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**REQUEST FOR EXPRESSION OF INTEREST**

**SELECTION OF TWO INDIVIDUAL CONSULTANTS**

**REFERENCE NUMBER:** *CS/STATS/04/0099(02/04/24)TM/dm*

**REQUEST FOR SERVICES TITLE:**  **Two consultants (One for Anglophone and the other for Francophone countries) for the Compilation of Minimum Set of Core Agriculture Data (MSCD)**

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 ***US$30,000.00 (US$15,000.00 for each consultant) 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(02/04/24)TM/dm*: *Expression of Interest – Two consultants (One for Anglophone and the other for Francophone countries) for the Compilation of Minimum Set of Core Agriculture Data (MSCD)***

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* [*isimonga@comesa.int*](mailto:isimonga@comesa.int)

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

***27 May 2024 AT 16:00 hours***

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

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

1. At least 5 years of relevant professional experience, with a strong proven experience Working Minimum Set of agriculture Core data (MSCD).
2. At least 2 years of experience in collecting and validating MSCD at regional level.
3. Proficient at using any named data validation tool for MSCD.

Good computer skills in MS Office applications particularly MS EXCEL

|  |  |  |
| --- | --- | --- |
|  | **Criteria** | **Maximum points allocated** |
| **1** | General qualifications | 10 |
| 2 | Experience and skills relevant for the assignment | 70 |
| 3 | Experience in the region and specified languages | 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); 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 three (3) working days** prior to deadline indicated in the 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 working day 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 claims from participants.

**ANNEXES:**

ANNEX 1: Terms of Reference

ANNEX 2**:** Expression of Interest Forms

**Sincerely,**

**Name:** Silver Mwesigwa

**Title:** Head of Procurement

**Date:** 7 May 2024

**ANNEX 1: TERMS OF REFERENCE**

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**Terms of Reference for the**

**Recruitment of two consultants (One for Anglophone and the other for Francophone countries) for the Compilation of Minimum Set of Core Agriculture Data (MSCD)**

1. **Background**

The Common Market for Eastern and Southern Africa (COMESA) has received financing from the European Union (EU) towards eligible costs for the Compilation of Minimum Set of Agricultural Core Data (MSCD) produced by member states.

COMESA via the Statistics Unit would like to engage the services of two consultants under MSCD. One consultant will be in charge of Anglophone countries while the other will be in charge of Francophone countries.

The Minimum Set of Core agriculture Data (MSCD) is a minimum set of internationally comparable data that countries submit on a regular basis to meet current and emerging demands. MSCD defines the framework for the agricultural and rural components of the National Strategies for the Development of Statistics (NSDS) and form building block to integrate agriculture and rural statistics into the national system.

Compilation of the Minimum Set of agricultural Core Data (MSCD) produced by member states is very important for decision making and policy. MSCD data that is coherent and consistent shows the performance of agriculture in member states and the region, that in turn is useful for policy decisions.

In this regard, the Statistics Unit would like to engage the services of two consultants at MSCD. One consultant will be in charge of Anglophone countries while the other will be in charge of Francophone countries.

**2.0 Terms of Reference for the MSCD consultant**

The MSCD consultant shall be responsible for the following:

1. collecting data using the prescribed MSCD templates from the 21 COMESA Member states;
2. offering technical assistance to Member states on completing the MSCD templates;
3. offering technical assistance to Secretariat on utilization of the validation tool including all algorithms related to the different sectors of the framework;
4. follow-up with COMESA member states to ensure that they complete the MSCD templates;
5. identification of missing data and follow-up with concerned member states to fill the data gaps;
6. identification of inconsistent data (using the appropriate validation tool) and, together with member states to make the needed adjustments;
7. compilation, review, and validation of reported/collected MSCD time series. provide an updated reporting and validation status; and
8. undertake any other activity as requested by the COMESA Secretariat.

**Deliverables**

**Each consultant is expected to collect and validate data for 10 member states**

The following are the expected deliverables:

1. submission of at least two evaluated Technical Assistance reports;
2. submission of complete and validated datasets using prescribed template; and
3. submission of cleared data collection and validation reports.

**3. Experience**

1. At least 5 years of relevant professional experience, with a strong proven experience Working Minimum Set of agriculture Core data (MSCD).
2. At least 2 years of experience in collecting and validating MSCD at regional level.
3. Proficient at using any named data validation tool for MSCD.
4. Good computer skills in MS Office applications particularly MS EXCEL.

**4. Qualifications**

University degree in Agriculture statistics, Statistics, business administration or other related disciplines.

**5. Duration**

The duration for the assignments is a maximum of 5 months.

1. **Duty Station**

* Home based but may be required to travel for assignment.

1. **Budget**

US$30,000 (15,000 each consultant).

**ANNEX 2: Expression of Interest Forms**

[A. COVER LETTER FOR THE EXPESSION OF INTEREST FOR THE PROJECT 7](#_Toc267927845)

[B. CURRICULUM VITAE 8](#_Toc267927846)

[C. FINANCIAL PROPOSAL 11](#_Toc267927847)

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

REFERENCE NUMBER: *CS/STATS/04/0099(02/04/24)TM/dm*:

REQUEST FOR SERVICES TITLE:***Two consultants (One for Anglophone and the other for Francophone countries) for the Compilation of Minimum Set of Core Agriculture Data (MSCD)***

[*Location, Date*]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the ***Compilation of Minimum Set of Core Agriculture Data (MSCD)*** in accordance with your Request for Expression of Interests number *CS/STATS/04/0099(02/04/24)TM/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 15***

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# C. FINANCIAL PROPOSAL

**REFERENCE NUMBER:** *CS/STATS/04/0099(02/04/24)TM/dm*

**REQUEST FOR SERVICES TITLE: Two consultants (One for Anglophone and the other for Francophone countries) for the Compilation of Minimum Set of Core Agriculture Data (MSCD)**

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

|  |  |
| --- | --- |
| **TOTAL FINANCIAL OFFER** | **US$15,000.00** |

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)