



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 SAMPLING AND QUALITY METHODS FOR HOUSEHOLD SURVEYS IN SADC REGION AS A RESOURCE PERSON

REFERENCE NUMBER: SADC/3/5/2/364

DATE OF ISSUE: 25th October 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 UNDERTAKE A REGIONAL TRAINING WORKSHOP ON SAMPLING AND QUALITY METHODS FOR HOUSEHOLD SURVEYS 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 SAMPLING AND QUALITY METHODS FOR HOUSEHOLD SURVEYS IN SADC REGION AS A RESOURCE PERSON (1 Position)

Time Commitment : 100%

Accountable : Officer, Research and Statistics

Duration of Assignment: 2 months

1. The Objectives of the Assignment

1.1 Overall objective

The overall objective of this exercise is to capacitate Member States on survey methodology techniques for conduct of household surveys.

1.2 Specific objectives

The specific objective of the assignment is to service a regional training workshop on sampling and quality assurance for household surveys as a resource person for beginners. The training sessions will involve practical sessions with the participants and cover sample design for household surveys specifically for household expenditure surveys, labour force surveys and multi-purpose household surveys; sampling methods in general, sampling methods using specialized statistical software such as STATA and R; sample size determination and allocation to regions, sampling frame and sampling units, and calculation of sample weights amongst others. The quality assurance system to minimize non-sampling error during implementation includes fieldwork design and organization, survey protocols, regular audits and quality checks, and feedback mechanisms, among others.

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 sampling methods for household surveys;
- ii. Strengthened technical capacity of Member States National Statistics Office in the use of statistical software on sampling; and
- iii. Strengthened technical capacity of Member States National Statistics Office in quality assurance systems for household surveys.

2. QUALIFICATION AND EXPERIENCE REQUIREMENTS

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

2.1 Qualifications and Skills

- At least a Master's Degree or equivalent in Survey Sampling or Statistics with special expertise in survey sampling.
- 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.
- Excellent communication and interpersonal skills

2.2 General Professional Experience

- The Expert Must have at least ten (10) years of experience in survey methodology design for surveys pertaining to Official Statistics

2.3 Specific Professional Experience

- At least ten (10) years' experiences in design of sampling methodology for conduct of household surveys for Official Statistics;
- Experience in as a resource person in delivering training on sampling and quality assurance for at least 5 household surveys at national/regional/international stages.
- Experience in undertaking technical assistance in sampling design and quality assurance for household surveys in at least three (3) developing countries;
- Demonstrated experience in use of specialized statistical software such as STATA, R or similar in survey methodology activities at national level or as a resource person for training/technical assistance.

3. Duration of the assignment

The Individual Consultant will work within the 2 months from the date of signing the agreement.

4. Facilities to be provided by the Client

The assignment will mostly be home-based and shall require travel to the conference venue to conduct the training.

5. Location of Employment

The assignment will involve traveling to the conference venue.

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 13th November 2024 on or before 00:00 hours, Botswana local time. No public opening will be held.

SADC Collab link: <https://collab.sadc.int/s/eF9C8TRPcigB6qp>

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

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