



SADC SECRETARIAT

REQUEST FOR EXPRESSION OF INTEREST (INDIVIDUAL CONSULTANTS SELECTION)

COUNTRY: BOTSWANA

NAME OF PROJECT: SADC REGIONAL STATISTICS PROJECT (RSP)

PROJECT ID: P175731

ASSIGNMENT TITLE: INDIVIDUAL CONSULTANCY TO ASSESS THE ORGANIZATIONAL AND MANAGERIAL MODEL OF THE STATISTICS MAURITIUS OFFICE (SM), DRAFT A STRATEGY TO ADDRESS DETECTED ISSUES, AND APPLY THE UNECE GENERAL STATISTICAL BUSINESS PROCESS MODEL (GSBPM) IN AT LEAST TWO SELECTED STATISTICAL

REFERENCE NUMBER: SADC/3/5/2/342

DATE OF ISSUE: 11th July 2024

Background

The SADC Secretariate through the SADC Regional Statistics Project has received a grant. The aim of this grant is to strengthen the institutional capacity of SADC and participating countries to produce, disseminate and use quality statistics while increasing regional harmonization and collaboration.

This particular assignment; The Regional Infrastructure Development Master Plan (RIDMP), the SADC Regional Agricultural Policy (RAP), the Industrialisation Strategy and the Roadmap, among others, are complementary guiding frameworks for achieving the regional integration agenda. SADC has also developed various Protocols for domestication and implementation by Member States including the most recent one, the Protocol on Statistics, to enhance harmonization of statistics. The operating framework for implementing statistical activities as priorities for the region is the Regional Strategy for Development of Statistics (RSDS) and is aligned to SADC Vision 2050 and RISDP 2020-30.

Demand for quality and harmonized statistics has been on the rise to monitor progress in developmental agendas at national, regional, continental, and global level. The scope of data demand cuts across economic, social, and also on emerging issues such as climate change, disaster-risk, environment and others related.

The SADC Secretariate intends to apply part of the proceeds of this financing to eligible payments under the contract for hiring an INDIVIDUAL CONSULTANCY TO ASSESS THE ORGANIZATIONAL AND MANAGERIAL MODEL OF THE STATISTICS MAURITIUS OFFICE (SM), DRAFT A STRATEGY TO ADDRESS DETECTED ISSUES, AND APPLY THE UNECE GENERAL STATISTICAL BUSINESS PROCESS MODEL (GSBPM) IN AT LEAST TWO SELECTED STATISTICAL.

The SADC Secretariate invites submissions from suitably qualified and interested individual consultants to conduct the training, recruited as individual consultant following World Bank Procurement Regulations dated September 2023.

Title : INDIVIDUAL CONSULTANCY TO ASSESS THE ORGANIZATIONAL AND MANAGERIAL MODEL OF THE STATISTICS MAURITIUS OFFICE (SM), DRAFT A STRATEGY TO ADDRESS DETECTED ISSUES, AND APPLY THE UNECE GENERAL STATISTICAL BUSINESS PROCESS MODEL (GSBPM) IN AT LEAST TWO SELECTED STATISTICAL (1 Position)

Time Commitment : 100%

Accountable : Senior Officer, Research and Statistics

Duration of Assignment: 60 calendar days

1. The Objectives of the Assignment

The overall objective of this consultancy is to undertake an assessment of the organizational and managerial model of the Statistics Mauritius Office within the framework of the regional and continental strategy and the NSDS; draft a strategy to address detected managerial and organizational bottlenecks; and apply the UNECE General Statistical Business Process Model (GSBPM) in specific selected statistical operations.

2.2 Specific Objectives (Purpose)

The consultancy has four main specific objectives:

Objective 1: Assess the organizational model of Statistics Mauritius (stock). The consultant will evaluate Statistics Mauritius' existing organizational chart (organogram), highlighting departmentalization criteria, communication flows, contracting-out processes, control mechanisms, role of the existing statistical council or Committee among others. This assessment will be conducted using organizational theory approaches and the UNECE GAMSO model.

Objective 2: Assess the managerial model of Statistics Mauritius (flow). The consultant will develop a generic process map of Statistics Mauritius, creating a process diagram or process map. Once approved by Statistics Mauritius authorities, the consultant should further detail the process map into specific subprocesses. An initial inventory of processes should be compiled, including narratives, flowcharts, and basic metrics for each process (time, volume, cost, and quality).

Objective 3: Draft an organizational and managerial strategy aimed at modernizing Statistics Mauritius, defining clear strategic actions. The strategy must be presented to and approved by Statistics Mauritius authorities.

Objective 4: Implement the UNECE General Statistical Business Process Model (GSBPM) in at least two selected statistical operations by Statistics Mauritius authorities. The consultant will identify the life cycle of these statistical operations, defining specific descriptions for each process, including responsibilities and metrics (volume, cost, quality, and time). Together with Statistics Mauritius staff and the WB team, the consultant will define activities to enhance the productivity of the selected statistical operations.

2.3 Results to be achieved by the contractor

The consultant is expected to achieve the following results in the following:

- i. Assessment report of the organizational and managerial model of the Statistics Mauritius Office, identifying strengths and weaknesses, and defining specific recommendations to redesign the organizational chart based on best practices in modernizing national statistical offices. Additionally, specific recommendations to improve the management through processes approach should be provided. A better coordination approach between the organizational chart and statistical business processes should be defined;
- ii. Identification of specific and impactful recommendations for implementation towards application of GSBPM and discussion within the governance structure for consideration; and
- iii. Specific individual reports on selected statistical operations. For each process, a distinct life cycle should be clearly defined, encompassing detailed descriptions of all included processes, output and process indicators, and specific metrics. The consultant should also produce a basic guideline for scaling up the adoption of the GSBPM

2. QUALIFICATION AND EXPERIENCE REQUIREMENTS

This assignment is expected to be carried out by an individual consultant expert and should be expert in GSBPM and statistical review/coordination. The specific profile is provided below:

Qualifications and Skills

- A minimum of a Degree in statistics, economics or related field. A Masters degree and above shall be an advantage.
- Written and oral fluency in the English language is essential. Knowledge of French would be an asset.
- Excellent oral and written communication, analytical, presentation and report writing skills in English Language.
- Excellent time management and organizational skills to prioritize workload and deliver needful during the training week.

General Professional Experience

- The Expert Must have at least ten (10) years of experience in statistical coordination and innovation.
- At least 5 years of experience working on improving NSOs' statistical capacity with an emphasis on managerial, institutional, and organizational approaches

Specific Professional Experience

- At least 5 years Experience in developing and implementing Generic Statistical Business Process Model (GSBPM) in a particular country;
- Demonstrated experience in the development of policy frameworks guiding statistical functions in statistics such as strategy review and formulation, legal frameworks and related;
- Experience on statistical coordination and innovation at national/regional/international level;

3. Duration of the assignment

The Individual Consultant will be recruited for 60 calendar days.

4. Facilities to be provided by the Client

For the expert working on this consultancy, the Contracting Authority shall facilitate for visa entry in Mauritius, if required.

5. Location of Employment

The assignment will involve traveling to Mauritius.

6. The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" dated September 2023 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

7. A Consultant will be selected in accordance with the Individual Consultant Selection Method set out in the Procurement Regulations.

8. Mode of Application

Interested Individuals Consultants meeting the stated requirements should submit their Expressions of interest including updated detailed curriculum vitae (CVs) and copies of professional certificates must be delivered in a written form using a drag and drop electronic tender box by **Wednesday, 31st July 2024 on or before 00:00 hours, Botswana** local time. No public opening will be heard.

SADC Collab link: <https://collab.sadc.int/s/tWoXGY7SWx8sfTX>

Your technical proposal will be evaluated using the criteria as indicated on next page of this advert.

9. VALIDITY OF THE TECHNICAL PROPOSAL

Your Technical proposal should be valid for a period of **120 days** from the date of deadline for submission.

12. Additional requests for information and clarifications can be made through the address below:

The Procuring entity: **SADC Secretariat**

Head of Procurement Unit

Contact person: **Ms. Mercy Mikuwa**

Telephone: **+267 364 1989 / 3951863**

Fax: **3972848**

E-mail: mmikuwa@sadc.int

Copy to: djagai@sadc.int

The Closing date for receipt of requests for information and clarification shall be: **19th July 2024 at 16.00 hours' local time Botswana.**

The Closing date for responding to requests for information and clarification shall be: **22nd July 2024 at 16.00 hours' local time Botswana.**

All questions received as well as the answer(s) to those will be posted on the SADC Secretariat's website.

Attachments:

- Annex 1 CV template
- Annex 2 Detailed TORs

ANNEX 1- CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Hbbbbb, deputy minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved}	

Expert's contact information: (e-mail, phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{day/month/year}

□ Name of Expert
Date

Signature

{day/month/year}

□ Name of authorized
Date
Representative of the Consultant
(the same who signs the Proposal)

Signature

ANNEX 2 DETAILED TORs

ATTACHED

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