

## TERMS OF REFERENCE



### **CONSULTANCY TO DEVELOP TOOL FOR MONITORING AND ASSESSING IMPLEMENTATION PROGRESS OF THE SADC PROTOCOL ON STATISTICS**

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## **1. BACKGROUND INFORMATION**

### **1.1 Background**

The Southern African Development Community (SADC) is a Regional Economic Community comprising 16 Member States, namely; Angola, Botswana, Comoros, Democratic Republic of Congo, Eswatini, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Tanzania, Zambia, Zimbabwe. Established in 1992, SADC is committed to Regional Integration and poverty eradication within Southern Africa through economic development and ensuring peace and security. Article 14 of the SADC Treaty establishes the SADC Secretariat as the principal executive institution of SADC. The Secretariat performs its mandate and functions within the policy, strategic and programme provisions outlined in the Regional Indicative Strategic Development Plan (RISDP).

The SADC Vision 2050 and its first 10-year implementation plan, the Regional Indicative Strategy Development Plan (RISDP, 2020 - 30), originates from an outcome of a comprehensive consultative process and marks another milestone in efforts to foster regional cooperation and integration. SADC has also developed various Protocols for domestication and implementation by Member States including the most recent one, the Protocol on Statistics to enhance cooperation of statistics in quest of harmonization of statistics. Development and implementation of regional statistical programmes are guided mainly by the Protocol on Statistics and the Regional Strategy for Development of Statistics (RSDS) aligned to developing and enhancing statistics for regional integration priorities.

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 implementation of statistical programmes requires significant funding on a sustainable basis. Within this context, the support of development partners and donor institutions becomes a central element in the process. There is need to ensure the resources granted by these partner institutions are effectively utilised and deployed to achieve impactful results, statistics being the topic here.

### **1.2 Current situation in the sector**

The SADC Vision 2050 earmarks Statistics a priority cross-cutting sector whereby by 2050, the region strategic objective in statistics is to realize a robust and responsive regional statistical system to underpin regional integration processes, including measurement of progress and impact. The SADC RISDP 2020-30 draws impetus from the Vision 2050 and thereby identify key intervention areas to achieve the expected outcome of enhanced statistical infrastructure, systems, and capacity across the region for production and effective use of harmonized regional statistics. The key intervention areas include primarily the development and implementation of policy and

legal frameworks for coordinating regional statistics and capacity across the entire data value chain of the regional statistical system strengthened.

The Regional Strategy for Development of Statistics (RSDS) 2020-30 is complementary sectoral strategy for achieving regional integration as embedded in RISDP 2020-30, for statistics sector. In line with the strategic objective, expected outcome, implementation plan and strategic outputs of Statistics as embedded in RISDP 2020-30, the 6 identified strategic intervention areas of RSDS 2020-30 priorities for implementation are as follows:

- (i) Policy frameworks for development of regional statistics;
- (ii) Institutional strengthening and sustainability of the SADC Regional Statistical System;
- (iii) Harmonization of regional statistics;
- (iv) Digital transformation of regional statistics;
- (v) Capacity for data production, management, dissemination and use; and
- (vi) Quality of regional statistics.

In addition to the policy frameworks related to statistical matters in the region, a legal framework in the form of the Protocol on Statistics has been developed and approved to enhance the level of statistical development both nationally and regionally, facilitating the pursuit of monitoring and measuring progress of development agendas at national, regional, continental and global level. The Protocol is conceived as a binding instrument that will entrench and give legal effect to the statistical functions in the SADC region and is expected to give legal mandate to the SADC Secretariat to co-ordinate and provide oversight to the implementation of SADC Regional Statistical System. In addition, the instrument is very specific towards harmonization of statistics in support of regional integration. It includes specific articles in adherence to continental & international statistical frameworks, methodologies, innovative methods, data quality, dissemination practices and institutional arrangements to ensure effective coordination. The instrument is effective for advocacy and resource mobilization in support for statistical development. To date, six Member States have signed and one has ratified.

At statutory level, the SADC Statistics Committee, comprising of Head of Statistics in the SADC Member States provides policy, strategic and professional guidance for the statistical development and integration processes in the region. The Committee meets at least once a year and monitor progress in the SADC Statistics Program and oversee the implementation of statistical development. The Statistics Unit of Secretariat primary function is to co-ordinate and rationalize all regional statistical activities in line with continental and international statistical frameworks and provides technical and secretarial support to the Statistics Committee. The Committee reports directly to the SADC Council of Ministers.

SADC Secretariat, with the support from the World Bank Group is currently implementing the Regional Statistics Project (RSP) with the development objective to strengthen the institutional capacity of SADC and participating countries to produce, disseminate and use quality statistics while increasing regional harmonization and collaboration. In preparation of the RSP, Secretariat and the Bank embarked on a

needs-assessment study of National Statistical Systems (NSSs) of SADC Member States during 2020. A tool was designed to evaluate statistical systems of each Member State, facilitate comparability between country statistical systems as well as group countries depending on strengths and weaknesses or their NSSs. The tool had 6 dimensions covering all aspects within the statistical functions at national level as follows:

- (i) Organization and Infrastructure;
- (ii) Human Resources;
- (iii) Data Collection;
- (iv) Analysis and Indicators;
- (v) IT infrastructure and systems; and
- (vi) Methodologies

The results of the study informed the priority activities to be included in the RSP for implementation. Post this exercise in 2020, the SADC Protocol on Statistics was approved by SADC Summit Head of States in August 2021. The instrument, through its Articles, elaborates explicitly on each dimension of strategic planning, data collection, methodologies, dissemination, reviews and others for each regional integration priority sectors and was extensively used in the design of the RSP. At this point, there is need to develop a robust tool to regularly monitor and assess the implementation of the SADC Protocol on Statistics using similar approach/methodology used in the needs-assessment study of NSSs undertaken in 2020 with the objective to track the effectiveness of the RSP programme activities towards delivering impactful results.

## **2. OBJECTIVES OF THE ASSIGNMENT AND EXPECTED RESULTS**

### **2.1 Overall objective**

The overall objective of this exercise is to ensure the implementation of the SADC RSDS through the provisions of the SADC Protocol on Statistics through monitoring and evaluation towards achieving impactful results.

### **2.2 Specific objectives**

The specific objective of the assignment is to develop a tool to track and evaluate implementation of the SADC Protocol on Statistics. In the process, it is required to establish baseline information/data and train Secretariat for sustainable implementation. Furthermore, the needs-assessment tool for evaluating statistical capacity for national statistical system has to be reviewed for improvement.

### **2.3 Expected results**

The consultant is expected to achieve the following results in the following in delivery of the assignment:

- i. Strengthened monitoring and evaluation system of SADC Regional Statistics programme and the RSP activities through development of the tool;



- ii. Updated needs-assessment tool for evaluating statistical capacity of NSSs; and
- iii. Increased skills and knowledge of evaluation and reporting of SADC Secretariat and Project Implementation Units (PIUs) through training.

### **3. SCOPE OF WORK**

#### **3.1 Scope of work**

This assignment primarily consists of developing a tool to capture/track and evaluate implementation of the SADC Protocol on Statistics. The tool must derive from the updated needs-assessment study of NSSs and provide additional required dimensions for each Article/sub-Article of the Protocol. In addition, the consultant is expected to roll out training/capacity building to SADC Secretariat and PIUs of Member States for coordinating the capture of baseline information for an appropriate year (either 2023 or 2024) as a base for regular monitoring and evaluation. Approach/methodology for stipulating the ranking scaled to generate scores and aggregation has to be explained in the process. The process also requires agreeing on the extent of necessary detailed information on each Protocol Article for rating process.

#### **3.2 Geographical area to be covered**

The assignment will be home-based for the development of the tool whilst it will require traveling to one Member State for training.

#### **3.3 Target groups**

This consultancy target group is directly to SADC Secretariat.

#### **3.4 Specific work**

In the process of developing the tool for evaluating the SADC Protocol on Statistics, the consultant is expected to undertake the following tasks amongst others:

- (i) Review the approach/methodology of the needs-assessment study and propose appropriate methodology for implementing in this assignment;
- (ii) Undertake a mapping exercise of relevant dimensions of the needs-assessment study for inclusion in relevant Article of the Protocol;
- (iii) Develop necessary sub-dimensions in each Article of the Protocol relevant to ensure monitoring and evaluation of regional statistics programmes and the RSP activities;
- (iv) Produce a report highlighting the approach/methodology, assumptions and all aspects for successful use of the tool;
- (v) Undertake training for PIUs of SADC Secretariat and Member States for coordinating and capturing the requisite information from the tool for the base year and on a regular basis;



- (vi) Produce a workshop report on the training.

#### **4. QUALIFICATION AND EXPERIENCE REQUIREMENTS**

This assignment is expected to be carried out by an individual consultant. The specific profile is provided below:

##### **Qualifications and Skills**

- A minimum of a Degree in statistics, economics or related field. A Masters degree 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.

##### **General Professional Experience**

- The Expert Must have at least ten (20) years of experience in managing statistics at national/international level.

##### **Specific Professional Experience**

- 5 Years' experience in developing and implementing statistical capacity building programmes;
- Demonstrated experience in development of evaluation tools for evaluating statistical programmes;
- Demonstrated experience in development of tools for undertaking needs-assessment study of NSSs;

The expert must be independent and free from conflicts of interest in the responsibilities they take on.

Note that civil servants and other staff of the public administration, of the partner country or of international/regional organizations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

#### **5. REPORTING REQUIREMENTS AND TIME SCHEDULED FOR DELIVERABLES**

##### **5.1 Reporting requirements**



The consultant shall operate under the direct supervision of the Senior Programme Officer – Research and Statistics of SADC Secretariat.

All the deliverables shall be delivered to the SPO – Research and Statistics.

All reports shall be in electronic format in MS Word, Excel, or PowerPoint as in the case may be. The Expert shall work with the Secretariat up to the end of the assignment, shall have delivered the following in electronic format within four (4) months:

<b>Name of report</b>	<b>Content</b>	<b>Time of submission</b>
Inception Report	Approach/Methodology and all aspects pertaining to execution of the assignment	No later than 7 calendar days after signing of contract.
Draft Tool for monitoring and evaluating implementation of SADC Protocol on Statistics	As per requirements stated at Section 3 (Scope of Work) of this TOR	No later than 30 days after approval of Inception Report
Workshop Report of Training on the Tool	As per requirements stated at Section 3 (Scope of Work) of this TOR	No later than 7 days after the training

## **5.2 Submission and approval of report**

Two copies of the reports referred to above must be submitted to the reporting line identified in the contract. The reports must be written in English. The SPO – Research & Statistics is responsible for approving the reports.

## **5.3 Project management**

Overall responsibility for supervision of the Consultancy will lie with the Senior Programme Officer – Research and Statistics. The Consultant shall be responsible for the operational day-to-day management and coordination of the consultancy work.

## **5.4 Management structure**

The Consultant shall report to the Senior Programme Officer – Research and Statistics and perform the assigned tasks.

The consultant will continuously via email update the Secretariat on progress and/or challenges with the assignment.

# **6. LOGISTICS AND START DATE**

## **6.1 Location**

The assignment will mostly be home-based and shall require travel to 1 Member State for undertaking as resource person for the training.

## **6.2 Office accommodation**





None required

### **6.3 Facilities to be provided by the contracting authority**

For the expert working on this consultancy, the Contracting Authority shall facilitate for visa entry in the Member State where the training shall be undertaken, if required.

### **6.4 Facilities to be provided by the contractor**

The contractor must ensure he/she is adequately prepared and equipped for delivery of the training and drafting of deliverables. Moreover, the Consultant is expected to be fully self-sufficient in terms of international travel associated expenses in country where the training shall be held, laptop and related device connectivity for projector for this consultancy.

### **6.5 Equipment**

No equipment is to be purchased on behalf of the contracting authority / procuring entity as part of this service contract or transferred to the contracting authority / procuring entity at the end of this contract. Any equipment related to this contract that is to be acquired by the procuring entity must be purchased by means of a separate supply tender procedure.

### **6.6 Start date and period of implementation**

The intended start date is as soon as both parties have signed the contract agreement and the period of implementation of the contract will be 120 calendar days from the date of signing the agreement. Please see Article 3 of the specific contract for the actual start date and period of implementation.

## **7. MONITORING AND EVALUATION**

### **7.1 Definition of indicators**

The indicators to be used are timeliness, technical coverage and analytical quality of the reports as detailed in 5 above.

### **7.2 Special requirements**

The Consultant must declare any potential conflict of interest between the provision of the requested services, and other activities in which, a member of their consortium of group (s), or any expert proposed in their offer is engaged.

## **8. ASSUMPTIONS AND RISKS**

### **8.1 Assumptions underlying the project**

It is assumed that the consultant would be procured within the reasonable timeframe and activities implemented within the schedule provided of 60 calendar days spread over 4 months.

### **8.2 Risks**

The nature of the assignment presents negligible risks associated with the consultancy. Some of the foreseen risks are the following:



Possible risks	Risk Level	Mitigation Measures
1. Unavailability of key stakeholders to provide relevant information due to change in the working environment	Medium	Plan and communicate ahead with key stakeholders; have more than one communication means

## 9. FINANCIAL PROPOSAL

### 9.1 Financial proposal

The financial proposal should include consultancy fees and other relevant costs.

### 9.2 Schedule of payment

Payments for the assignment shall be related to the reports and their approval as follows:

- (i) **20%** of the contract price shall be paid upon submission and approval of the Review Report;
- (ii) **60%** of the contract price shall be paid upon submission and approval of the Review Report; and
- (iii) **20%** of the contract price shall be paid upon submission and approval of the Review Report.

