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**REQUEST FOR EXPRESSION OF INTEREST**

**SELECTION OF AN INDIVIDUAL CONSULTANTS**

**REFERENCE NUMBER:** ***CS/STATS/04/0099(16/12/24)1 AS/dm***

**REQUEST FOR SERVICES TITLE****:** ***Economic Statistics Short-Term Expert***

1. ***The COMESA Secretariat*** is inviting Individual Consultants to submit their Expressions of Interest for the services defined under the Terms of references annexed.
2. **Only Individual Consultants are eligible to participate under this assignment if they fulfil the following eligibility criteria:**
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 ***Euro27,000.00 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, in the English language and be accompanied by copies of all the indicated supporting documents. If the supporting documents are not in English, these shall be accompanied by a certified translation into English.

**5.** Your application documents clearly marked and email bearing the subject, **“*CS/STATS/04/0099(16/12/24)1 AS/dm: Individual Consultant - Economic Statistics Short-Term Expert*”*,*** should be e-mailed to the following address:

[procurement@comesa.int](mailto:procurement@comesa.int)

cc: [*DMaimbo@comesa.int*](mailto:DMaimbo@comesa.int)*;* [*S.Mwesigwa@comesa.int*](mailto:S.Mwesigwa@comesa.int) *and* [*WChizebuka@comesa.int*](mailto:isimonga@comesa.int)

6. The deadline for submission of your application, to the address indicated in Paragraph 5 above, is:

***10 January 2025 at 16:00 hours Zambian time***

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

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Criteria** | | **Maximum points allocated** |
|  | A bachelor’s degree in statistics, economics, computer science, or any related field | | 10 |
|  | A minimum of seven years’ proven experience working at regional level on the listed statistical clusters. | * Compilation and dissemination of the harmonized consumer price indices. * Organization and coordination of national ICP surveys. | 30 |
| * Compilation of statistics of international trade in services and foreign affiliate statistics. * Compilation and dissemination of FDI statistics. | 30 |
|  | Proven experience working on SDMX. | | 30 |
|  | **Total** | | **100** |

**9.** Your proposal should be submitted as per the following instructions:

(i) PRICES:

The maximum financial proposal shall be as indicated in the terms of reference.

(ii) EVALUATION AND AWARD OF THE CONTRACT:

An Expression of Interest is considered compliant to the requirements if:

* It fulfils the formal administrative requirements (see Paragraphs 2,3,4,5,6 and 7 above);
* Expressions of Interest determined to be compliant to the requirements will be further evaluated for technical compliance; and
* 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 four (4) working days** prior to deadline indicated in paragraph 6 above, from:

The Procuring entity: ***COMESA Secretariat***

Contact person: ***Daniel Maimbo***

E-mail: [DMaimbo@comesa.int](mailto:DMaimbo@comesa.int); [***S***.Mwesigwa@comesa.int](mailto:S.Mwesigwa@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 two (2) working days before the deadline for submission of applications.

12. COMESA reserves the right to cancel/terminate this process at any point before entering into contract without incurring in financial claims from participants.

**ANNEXES:**

ANNEX 1: Terms of Reference

ANNEX 2**:** Expression of Interest Forms

**Sincerely,**

**Name:** Silver Mwesigwa

**Title:** Head of Procurement

**Date:** 16 December 2024

**ANNEX 1: TERMS OF REFERENCE**

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**TERMS OF REFERENCE**

**Economic Statistics Short-Term Expert**

**1.0 Background**

In line with Article 140 of the Treaty establishing the Common Market for Eastern and Southern Africa (COMESA), which commits Member States to cooperate in the field of statistics, the COMESA Secretariat is undertaking a workplan for 2025 aimed at creating an enabling environment for reliable, harmonized, and comparable statistical data. The goal is to strengthen the capacity of COMESA in the collection, compilation, and dissemination of economic activity data through the harmonization of methodologies, concepts, and definitions.

To further these objectives, the COMESA Statistics Unit plans to engage the services of a Short-Term Expert (STE) with specialized experience in the following areas:

* 1. Statistics of International Trade in Services (SITS);
  2. Foreign Affiliates Statistics (FATS);
  3. Foreign Direct Investment (FDI);
  4. Statistical Data and Metadata Exchange (SDMX);
  5. Harmonized Consumer Price Index (HCPI); and
  6. International Comparison Program (ICP).

**2.0 Terms of Reference for the STE**

The following are the terms of reference for each sub-component of the STE’s engagement.

**2.1 Statistics of International Trade in Services (SITS) and Foreign Affiliates Statistics (FATs)**

COMESA has been compiling Statistics on International Trade in Services over a long period of time. The major objective is to promote the development and harmonization of SITS in support of the COMESA MTSP in coming up with evidence-based policy in monitoring the free flow of services within the COMESA region as well as between COMESA and the global economy. This area also includes foreign affiliates statistics (FATS).

The STE shall be responsible for the following:

1. promote and facilitate the sharing of knowledge/experiences/best practices in the compilation of SITS;
2. engage the countries on the regular submission, compilation, and dissemination of timely, quality and harmonized SITS and FATs data for COMESA Secretariat, based on international standards and frameworks;
3. assist with the regular updating of the regional SITS and FATs database;
4. assist with subject matter expertise in the development of SITS and FATs reproducible analytical pipelines; and
5. assist with data analysis, report writing and publication of the SITS component of the annual COMESA International Trade Report.

**2.2 Foreign Direct Investment (FDI)**

The Organisation for Economic Co-operation and Development (OECD) defines Foreign Direct Investment as a type of cross-border investment which is made by a resident entity in one economy (the direct investor), with the aim of establishing a lasting interest in an enterprise (the direct investment enterprise) being a resident in an economy other than that of the direct investor.

The COMESA Statistics Unit compiles data on FDI for all the Member States as an indicator for both the macroeconomic convergence criteria and to determine investment inflows and outflows in the region.

Under this cluster, the STE shall carry out duties and responsibilities as follows:

1. compile and harmonise FDI data for Member States and aggregate into the regional dataset that will be uploaded into the COMESA data portal; and
2. assist with subject matter expertise in the development of SITS and FATs reproducible analytical pipelines. Assist with data analysis, report writing and publication of the annual COMESA Investment Trends Report.

**2.3 Statistical Data and Metadata Exchange (SDMX)**

Currently, the COMESA Statistics Unit is changing the HCPI data transmission mode from Member States to the implementation of the Statistical Data and Metadata Exchange (SDMX) platform. This is in an endeavour to increase efficiency and data standardization in the process of transmission. It is planned that the exercise will continue in 2025 to cover nine (9) more countries.

Under this cluster, the STE shall assist in the configuration, installation and capacity building on SDMX transmission protocols for the HCPI data in the remaining nine countries.

**2.4 Harmonized Consumer Price Index (HCPI)**

COMESA has been disseminating its HCPI since December 2010. Overtime, the need has arisen to rebase the HCP price reference period from December 2010=100 to a more recent year and review of the Technical Guidance Notes and the HCPI Regulation.

Under this cluster, the STE shall carry provide technical assistance to Member states on the preparation of computation procedures for migrating from the current price reference to the latest period (2021=100).

**2.5 International Comparison Program (ICP)**

The COMESA Statistics Unit has collaborated with the African Development Bank (AfDB) in the implementing ICP surveys in regional member countries (RMCs). The ICP is an international statistical initiative that is coordinated by the World Bank and the United Nations Statistical Commission (UNSC), and relies on a partnership of international, regional, sub-regional, and national agencies. Preparations for the next International Comparison Program surveys are underway.

Under this cluster, the STE shall carry out duties and responsibilities as follows:

* Assist with any preparations required by COMESA participating Member states for the next round of the global ICP Survey. These shall include:

* + finalization of national schedules for data collection;
  + finalization of ICP product lists;
  + finalization of composition of country teams;
  + national survey set up;
  + facilitation of ICP Technical Working group; and
  + liaise with the Africa Region ICP Office at AfDB.

**3.0 Experience**

A minimum of seven years’ proven experience working at regional level on the listed statistical clusters.

1. Compilation and dissemination of the harmonized consumer price indices.
2. Organization and coordination of national ICP surveys.
3. Compilation of statistics of international trade in services and foreign affiliate statistics.
4. Compilation and dissemination of FDI statistics.
5. Proven experience working on SDMX.

**4.0 Qualifications**

A bachelor’s degree in statistics, economics, computer science, or any related field.

**5.0 Duration**

The duration for the assignments is 6 months from the signing of contract.

**6.0 Duty Station:**

Common Market for Eastern and Southern Africa COMESA centre, Ben Bella Road, Lusaka, Zambia

**Reporting and accountability:**

Under the direct supervision of the Head of Statistics, and the overall supervision of the Assistant Secretary – programs at COMESA Secretariat.

**7.0 Remuneration**

The STE will be paid a monthly remuneration not exceeding Euro four thousand five hundred (€4,500).

**ANNEX 2: Expression of Interest Forms**

[A. COVER LETTER FOR THE EXPESSION OF INTEREST FOR THE PROJECT 8](#_Toc267927845)

[B. CURRICULUM VITAE 9](#_Toc267927846)

[C. FINANCIAL PROPOSAL 12](#_Toc267927847)

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

REFERENCE NUMBER: *CS/STATS/04/0099(16/12/24)1 AS/dm*:

REQUEST FOR SERVICES TITLE:***Individual Consultant - Economic Statistics Short-Term Expert***

[*Location, Date*]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the ***Individual Consultant - Economic Statistics Short-Term Expert*** in accordance with your Request for Expression of Interests number *CS/STATS/04/0099(16/12/24)1 AS/dm,* 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 14 and 16***

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# C. FINANCIAL PROPOSAL

**REFERENCE NUMBER:** *CS/STATS/04/0099(16/12/24)1 AS/dm*

**REQUEST FOR SERVICES TITLE: *Individual Consultant - Economic Statistics Short-Term Expert***

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

|  |  |
| --- | --- |
| **TOTAL FINANCIAL OFFER** |  |

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)