**TERMS OF REFERENCE**



**INDIVIDUAL CONSULTANCY TO CARRY OUT REVIEWS ON NATIONAL ACCOUNTS STATISTICS PRACTICES IN ZIMBABWE**

**Table of Contents**

[1. BACKGROUND INFORMATION 2](#_Toc162534956)

[1.1 Contracting Authority 3](#_Toc162534957)

[1.2 Background 3](#_Toc162534958)

[1.3 Current situation in the sector 3](#_Toc162534959)

[2. OBJECTIVES OF THE ASSIGNMENT AND EXPECTED RESULTS 4](#_Toc162534960)

[2.1 Overall objective 4](#_Toc162534961)

[2.2 Specific objectives 4](#_Toc162534962)

[2.3 Expected results 4](#_Toc162534963)

[3. SCOPE OF WORK 5](#_Toc162534964)

[3.1 Scope of work 5](#_Toc162534965)

[3.2 Geographical area to be covered 5](#_Toc162534966)

[3.3 Target groups 5](#_Toc162534967)

[3.4 Specific work 5](#_Toc162534968)

[4. QUALIFICATION AND EXPERIENCE REQUIREMENTS 6](#_Toc162534969)

[5. REPORTING REQUIREMENTS AND TIME SCHEDULED FOR DELIVERABLES 7](#_Toc162534970)

[5.1 Reporting requirements 7](#_Toc162534971)

[5.2 Submission and approval of report 7](#_Toc162534972)

[5.3 Project management 7](#_Toc162534973)

[5.4 Management structure 8](#_Toc162534974)

[6. LOGISTICS AND START DATE 8](#_Toc162534975)

[6.1 Location 8](#_Toc162534976)

[6.2 Office accommodation 8](#_Toc162534977)

[6.3 Facilities to be provided by the contracting authority 8](#_Toc162534978)

[6.4 Facilities to be provided by the contractor 8](#_Toc162534979)

[6.5 Equipment 8](#_Toc162534980)

[6.6 Start date and period of implementation 8](#_Toc162534981)

[7. MONITORING AND EVALUATION 8](#_Toc162534982)

[7.1 Definition of indicators 8](#_Toc162534983)

[7.2 Special requirements 9](#_Toc162534984)

[8. ASSUMPTIONS AND RISKS 9](#_Toc162534985)

[8.1 Assumptions underlying the project 9](#_Toc162534986)

[8.2 Risks 9](#_Toc162534987)

BACKGROUND INFORMATION

* 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, Swaziland, 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 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. National Accounts statistics are considered as benchmark statistics for measuring economic performance and productivity. These are important to measure all regional integration programmes of SADC, for instance, they are primarily used to measure performance of Pillar I of RISDP programmes on macroeconomic convergence, industrialization and agriculture.

* 1. 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.

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.

Secretariat is prioritizing statistical capacity building as part of its implementation plan guided by the RSDS 2020-30. Capacity building shall basically come in the form of: development of practical guidelines in specific domains; rolling out national and regional training programmes and; assisting Member States through technical assistance. These activities are deemed essential to achieve harmonization of statistics with adherence to international manuals and the practical guidelines to be developed. In addition, the conduct of reviews in real sector statistics is a strategic focus area of the SADC RSDS. Secretariat is now embarking on undertaking reviews on methodological soundness of practices in national accounts statistics up to Milestone 2 of SNA 2008 and Supply – Use Tables (SUTs) in Member States. During 2022, Secretariat developed a practical methodological guidelines on national accounts statistics for use to speed up implementation of latest methodology in the area (SNA 2008) to measure progress in regional policies on macroeconomic convergence and industrialization in the region. The SADC Statistics Committee Meeting, 30 May – 01 June 2023, approved the document and requested Secretariat to conduct reviews in Member States using the provisions of the manual. Within this context, Secretariat has planned a review mission in Zimbabwe during this current financial year to assess methodological soundness of national accounts statistics.

OBJECTIVES OF THE ASSIGNMENT AND EXPECTED RESULTS

* 1. Overall objective

The overall objective of this exercise is to harmonize national accounts statistics in the region through capacity building and conduct of methodological reviews to Member States based on the SADC National Accounts Guidelines.

* 1. Specific objectives

The specific objective of the assignment is to produce a review report of 1 Member State on its current status producing and disseminating national accounts statistics as per the SADC National Accounts Guidelines and on supply-use tables practice. This report shall also identify best practices and gaps in the Member State on the subject matter with an implementation matrix that shall guide subsequent activities or interventions required from Secretariat and the Member State for implementation towards harmonization in national accounts statistics.

* 1. Expected results

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

1. Strengthened technical capacity of Zimbabwe in the generation and use of national accounts statistics for measuring economic performance;

ii. The review session shall enable participants to gain technical expertise for independent computation of harmonized national accounts statistics up to milestones 2 of SNA 2008; and

iii. The review exercise shall provide a repository of good practices and identify potential gaps that shall assist Secretariat in formulating effective actions for roll out.

SCOPE OF WORK

* 1. Scope of work

This assignment primarily consists of undertaking and servicing a methodological soundness review of national accounts statistics up to milestone 2 of SNA 2008 and supply-use tables in 1 Member State as a resource person in compliance with the SADC harmonized National Accounts Guidelines. The training and assessment shall be done during 5 working days in a week with an audience that regroups data producers in national accounts statistics at national level. The review is expected to provide findings in capturing the current state in play regarding compilation and dissemination of national accounts in the Member State and thereby demonstrated in a report. The report should also have an implementation matrix of tasks for Secretariat and the Member State for monitoring towards achieving harmonization in national accounts statistics.

* 1. Geographical area to be covered

The assignment will be carried out in the SADC Member States. Specifically, the review will only be covered in Zimbabwe.

* 1. Target groups

This consultancy is expected to target the National Statistics Office, in particular, statisticians handling national accounts, business register and economic census.

* 1. Specific work

The assignment will be carried out primarily through a review exercise in Zimbabwe.

In particular, the consultant will be required to:

1. Conduct methodological reviews in national accounts up to milestone 2 of SNA 2008 and supply-use tables.
2. Produce a Training and Review Report of the Member State that should include the following:

* summary of topics covered during training week;
* detailed practices of the Member State on national accounts as per the SADC Harmonized Methodological Guidelines;
* Summary of best practices and gaps; and

- Implementation Matrix for actions by the Member State and Secretariat.

QUALIFICATION AND EXPERIENCE REQUIREMENTS

This assignment is expected to be carried out by an individual consultant as the Master Trainer and there should be evidence of in-depth knowledge covering National Accounts methodologies. 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 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 (10) years of experience in national accounts statistics.

**Specific Professional Experience**

* + Experience of compilation of national accounts statistics up to milestone 2 of SNA 2008 and supply-use tables at national level;
  + Demonstrated experience in the drafting of methodological guidelines on national accounts statistics at national level and regional level;
  + Extensive experience in as a resource person in delivering training on national accounts statistics at national/regional/international stages;
  + Experience in undertaking methodological soundness reviews in National Accounts Statistics in Africa;
  + Experience in working on economic statistics linked to National Accounts including trade, balance of payment and government statistics.

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.

REPORTING REQUIREMENTS AND TIME SCHEDULED FOR DELIVERABLES

* 1. Reporting requirements

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

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 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:

|  |  |  |
| --- | --- | --- |
| **Name of report** | **Content** | **Time of submission** |
| Review Report on Methodological Soundness of Zimbabwe National Accounts Statistics | The Report should contain the following:   * summary of topics covered during training week; * detailed practices of the Member State on national accounts up to milestone 2 of SNA 2008 and supply-use tables as per the SADC Harmonized National Accounts Methodological Guidelines; * Summary of best practices and gaps; and   Implementation Matrix for actions by the Member State and Secretariat | No later than 14 calendar days after the conduct of the training and assessment week. |

* 1. Submission and approval of report

Two copies of the reports referred to above must be submitted to the project manager identified in the contract. The reports must be written in English. The project manager is responsible for approving the reports.

* 1. Project management

Overall responsibility for supervision of the Consultancy will lie with the Head of Statistics, 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.

* 1. 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.

LOGISTICS AND START DATE

* 1. Location

The assignment will involve traveling to Zimbabwe.

* 1. Office accommodation

None required

* 1. Facilities to be provided by the contracting authority

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

* 1. 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 Zimbabwe, laptop and related device connectivity for projector for this consultancy.

* 1. 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.

* 1. 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.

MONITORING AND EVALUATION

* 1. Definition of indicators

The indicators to be used are timeliness, technical coverage and analytical quality of the 2 Reports as detailed in 5 above.

* 1. 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.

ASSUMPTIONS AND RISKS

* 1. Assumptions underlying the project

It assumed that the consultant would be procured within the reasonable timeframe and activities implemented within the schedule provided of 120 calendar days spread over 4 months.

* 1. 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** |
| --- | --- | --- |
| 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 all consultancy fees and all costs .

**9.2 Schedule of payment**

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

**100%** of the contract price shall be paid upon submission and approval of the Review Report