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**REQUEST FOR EXPRESSION OF INTEREST**

**SELECTION OF AN INDIVIDUAL CONSULTANTS**

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

**REQUEST FOR SERVICES TITLE****:** ***COMSTAT DATA PORTAL 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 ***Euro24,000.00 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)AS/dm, Individual Consultant - COMSTAT Data Portal 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** |
|  | Academic qualifications: Bachelor’s degree in information technology, statistics, data science, computer science or other related disciplines | 10 |
|  | At least 5 years of relevant professional experience, with a strong proven experience working on open data platform | 20 |
|  | At least 2 years’ experience in maintaining and supporting the African Information Highway system data portals. | 15 |
|  | Proven experience in use of a wide range of social media platforms including Facebook, Twitter, Instagram, Medium, Blogger, etc. | 15 |
|  | Proven experience in using data portal tools and in development of dashboards and visualizations. | 15 |
|  | Experience in promoting data platforms and optimizing content for web-based platforms. | 15 |
|  | Proven experience in use of social media monitoring technology and social media measurement and listening tools. | 10 |
|  | **Total** | **100** |

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

(i) PRICES:

The 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

*COMSTAT DATA PORTAL SHORT-TERM EXPERT*

1. **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.

The COMSTAT data portal serves as the Secretariat’s central repository for various statistical datasets and resources and is the premier vehicle for the dissemination of COMESA regional statistics. To effectively achieve this the portal needs to be enhanced and updated with new data sets and new dashboards. Under the 11th EDF Institutional Capacity Building Program result 3 and sub result 3.6, the services of a short-term expert are sought in the 2025 work program.

1. **Terms of Reference for the Short-Term Expert (STE)**

**Objective:**

To enhance the functionality and visibility of the COMSTAT data portal by modelling, uploading, and visualizing statistical data sets, as well as promoting its use among stakeholders.

**Scope of Work:**

The consultant will be responsible for preparing and integrating statistical datasets into the COMSTAT data portal, developing interactive dashboards, and increasing user engagement with the portal.

**Duties and Responsibilities:**

Under the direct supervision of the Head of Statistics Unit and the overall supervision of the Assistant Secretary General – Programs, the consultant will undertake the following tasks:

1. data modelling and uploading;
2. convert new statistical datasets into the COMSTAT-compatible format;
3. upload the following datasets:
   * Minimum Set of Core Agriculture Data for 2023/2024.
   * 2025 Harmonized Consumer Price Index Data;
   * 2024 International Merchandise Trade Data;
   * 2024 Statistics of International Trade in Services;
   * 2024 Foreign Direct Investment Statistics;
   * 2024 National Accounts Dataset;
   * data for the second edition of the COMESA Regional Migration Statistics Report; and
   * derived inputs on Food Security Statistics from the COMESA Food Security Statistics Project.
4. dashboard development -
   * Design and implement interactive dashboards for all uploaded datasets to facilitate data visualization and decision-making.
5. portal promotion and user engagement -
   * Develop and implement strategies to promote the COMSTAT data portal to potential users and stakeholders.
   * Enhance user interaction and satisfaction by addressing feedback and ensuring portal usability.
6. performance monitoring and optimization -
   * Analyse portal usage trends using Google Analytics and compile regular reports on user engagement and interaction.
   * Conduct organic Search Engine Optimization (SEO) evaluations and optimize COMSTAT content based on actionable insights to improve visibility and discoverability.
7. train new COMESA staff members on utilization of COMSTAT data for production of their reports; and
8. any other duties that may be assigned by supervisors.

**Expected Deliverables:**

1. fully modelled and uploaded datasets as listed above;
2. functional, user-friendly interactive dashboards for each dataset;
3. increased user engagement with the COMSTAT data portal through targeted strategies;
4. regular usage and performance reports based on Google Analytics; and
5. SEO-optimized COMSTAT content for improved visibility.
6. **Commencement and completion of work**

The assignment is expected to have a contract duration 6 months, upon signature of contract.

**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.

1. **Qualifications/Experience**

**Qualification:**

* Bachelor’s degree in information technology, statistics, data science, computer science or other related disciplines.

**Experience:**

* 1. At least 7 years of relevant professional experience, with a strong proven experience working on open data platforms.
  2. At least 4 years’ experience in maintaining and supporting portals under the African Information Highway system.
  3. Proven experience in use of a wide range of social media platforms including Facebook, Twitter, Instagram, Medium, Blogger, etc.
  4. Proven experience in using data portal tools and in development of dashboards and visualizations.
  5. Experience in promoting data platforms and optimizing content for web-based platforms.
  6. Proven experience in use of social media monitoring technology and social media measurement and listening tools.

1. **Duration**

The duration for the assignments is 6 months.

**6.0 Remuneration**

The STE will be paid a monthly remuneration not exceeding Euro four thousand (€4,000).

**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)AS/dm*:

REQUEST FOR SERVICES TITLE:***Individual Consultant - COMSTAT Data Portal Short-Term Expert***

[*Location, Date*]

To: COMESA Secretariat

Dear Sirs:

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

**REQUEST FOR SERVICES TITLE: *Individual Consultant - COMSTAT Data Portal 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)