



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 DEVELOP SADC
METHODOLOGICAL GUIDELINES AND HARMONISED
DATA COLLECTION INSTRUMENTS FOR
DISAGGREGATED TRADE IN SERVICES STATISTICS IN
SADC REGION

REFERENCE NUMBER: SADC/3/5/2/361

DATE OF ISSUE: 9th August 2024

Background

The SADC Secretariat 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.

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 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 DEVELOP SADC METHODOLOGICAL GUIDELINES AND HARMONISED DATA COLLECTION INSTRUMENTS FOR DISAGGREGATED TRADE IN SERVICES STATISTICS IN SADC REGION.

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 DEVELOP SADC METHODOLOGICAL GUIDELINES AND HARMONISED DATA COLLECTION INSTRUMENTS FOR DISAGGREGATED TRADE IN SERVICES STATISTICS IN SADC REGION (1 Position)

Time Commitment : 100%

Accountable : Officer, Research and Statistics

Duration of Assignment: 3 months

1. The Objectives of the Assignment

1.1 Overall objective

The overall objective of this exercise is to develop a SADC Trade in Services practical methodological guidelines and harmonised data collection instruments to collect detailed trade statistics mainly by partner country to measure extent of trade liberalisation in the service sector within the SADC region and outside the region.

1.2 Specific objectives

The specific objective of the assignment is to produce a practical methodological guideline document for assisting in planning, data collection, data processing, computation, analysis, and dissemination of SADC trade in services by partner country at both national and regional level in accordance with the latest international manual and standards on trade in services. The guidelines are expected to provide harmonised data collection instruments using survey and administrative data. The guidelines shall also support the process of methodological improvement in increasing the scope of inflows and outflows statistics by source/destination (intra/extra SADC, industry, and type of investment) and mode of supply. In addition, they are also intended to be applied or used as a tool for undertaking subsequent methodological reviews and training in the region as part of sustainable capacity building.

1.3 Expected results

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

- Inception report, detailing preliminary findings, approach/methodology for the task, a work plan, gaps identified, and remedial action to be taken to fill the gaps. The structure of the Guidelines document in terms of a draft table of content should also be provided at this stage;
- Draft SADC Trade in Services practical methodological guidelines and harmonised data collection instruments, including scope of work as stated at Section 3 in this TOR and agreed issues in inception report; and
- Final version of SADC Trade in Services practical methodological guidelines and harmonised data collection instruments, including Validation workshop report documenting inputs from Member States and Secretariat for amending in final report.

2. QUALIFICATION AND EXPERIENCE REQUIREMENTS

This assignment is expected to be carried out by a consultant with in-depth knowledge in trade in services statistics. The specific profile is provided below:

2.1 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 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 Consultant must have at least 15 years of specific experience in undertaking and managing statistical functions in statistics, on external sector statistics.

2.3 Specific Professional Experience

- At least ten (10) years' experience in collection, production, and dissemination of SITS at national/international level.
- Experience in the conduct of foreign affiliates surveys and practical experience on using the Manual on Statistics of International Trade in Services 2010 (MSITS 2010), Balance of Payments Manuals up to version 6 (BPM 6) and Extended Balance of Payments Services Classification (EBOPS);
- Demonstrated experience in the development of SITS guidelines and tools at national/international level;
- Experience in undertaking at least one (1) technical assistance/capacity building in the area of SITS in developing countries, preferably in Africa, as a resource person.

3. Duration of the assignment

The Individual Consultant will be recruited for 3 months from the date of signing the agreement.

4. Facilities to be provided by the Client

The assignment will mostly be home-based.

5. Location of Employment

The assignment will mostly be home-based.

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/9cD92p2Dj6TpN3r>

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.

10. 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: rajodhea@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}
Contact Address and 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

W. J. Jones