



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 UNDERTAKE A REGIONAL TRAINING WORKSHOP ON FOOD BALANCE SHEET IN SADC REGION AS A RESOURCE PERSON

REFERENCE NUMBER: SADC/3/5/2/358

DATE OF ISSUE: 5th August 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 UNDERTAKE A REGIONAL TRAINING WORKSHOP ON FOOD BALANCE SHEET IN SADC REGION AS A RESOURCE PERSON**.

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 UNDERTAKE A REGIONAL TRAINING WORKSHOP ON FOOD BALANCE SHEET IN SADC REGION AS A RESOURCE PERSON (1 Position)

Time Commitment : 100%

Accountable : Officer, Research and Statistics

Duration of Assignment: 14 calendar days

1. The Objectives of the Assignment

1.1 Overall objective

The overall objective of this exercise is to harmonize agricultural statistics in the region to ensure Member States produce and disseminate such statistics responsive to data demands performing to regional integration.

1.2 Specific objectives

The specific objective of the assignment is to service a regional training workshop on Food Balance Sheet as a resource person in support of harmonization of agricultural statistics.

1.3 Expected results

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

- i. Strengthened technical capacity of Member States National Statistics Office in production of Food Balance Sheet; and
- ii. The consultant shall provide baseline information on each Member State position on Food Balance Sheet and identify potential gaps that shall assist Secretariat in formulating effective actions for roll out.

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:

2.1 Qualifications and Skills

- A minimum of a bachelor's degree in statistics, economics or related field. A Master's degree and above shall be an advantage.
- Written and oral fluency in the English language is essential. Knowledge of French and Portuguese 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.

2.2 General Professional Experience

- The Expert Must have at least ten (10) years of experience in agricultural statistics compilation.

2.3 Specific Professional Experience

- At least 7 years experience in the compilation of Food Balance sheets, in SUA balancing techniques and in the analysis of outputs at national, regional or international level;

- At least 10 years experience as a resource person in delivering training on Food Balance Sheet at national/regional/international stages;
- Demonstrated experience in the drafting of methodological guidelines on Food Balance Sheet at national level and regional level;
- Deep knowledge of the methodology and concepts related to all the components of the Supply and Utilization Accounts (SUAs) including their data sources and imputation methods (production, imports, exports, opening stocks and stock variation, feed, seed, losses, industrial uses, food processing, tourist consumption);
- Deep knowledge of agricultural products trees, of the difference between primary and derived products and of how the two are linked using extraction rates and processing shares;
- Deep knowledge of the methodology used to standardize the SUAs into broader FBS groups

3. Duration of the assignment

The Individual Consultant will be recruited for 14 calendar days which will fall within the 4 months from the date of signing the agreement.

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 one of the SADC Member states which will be selected to be the venue of the regional training.

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 **Tuesday 27th August 2024 on or before 00:00 hours, Botswana local time.** No public opening will be held.

SADC Collab link: <https://collab.sadc.int/s/qD7Fe2tSDdTWM7R>

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: zruth@sadc.int

The Closing date for receipt of requests for information and clarification shall be: **16th August 2024 at 16.00 hours' local time Botswana.**

The Closing date for responding to requests for information and clarification shall be: **19th August 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, INDIVIDUAL CONSULTANT}
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. Hbbbbbb, 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 REOI or TORS 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

Signature

Date

ANNEX 2 DETAILED TORs

ATTACHED