



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 CARRY OUT A
NATIONAL TRAINING ON SURVEY SOLUTION TO
LESOTHO BUREAU OF STATISTICS

REFERENCE NUMBER: SADC/3/5/2/389

DATE OF ISSUE: 22 April 2025

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 CARRY OUT A NATIONAL TRAINING ON SURVEY SOLUTION TO LESOTHO BUREAU OF STATISTICS**

The SADC Secretariat 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 CARRY OUT A NATIONAL TRAINING ON SURVEY SOLUTION TO LESOTHO BUREAU OF STATISTICS (1 Position)

Time Commitment : 100%

Accountable : Senior 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 build and enhance capacity of Member State on the use of modern data collection techniques to collect and manage complex surveys/census data efficiently with in-built robust data quality checks.

1.2 Specific objectives

The specific objective of the assignment is to undertake a national training on Survey Solution in Lesotho to implement data collection tools for EAC.

1.3 Expected results

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

- i. Strengthened technical capacity of Lesotho Bureau of Statistics with the skills and knowledge to effectively design, implement, manage, and analyze EAC using Survey Solution, ensuring high-quality data collection.
- ii. Implementation of the training content by the Lesotho Bureau of Statistics in successfully developing the EAC 2025 questionnaire using survey solutions and in future economic and household surveys.

2. 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 with Survey Solution. The specific profile is provided below:

2.1 Qualifications and Skills

- A minimum of a Degree in statistics, economics, IT or related field, A Masters degree and above shall be an advantage.
- Written and oral fluency in the English language is essential.
- 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 using Survey Solution in Official Statistics, as undertaken by a National Statistics Office (NSO).

2.3 Specific Professional Experience

- Demonstrated experience in creating and managing electronic questionnaires using Survey Solution for at least 3 surveys for Official Statistics at national level;

- Experience in the design and implementation of training materials for the conduct of statistical data analysis training in Official Statistics using Survey Solution;
- Experience as a resource person in delivering at least 5 training on Survey Solution at national/regional/international stages, particularly using household and economic surveys and census questionnaires.

3. Duration of the assignment

The Individual Consultant will work within the 3 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 Lesotho Bureau Statistics for consultation.

5. Location of Employment

The assignment will involve traveling to the Lesotho Bureau Statistics for consultation.

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 **Friday 9 May 2025 on or before 23:59 hours, Botswana** local time. No public opening will be held.

SADC Collab link: <https://collab.sadc.int/s/y9DQG6xkModNTiK>

Kindly note that only highly technically scored bidder will be contacted for negotiations meeting.

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: djagai@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)	

Experts 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
TERMS OF REFERENCE



CONSULTANCY TO CARRY OUT A NATIONAL TRAINING ON SURVEY
SOLUTION TO LESOTHO BUREAU OF STATISTICS

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, 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) and the Vision 2050. 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.

1.2 Current situation in the sector

Article 6 of the SADC Protocol on Statistics refers explicitly to data sources and collection techniques. Specifically, Member States is recommended to collect household and enterprise-based information for compilation of official statistics in both formal and informal sectors of their economies using a combination of data collection instruments. Within this context, Member States shall implement appropriate survey design methodologies, traditional or modern data collection techniques, sampling procedures and Geospatial Information system, to conduct census including economic census and surveys. In this regard, there is a need to capacitate Member States to effectively design and implement censuses and surveys using modern data collection techniques. The benefits of using modern data collection techniques ensures comprehensive data collection for complex surveys, robust data quality checks, cost effective, simplify survey coordination, and ability to manage large-scale surveys efficiently amongst others.

Secretariat is prioritizing statistical capacity building as part of its implementation plan guided by the Regional Strategy for Development of Statistics (RSDS) 2020-30. With the Regional Statistics Project funded by the World Bank, 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. The scope of the project includes providing capacity building and technical assistance on various topics on statistics, including on specialized software for collection, processing, validation and analysis from censuses and surveys.

Within this context, Lesotho has requested a national training on Survey Solution to effectively design and implement data collection tools for Economic Activity Census

(EAC) given that they are currently planning to undertake this activity in 2025. It is within this background that Secretariat is looking for an individual consultant to deliver training on Survey Solution.

2. OBJECTIVES OF THE ASSIGNMENT AND EXPECTED RESULTS

2.1 Overall objective

The overall objective of this exercise is to build and enhance capacity of Member State on the use of modern data collection techniques to collect and manage complex surveys/census data efficiently with in-built robust data quality checks.

2.2 Specific objectives

The specific objective of the assignment is to undertake a national training on Survey Solution in Lesotho to implement data collection tools for EAC.

2.3 Expected results

The consultant is expected to achieve the following result:

- Strengthened technical capacity of Lesotho Bureau of Statistics with the skills and knowledge to effectively design, implement, manage, and analyze EAC using Survey Solution, ensuring high-quality data collection.
- Implementation of the training content by the Lesotho Bureau of Statistics in successfully developing the EAC 2025 questionnaire using survey solutions and in future economic and household surveys.

3. SCOPE OF WORK

3.1 Scope of work

This assignment primarily consists of undertaking and servicing a national training on Survey Solution to implement data collection tools for EAC as a resource person. The preparatory work consists of drafting an Inception with the programme for the training as well as preparing training materials. The training shall be done during 5 working days in a week with an audience that regroups mainly data producers of EAC at national level. The training must provide for theoretical and practical sessions on the preparation of data collection forms with in-built robust data quality and validation checks as well as data management using Survey Solution. The training report should contain summary of topics covered during training week, and training materials as annexes.

3.2 Geographical area to be covered

The assignment will be carried out in Lesotho.

3.3 Target groups

This consultancy is expected to target the National Statistics Office, in particular, statisticians involved in data collection process and management of data for the EAC, especially new staff working on EAC.

3.4 Specific work

The assignment will be carried out primarily through a national training in Lesotho.

In particular, the consultant will be required to:

1. Produce an Inception Report demonstrating how the training will be organised and its effectiveness towards impactful results. It should have the objectives and expected outcome of the training, a structured agenda and programme to cater for practical training on Survey Solution.
2. Obtain the draft EAC 2025 questionnaire from Lesotho prior to the event and prepare training materials that cover at least the following topics:
 - (i) Survey Solution Fundamentals:
 - Benefits of Computer Assisted Personal Interviewing (CAPI) and Survey Solution as a platform;
 - Overview of the Survey Solutions system, including the Designer, Interviewer, and Server components; and
 - Setting up a Survey Solutions server, creating user accounts, and importing a sample questionnaire.
 - (ii) Questionnaire Design (Survey Solution Designer)
 - Basic Design Principles including question types, branching logic, and data validation rules; and
 - Advanced Design Techniques including features like masking, cascading selections, lookup tables, and macros.
 - (iii) Data Collection (Survey Solution Interviewer)
 - Interviewer application;
 - Synchronization between the tablet and the server;
 - Data Collection Process including how to conduct interviews, handle errors, and mark questionnaires as complete; and
 - Supervisor validation
 - (iv) Survey management (Survey Solution Server)
 - User roles and permissions (admin, supervisor, interviewer);
 - Survey Management including managing surveys, assigning tasks, and monitoring progress;
 - Data quality control to identify and address data quality issues; and
 - Data Back up and recovery procedures.
 - (v) Data Analytics and Reporting
 - Data exports to other software such as CsPro, Excel, STATA and SPSS;
 - Data Analysis including basic data analysis using Survey Solution or

- other statistical software; and
 - Report generation from the data collected.
- (vi) Troubleshooting and Support
- Troubleshoot common problems encountered during the survey process; and
 - Access to Survey Solutions documentation and support channels.
3. Produce a Training Report of the Member State that should include the following:
- Summary of topics covered during training week;
 - Pre- and Post-Training Surveys assessment of participants knowledge and identifying areas of improvement; and
 - Training Materials as annexes for use by Lesotho and sharing to non-participants.

4. 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 with Survey Solution. The specific profile is provided below:

Qualifications and Skills

- A minimum of a Degree in statistics, economics, IT or related field, A Masters degree and above shall be an advantage.
- Written and oral fluency in the English language is essential.
- 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 using Survey Solution in Official Statistics, as undertaken by a National Statistics Office (NSO).

Specific Professional Experience

- Demonstrated experience in creating and managing electronic questionnaires using Survey Solution for at least 3 surveys for Official Statistics at national level;
- Experience in the design and implementation of training materials for the conduct of statistical data analysis training in Official Statistics using Survey Solution;

- Experience as a resource person in delivering at least 5 training on Survey Solution at national/regional/international stages, particularly using household and economic surveys and census questionnaires.

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 guidance of the Senior Officer – Research & Statistics and direct supervision of Officer – Research and Statistics responsible for data collection techniques.

All the deliverables shall be delivered to the Officer – Research and Statistics who shall assess and review the deliverables in line with the requirement of the Term of the References; and approved by the Senior Officer- Research and Statistics.

All reports / training materials shall be in electronic format in MS Word, Excel or PowerPoint as the case may be. The training materials including power point presentations and Survey Solution forms/syntax developed during the training will be the property of SADC Secretariat. The Expert shall work with the Secretariat up to the end of the assignment, shall have delivered the following in electronic format within three (3) months:

Name of report	Content	Time of submission
Inception Report	It should demonstrate how the training will be organised and its effectiveness towards impactful results. It should have the following: <ul style="list-style-type: none"> - Objectives and expected outcome of the training; and - Structured agenda and programme to cater for theoretical practical training on Survey Solution. 	No later than 7 calendar days after the signing of the contract.
Training report	The report should cover: <ul style="list-style-type: none"> - summary of topics covered during training week; 	No later than 7 calendar days after the completion of the

	<ul style="list-style-type: none"> - Pre- and Post-Training Surveys assessment of participants knowledge and identifying areas of improvement; and - Training Materials as annexes for use by Lesotho Bureau of Statistics. 	national training workshop.
--	---	-----------------------------

5.2 Submission and approval of report

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.

5.3 Project management

Overall responsibility for supervision of the Consultancy will lie with the 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 Officer – Research and Statistics and perform the assigned tasks.

6. LOGISTICS AND START DATE

6.1 Location

The assignment will involve traveling to Lesotho.

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 Lesotho, 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 Lesotho, 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 60 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 2 Reports as detailed in 5 above. In addition, assessment of the effectiveness of the training to be done using pre and post-test surveys with recipients of the capacity building activity.

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 assumed that the consultant would be procured within the reasonable timeframe and activities implemented within the schedule provided of 60 calendar days spread over 3 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 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:

20% of the contract price shall be paid upon submission and approval of the Inception Report

80% of the contract price shall be paid upon submission and approval of the Training Report



Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	8dbae665-44ee-4ece-b69b-69c16223d5b1	Timestamp:	2025-04-22 15:08:37 GMT
Signee Name:	Veronica Zulu. Chingalawa	Sender Name:	Veronica Zulu. Chingalawa
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	REOI for Survey Solutions .docx	Document Size:	259.9 KB
----------------	---------------------------------	----------------	----------

Email Evidence

Signee Email:	vchingalawa@sadc.int	Email Subject:	Not available in Silent Mode
Email Sent Timestamp:	Not available in Silent Mode	Email Opened Timestamp:	Not available in Silent Mode

Web Evidence

Signee IP Address:	160.242.95.226	Request Timestamp:	2025-04-22 15:08:11 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/135.0.0.0 Safari/537.36	Terms Accepted Timestamp:	2025-04-22 15:08:20 GMT

Annotations and Modifications

Signature Count:	0	Form Fields Filled Count:	0
Text Annotation Count:	0	Initial All Pages Count:	1
Single Initial Count:	0		

Signing Evidence

Signee Mobile:	+270000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	NONE
Action:	APPROVE	Reason for Action:	Approved

Chain Of Custody Generation

Attached Document Name:	20250422T150837.221794Z REOI for Survey Solutions .docx	Attached Timestamp:	2025-04-22 15:08:37 GMT
-------------------------	---	---------------------	-------------------------





Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	919b9003-69a2-45e6-8fbe-8e0de77e3542	Timestamp:	2025-04-22 16:19:06 GMT
Signee Name:	Thomas Chabwera	Sender Name:	Thomas Chabwera
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	REOI for Survey Solutions docx.pdf	Document Size:	416.4 KB
----------------	------------------------------------	----------------	----------

Email Evidence

Signee Email:	tchabwera@sadc.int	Email Subject:	Not available in Silent Mode
Email Sent Timestamp:	Not available in Silent Mode	Email Opened Timestamp:	Not available in Silent Mode

Web Evidence

Signee IP Address:	160.242.95.226	Request Timestamp:	2025-04-22 15:49:49 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/135.0.0.0 Safari/537.36	Terms Accepted Timestamp:	2025-04-22 15:55:44 GMT

Annotations and Modifications

Signature Count:	16	Form Fields Filled Count:	0
Text Annotation Count:	0	Initial All Pages Count:	0
Single Initial Count:	0		

Signing Evidence

Signee Mobile:	+270000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	NONE

Chain Of Custody Generation

Attached Document Name:	20250422T161906.463150Z REOI for Survey Solutions docx.pdf	Attached Timestamp:	2025-04-22 16:19:06 GMT
-------------------------	--	---------------------	-------------------------

