISTICS EXPERT** in accordance with your Request for Expression of Interests number **CS/STATS/02/00400(02-2025)4**, 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]*
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: *[Insert Postal Address]*
7. Phone: *[insert the phone and mobile no.]*
8. E-mail: *[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
[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:

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 above¹, 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.*

C. FINANCIAL PROPOSAL

**REFERENCE NUMBER: – CS/STATS/02/00400(02-2025)4 - INTERNATIONAL
ENERGY STATISTICS EXPERT.**

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

TOTAL FINANCIAL OFFER	US\$
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Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

