



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 REVIEW THE
CURRENT STATISTICS ACT OF ZIMBABWE AND
DEVELOP A NEW STATISTICS ACT IN LINE WITH LATEST
DEVELOPMENTS

REFERENCE NUMBER: SADC/3/5/2/394.

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 REVIEW THE CURRENT STATISTICS ACT OF ZIMBABWE AND DEVELOP A NEW STATISTICS ACT IN LINE WITH LATEST DEVELOPMENTS**

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 REVIEW THE CURRENT STATISTICS ACT OF ZIMBABWE AND DEVELOP A NEW STATISTICS ACT IN LINE WITH LATEST DEVELOPMENTS (1 Position)

Time Commitment : 100%

Accountable : Senior Officer, Research and Statistics

Duration of Assignment: 2 months

1. The Objectives of the Assignment

1.1 Overall objective

The overall objective of this consultancy is to undertake a review of the current legal framework of Zimbabwe to inform the development of a revised Statistics Act to strengthen governance of Official Statistics at national level and in line with regional, continental and international development priorities.

1.2 Specific objectives

The objective of the assignment is to produce a revised Statistics Act for Zimbabwe. In the process of drafting the revised Act, the process involves the review of the existing Act and latest developments at regional, continental and global level to ensure the instrument is aligned to these priorities.

1.3 Expected results

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

- i. Assessment report of policy frameworks of the Statistics Office of Zimbabwe, identifying strengths and weaknesses, and defining specific recommendations to redesign the Statistics Act based on best practices in modernizing national statistical offices;
- ii. Identification of specific and impactful recommendations for implementation towards the drafting of the revised Statistics Act and discussion within the governance structure for consideration; and
- iii. A draft Statistics Act based on findings and recommendations from the assessment and review.

2. QUALIFICATION AND EXPERIENCE REQUIREMENTS

This assignment is expected to be carried out by an individual consultant expert and should be expert in policy frameworks on Official Statistics. The specific profile is provided below:

2.1 Qualifications and Skills

- A minimum of a Degree in statistics, economics or related field. A Master's 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 in statistical coordination and innovation.
- At least 5 years of experience working on improving NSOs' statistical capacity with an emphasis on managerial, institutional, and organizational approaches.

2.3 Specific Professional Experience

- Experience of at least 7 years and in at least 3 developing countries in reviewing and drafting legal frameworks on Official Statistics at national level;
- Demonstrated experience of at least 7 years and in at least 3 developing countries in the development of policy frameworks guiding statistical functions in statistics such as strategy review and formulation for NSDS;
- 3 years experience on statistical coordination and innovation at regional, continental and international level;

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 Zimbabwe Statistics Office for consultation.

5. Location of Employment

The assignment will involve traveling to the Zimbabwe Statistics Office 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/BNw9HXe4rmZqjwz>

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 REVIEW THE CURRENT STATISTICS ACT OF ESWATINI AND
DEVELOP A NEW STATISTICS ACT IN LINE WITH LATEST DEVELOPMENTS**

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 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.

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.

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. The scope of support to be delivered by SADC Secretariat to Member States also include reviewing and updating of policy instruments guiding national statistical activities such as the National Strategy for Development of Statistics (NSDS), legal frameworks (Statistics Act) and required structure with skills to deliver on the mandate to cater for increasing demand of statistical data by policy makers.

Furthermore, there are modern challenges within the data ecosystem, instilling trust in official statistics and ensuring the delivery of fit-for-purpose statistics. A structured approach to statistical processes needs to be pursued with internationally endorsed within the policy frameworks guiding national statistics activities. Modernization of national statistical systems requires updating of existing policy frameworks guiding Official Statistics including legal instruments such as Statistics Acts to cater the increasing data demands to serve development at all levels. It is within this context that Secretariat is offering technical assistance to its Member States on revising and developing policy frameworks on Statistics.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1 Overall objective

The overall objective of this consultancy is to undertake a review of the current legal framework of Zimbabwe to inform the development of a revised Statistics Act to strengthen governance of Official Statistics at national level and in line with regional, continental and international development priorities.

2.2 Specific Objectives (Purpose)

The objective of the assignment is to produce a revised Statistics Act for Zimbabwe. In the process of drafting the revised Act, the process involves the review of the existing Act and latest developments at regional, continental and global level to ensure the instrument is aligned to these priorities.

2.3 Results to be achieved by the contractor

The consultant is expected to achieve the following results

- i. Assessment report of policy frameworks of the Statistics Office of Zimbabwe, identifying strengths and weaknesses, and defining specific recommendations to redesign the Statistics Act based on best practices in modernizing national statistical offices;
- ii. Identification of specific and impactful recommendations for implementation towards the drafting of the revised Statistics Act and discussion within the governance structure for consideration; and
- iii. A draft Statistics Act based on findings and recommendations from the assessment and review.

3. ASSUMPTIONS & RISKS

3.1 Scope of Work

African countries, including Zimbabwe, are faced with the challenge of under-achieving and under-funded statistical systems. To address these challenges, they are now focusing on having frameworks such as the National Strategies for the Development of Statistics (NSDS). These strategies aim to improve the evidence base by providing a strategic framework for developing relevant statistics and the associated infrastructure.

The key statistical needs in Zimbabwe are expressed in the National Development Strategy 1 and National Strategy for the Development of Statistics, which encompass Zimbabwe's international commitments for example in monitoring progress towards the Sustainable Development Goals (SDGs). However, there are many other key policy needs for statistics in terms of specific ministerial policies. Statistics are a "public good" and in a democratic society, need to be available and meet the key needs of all stakeholders in society, including the private sector and civil society.

Zimbabwe's Statistics office is operating through Census and Statistics Act that was enacted in 2007 which is outdated, and as such it has shown a lot of deficiencies which need to be resolved by a new updated Act. The main problem is that it is essentially an Act about the establishment of the Statistics office and the activities of the Statistics Office, and does not cover the wider statistical system (National Statistical System). It does not provide for any coordination function for the Statistics office.

Other problems with the current Act include the following, many of which are inconsistent with the UN Fundamental Principles of statistics.

- There are no provisions incorporating the African Charter on Official Statistics, SADC Protocol on Statistics and United Nations Principles of Statistics in the Act;
- There is need to align the Act with the Constitution of Zimbabwe;
- There is need to align provisions relating to governance to Public Entities Corporate Governance Act [Cap 10:31];
- It does not take into consideration issues of professional independence and impartiality thus reducing the legal independence of the Agency;
- It is not in line with new emerging strategies/conventions, such as the NSDS, African Charter on Statistics and Regional Strategies for the Development of Statistics (RSDS) for both SADC and COMESA;
- It lists what topics can be collected with a consequential risk that new statistics might not be covered by this list. List not covered include environmental and climate change statistics; and
- It does not provide for any advisory committees of users or producers.

There is a need to update the Act to reflect the current status of the Zimbabwe National Statistics Agency and the NSS. Within this context, this activity is expected to define the legal framework for statistical operations in Zimbabwe. Such a framework should cater for national development priorities and should be sufficiently robust to support the forthcoming National Strategy for Development of Statistics (NSDS) as well as current and future developments in statistics. Furthermore, the revised Act must be guided by regional, continental and international policy and legal instruments such as the SADC Protocol on Statistics and the African Charter on Statistics.

3.2 Geographical area to be covered

The assignment will be carried out in Zimbabwe.

3.3 Target groups

This consultancy is expected to target the Zimbabwe National Statistics Agency.

3.4 Specific Work

The assignment will be carried out primarily through engagement and discussions with Zimbabwe National Statistics Agency and the SADC Statistics Unit of SADC Secretariat.

In particular, the consultant will be required to:

1. Review and assess the current situation of the Central Statistics Office of Zimbabwe in line with national, regional, continental and international frameworks and innovative processes of statistical collection and dissemination;

2. Engage with necessary stakeholders in the execution of the assignment in strict collaboration with the Member State;
3. Prepare a review/assessment report depicting main findings and with specific recommendations for the drafting of the revised Statistics Act;and
4. Draft a revised Statistics Act to modernize and strengthen governance of the Zimbabwe National Statistics Agency within the National Statistical System.

4. QUALIFICATIONS AND EXPERIENCE

This assignment is expected to be carried out by an individual consultant expert and should be expert in policy frameworks on Official Statistics. The specific profile is provided below:

Qualifications and Skills

- A minimum of a Degree in statistics, economics or related field. A Master's 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 in statistical coordination and innovation.
- At least 5 years of experience working on improving NSOs' statistical capacity with an emphasis on managerial, institutional, and organizational approaches.

Specific Professional Experience

- Experience of at least 7 years and in at least 3 developing countries in reviewing and drafting legal frameworks on Official Statistics at national level;
- Demonstrated experience of at least 7 years and in at least 3 developing countries in the development of policy frameworks guiding statistical functions in statistics such as strategy review and formulation for NSDS;
- 3 years experience on statistical coordination and innovation at regional, continental and international level;

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

5. REPORTING REQUIREMENTS AND TIME SCHEDULED FOR DELIVERABLES

5.1 Reporting requirements

The consultant shall operate under the guidance of the Director – Policy Planning & Resource Mobilization with direct supervision of the Senior Programme 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 two (2) months:

Name of report	Content	Time of submission
Inception Report	Outline of the consultant understanding of the assignment and approach/methodology to be implemented with required stakeholders, assumptions, risks, communication methods and work plan with timelines	No later than 7 calendar days after the start of implementation.
Review/Assessment Report of existing Statistics Act	Document to cover results stated at 2.3 and tasks 3.4 above. The recommendations must be SMART and that can be embedded in a results-based framework for monitoring and evaluation to measure impact of the activity.	1 week (7 calendar days) after submission of Inception Report.
Revised Statistics Act	Document in line with 2.3 and 3.4 above and comments from SADC Secretariat and Zimbabwe National Statistics Agency	1 week (7 days calendar days) after submission of Review/Assessment report.

5.2 Submission & approval of reports

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.

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

6. LOGISTICS AND START DATE

6.1 Location

The assignment will involve traveling to Zimbabwe for 1-week stakeholder's engagement activity for the review of the Act.

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 Zimbabwe, 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 Zimbabwe and 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.

7. MONITORING AND EVALUATION

7.1 Definition of indicators

The indicators to be used are timeliness, technical coverage and analytical quality of the Report as detailed in section 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 assumed that the consultant would be procured within the reasonable time-frame and activities implemented within the schedule provided of 60 calendar days spread over 2 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. Delayed delivery of expected outputs as per minimum standards	Medium	Monitor implementation and delivery of outputs every 5 calendar days through Technical Meetings

9. FINANCIAL PROPOSAL

9.1 Financial proposal

The financial proposal should be a lumpsum which includes 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

40% of the contract price shall be paid upon submission and approval of the Review/assessment report

40% of the contract price shall be paid upon submission and approval of the revised Statistics Act



Signed with Impression - Chain of Custody



Signature Request

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Signee Name:	Veronica Zulu. Chingalawa	Sender Name:	Veronica Zulu. Chingalawa
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	REOI for Review of Act Zimbabwe.docx	Document Size:	269.8 KB
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Email Evidence

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Email Sent Timestamp:	Not available in Silent Mode	Email Opened Timestamp:	Not available in Silent Mode

Web Evidence

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Annotations and Modifications

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Text Annotation Count:	0	Initial All Pages Count:	1
Single Initial Count:	0		

Signing Evidence

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Security Challenge:	NONE	Part of Workflow:	NONE
Action:	APPROVE	Reason for Action:	Approved

Chain Of Custody Generation

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Signature Request

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Original Document

Document Name:	REOI for Review of Act Zimbabwe.docx.pdf	Document Size:	423.4 KB
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Email Evidence

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Email Sent Timestamp:	Not available in Silent Mode	Email Opened Timestamp:	Not available in Silent Mode

Web Evidence

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Annotations and Modifications

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Security Challenge:	NONE	Part of Workflow:	NONE

Chain Of Custody Generation

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