



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: TRANSPORT AND POWER

ASSIGNMENT TITLE: GENDER EXPERT

REFERENCE NUMBER: CS/STATS/02/00400(02-2025)6

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. COMESA intends to apply part of the proceeds of the grant to procure Individual Consultancy services for a Gender Expert to assist with mainstreaming gender in transport and energy sector statistics in participating countries.

2. Scope of the Assignment

The objective of this assignment is to mainstream gender into infrastructure data and analysis, and to develop country briefs on gender and infrastructure (specifically in the power and transport sectors) for Burundi, Comoros, the Democratic Republic of Congo (DRC), Djibouti, Madagascar, and Somalia. The briefs will provide key data, analysis, case studies from research, key references, targeting national level stakeholders in gender policy making and power and transport sectors. These briefs will serve as a benchmark for similar stakeholders in other transition countries. Specifically, the assignment will have the objectives to:

- Enhance the capacity of the National Statistics Office (NSO) to integrate gender considerations (including questionnaire design, data collection, validation and compilation) into infrastructure statistics.
- Assess the current landscape of gender and infrastructure linkages in the country.
- Identify gaps, opportunities, and barriers to mainstreaming gender in infrastructure data.
- Draft gender & energy and national transport briefs for the 6 selected countries.

The Consultant is expected, among other things, to:

- Develop an inception report proposing sources of data and evidence and stakeholder consultations based on insights on latest developments, stakeholder mapping and on a desktop review of the background information provided by the TSF Program Gender Expert, COMESA and the Bank.
- Facilitate training sessions to build capacity for the mainstreaming, collection, analysis, and reporting of gender in infrastructure statistics.
- Provide technical assistance for mainstreaming gender in infrastructure data collection.
- Supervise data collection and facilitate data validation exercises as required.
- Undertake consultations with the selected stakeholders with gender diversity considerations.
- Guide the compilation of gender mainstreamed energy and transport indicators for each country.
- Analyse and draft country briefs and undertake their revision based on stakeholder inputs.
- Prepare MS PowerPoint presentations of the country briefs for policy engagement in each of the countries.
- In consultation with the national gender focal point person ensure wide dissemination of country briefs.

3. Deliverables

The following deliverables are expected from this assignment:

- Inception report
- Training workshop reports
- Technical assistance reports
- 6 country briefs on gender and infrastructure (energy & transport)
- 6 MS PowerPoint presentations of the country briefs for policy engagement in each of the countries.

4. 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.

5. Supervision Arrangements

Reporting to the TSF Capacity Building Coordinator, the Expert will work and collaborate with the TSF national gender focal person and the TSF country focal person.

6. Required Qualifications

- Minimum of a master's degree in Gender studies, Development, statistics, social science, law, economics or related subjects.
- At least five years' proven experience in mainstreaming gender in social and economic sectors.
- Experience in working with national level stakeholders at relevant ministries in the country including the national statistical office, and energy and transport ministries and other related stakeholders.
- At least five years' experience in working with gender statistics, particularly in social and economic sectors.

The COMESA Secretariat hereby invites qualified individual consultants to express their interest in providing these services. Interested applicants should submit information in English demonstrating their relevant educational qualifications, including experience in mainstreaming gender in social and economic sectors, as well as experience working in the Africa region alongside national level stakeholders across relevant ministries.

7. Selection Method.

Individual Consultant Selection.

8. 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.	Minimum of a master's degree in Gender studies, Development, statistics, social science, law, economics or related subjects.		10 points
2	Relevant Sector Experience					50 Points

		a	Proven experience in gender mainstreaming.	At least five years' proven experience in mainstreaming gender in social and economic sectors.	30 Points	
		b	Demonstrable experience in gender statistics.	At least five years' experience in working with gender statistics, particularly in social and economic sectors.	20 Points	
3	Experience Working with National Stakeholders & Capacity Building.					40 Points
		a	Demonstrable experience in working with stakeholders at the national level.	Experience in working with national level stakeholders at relevant ministries in the country including the national statistical office, and energy and transport ministries and other related stakeholders.	20 Points	
		b.	Demonstrable Experience in delivery of Trainings and capacity building	Evidence of knowledge in delivery of trainings and provision of capacity building.	20 Points	
					Total	100

9. Budget.

The maximum budget for this assignment is US\$18,000.00 lump sum and will be paid based on deliverables. Proposals exceeding this budget will not be accepted.

10. Duration.

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

11. Validity & Eligibility Criteria.

Expression of Interest should be valid for a period of 90 days from the date of deadline for submission indicated in Paragraph 12 below.

12. 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>.

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

13. Submission of Applications.

Expressions of Interest bearing the subject: **"Individual Consultancy Service, Gender Expert – Capacity Building for Gender Infrastructure 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 Mwesiwa
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: tenders@comesa.int and copy kmzumara@comesa.int

NB: Physical submission of EOIs will not be accepted.

Annex A: Terms of Reference.

Annex B: Expression of Interest Forms.

ANNEX A – TERMS OF REFERENCE

Terms of Reference

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

Focus: Gender Statistics in the Transport & Power Sectors

Title: TSF International Gender Statistics 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 a gender expert to assist with mainstreaming gender in transport and energy sector statistics in participating countries.

2. Objectives

The purpose of this assignment is to ensure gender mainstreamed infrastructure data and analysis and to develop the content of the country brief on gender and infrastructure (power and transport) for the following countries Burundi, Comoros, Democratic Republic of Congo (DRC), Djibouti, Madagascar and Somalia. The briefs will provide key data, analysis, case studies from research, key references, targeting national level stakeholders in gender policy making and power and transport sectors. These briefs will serve as a benchmark for other similar stakeholders in other transition countries. Specifically, the assignment will have the objectives to:

- Enhance the capacity of the National Statistics Office (NSO) to integrate gender considerations (including questionnaire design, data collection, validation and compilation) into infrastructure statistics.
- Assess the current landscape of gender and infrastructure linkages in the country.
- Identify gaps, opportunities, and barriers to mainstreaming gender in infrastructure data.
- Draft gender & energy and national transport briefs for selected 6 countries.

Additionally, the consultant will be required to draft fact sheets for the remaining 17 TSF Project countries.

3. Scope of work

The country briefs will provide a summary overview and update of available information and data, based on a list of resources provided by COMESA and the Bank, and additional sources as agreed based on a proposition developed by the TSF gender expert. The approach includes consultations with key stakeholders in the field of power, transport and gender to ensure completeness and currency of information, and to engage for uptake of messages. Data and analysis will be reviewed by the TSF Program Gender Expert under the COMESA TSF Project and the Bank and selected stakeholders. The assignment in the six countries will include the support for the development of uptake activities for a workshop to be organised by COMESA and the Bank. Specifically, the scope of work will include:

- Developing of an inception report proposing sources of data and evidence and stakeholder consultations based on insights on latest developments, stakeholder mapping and on a desktop review of the background information provided by the TSF Program Gender Expert, COMESA and the Bank.
- Training sessions to build capacity for the mainstreaming, collection, analysis, and reporting of gender in infrastructure statistics.
- Provision of technical assistance for mainstreaming gender in infrastructure data collection.
- Supervise data collection.
- Undertaking consultations with the selected stakeholders.
- Facilitation of any data validation exercise.
- Guiding the compilation of gender mainstreamed energy and transport indicators for each country.
- Analysis and drafting of country briefs,
- Revision of country briefs based on stakeholder inputs.
- In consultation with the national gender focal point person ensuring wide dissemination of country briefs.

4. Deliverables

The assignment of the Gender Focal Person would include the following deliverables.

- Inception report.
- Develop terms of reference for supervising data collection and technical assistance.
- Training materials for national capacity building workshops on mainstreaming gender in energy and transport statistics.
- Technical assistance reports.
- Capacity building reports
- Gender mainstreamed energy and transport indicator matrix.
- Country Briefs for the six countries.
- Fact sheets for the other 17 TSF countries.

5. Reporting

TSF Gender Expert will work under the supervision of the TSF Capacity Building Coordinator and collaborate with the TSF national gender focal person and the TSF country focal person

6. Country gender focal person competencies

- Minimum of a master's degree in gender studies, development, statistics, social science, law, economics or related subjects.
- At least five years' proven experience in mainstreaming gender in social and economic sectors.
- Experience in working with national level stakeholders at relevant ministries in the country including the national statistical office, and energy and transport ministries and other related stakeholders.
- At least five years' experience in working with gender statistics, particularly in social and economic sectors.

7. Duration

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

8. Budget

The budget for this assignment is US\$18,000 lump sum and will be paid based on deliverables

ANNEX B – EXPRESS OF INTEREST FORMS

COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT

REFERENCE NUMBER: CS/STATS/02/00400(02-2025)6

REQUEST FOR SERVICES TITLE:

[Location, Date]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the **INTERNATIONAL GENDER STATISTICS EXPERT** in accordance with your Request for Expression of Interests number **CS/STATS/02/00400(02-2025)6**, 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 11 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**
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
[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)6 – INTERNATIONAL
GENDER 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: _____

