



REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – INDIVIDUAL CONSULTANT)

Country: West and Central Africa Region

Name of Project: Harmonizing and Improving Statistics in West and Central Africa - Series of Projects 1 (HISWACA - SOP 1)

Grant No: P178497

Assignment Title: Individual Consultant (IC) to perform the Consultancy Services for the Development of Guidelines to Improve Civil Registration and Vital Statistics (CRVS) Systems in Africa, based on the Conference of Ministers' Declarations and Decisions.

Reference No. ET-AUC-478519-CS-INDV

1. Background and Rationale

Civil Registration and Vital Statistics (CRVS) systems are fundamental to the functioning of national statistical systems. They are crucial for ensuring accurate and comprehensive data on births, deaths, and other vital events. This data forms the basis for informed policy and decision-making, planning, and resource allocation at national and regional levels. Due to the critical importance of robust CRVS systems, African nations, in collaboration with regional bodies, have undertaken several initiatives key among them being the Africa Programme on Accelerated Improvement of CRVS (APAI-CRVS), Commemoration of Africa CRVS Day and Integration with Legal Identity Systems. Despite these efforts, challenges persist, especially the ones related to statistics which worsens during crises, such as conflicts, due to loss of critical data and unregistered vital events.

The Conference of African Ministers responsible for Civil Registration has highlighted the importance of improving CRVS systems to achieve the African Union's Agenda 2063 and the Sustainable Development Goals (SDGs). In this regard, various declarations and decisions have been made by African Ministers to enhance CRVS systems across the continent. This consultancy aims to develop a comprehensive set of guidelines to support African countries in improving their CRVS systems in line with these declarations and decisions, based on the unique needs of African countries and in adherence to the second Strategy for the Harmonization of Statistics in Africa (SHaSA2).

2. Objectives of the assignment

The overall objective is to develop guidelines for improving Civil Registration and Vital Statistics (CRVS) systems in Africa. The guidelines should promote resilient, inclusive, and adaptable CRVS systems that address current and future challenges, while contributing to sustainable development goals, governance, and human rights protection across the continent.



3. Scope of Work

i. **Review of relevant documents:**

- a. Review the existing CRVS systems and frameworks in Africa, including a review of policies, infrastructure, legal frameworks, and strategies adopted by various African countries.
- b. Review African Ministers' declarations and decisions, reports from regional and international organizations (e.g., UN, AU, WHO, Etc.), and best practices from other regions.

ii. **Stakeholders Engagement:**

- a. Conduct consultations with key stakeholders, including African Union (AU), NSOs, National CRVS authorities, Ministries of Health, Development partners, Civil society organizations (CSOs) and academic institutions, international bodies (e.g. WHO, UNFPA, and UNICEF).

iii. **Develop guidelines:**

The guidelines should cover:

- a. Policy and legal frameworks.
 - b. Institutional roles and coordination.
 - c. Data quality and accuracy.
 - d. Technology and innovation in CRVS.
 - e. Capacity building and human resources.
 - f. Community engagement and awareness.
- iv. Propose an implementation framework that considers the varying capacities and contexts of African countries, including the financial, technical, and political challenges they face.
 - v. Provide recommendations for monitoring and evaluating the effectiveness of the guidelines over time.

4. Deliverables

1. **Inception report** outlining the methodology, work plan, and a detailed framework for the development of the guidelines.
2. **Assessment Report** highlighting findings from the review of existing CRVS systems and frameworks in Africa, practices and standards, stakeholders' engagement and an outline of the guideline
3. **Draft of the guidelines** reflecting on the consultation findings and the principles from the Conference of Ministers' declarations and decisions.
4. **Stakeholders review/validation report.**
5. **Final guidelines** detailing the process, methodology, consultations, implementation plan / framework and recommendations for monitoring and evaluating.



5. Duration and Timeline

The Individual Consultant is expected to produce the guidelines within 90 days from the date of assumption of duty. **The first revised version** will be submitted to the AU Member States and the relevant stakeholders from RECs and international organizations for comments and validation.

5.1 Reporting and supervision

The Individual Consultant will work remotely with STATAFRIC staff and will provide regular updates according to the agreed timeline. The contract is proposed under the following terms and conditions:

- The duration of this contract is three months;
- The consultant is expected to send a C.V and a methodological on the understanding of the assignment.

5.2 Timeframe

Activity	Deliverables/ Outputs	Anticipated Duration (Days)
1- Define the consultant's approach to delivering the guideline.	Inception report outlining the consultant's approach to undertaking the activities and deliverables.	10 days
2- Development of guideline for improving Civil Registration and Vital Statistics (CRVS) systems in Africa	Assessment report and outline of the guideline.	20 days
	Draft of the guideline.	30 days
	Stakeholders' consultations and validation to get feedback on the draft guideline.	10 days
	In-person presentation of the updated guideline to STATAFRIC and broader stakeholders' group.	10 days
	Finalized guideline.	10 days



6. Required Qualifications and Experience

The Individual Consultant should have:

1. Advanced degree in Public Administration, Public Health, Statistics, or a related field with at least 15 years of proven professional experience in Civil Registration and Vital Statistics (CRVS), population data systems, or related fields.
2. Proven experience in CRVS systems, including design, implementation, or assessment of CRVS frameworks.
3. In-depth knowledge of the African context, especially the challenges and opportunities facing CRVS systems in Africa.
4. Experience working with international organizations, governments, and regional bodies.
5. Strong analytical, writing, and communication skills.
6. Experience in multi-stakeholder engagement and consultation processes.
7. Proficiency in at least one of the AU languages.

7. Evaluation Criteria

The Candidate shall be evaluated based on the following criteria:

Evaluation Criteria	
1. <u>General experience: 10%</u>	Use the general experience indicated in the ToR
2. <u>Specific experience: 40%</u>	Use the Specific experience indicated in the ToR
3. <u>Qualifications: 25 %</u>	Use the qualification indicated in the ToR
4. <u>Methodological note: 15 %</u>	Understanding the assignment
5. <u>Language: 10 %</u>	

The detailed Terms of Reference (TOR) for the assignment are attached to this request for expressions of interest.

The African Union Commission now invites eligible individuals (“Consultants”) to indicate their interest in providing the Services. Interested Individual Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Consultancy Services.



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" July 2016, revised November 2020 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

The Consultant shall be selected in accordance with the Individual Consultant selection method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours *i.e. 0900 to 1700 hours*.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail) by **06 June 2025 before 15:00 Hours Local Time**

African Union Commission,
Attn: Head, Supply Chain Management Division - Operations Support Services
Directorate
Building C, 3rd Floor,
P.O Box 3243, Roosevelt Street
Addis Ababa, Ethiopia
Tel: +251 (0) 11 551 7700 – Ext 4305
Fax: +251 (0) 11 551 0442; +251 11-551-0430
E-mails: tender@africa-union.org



Terms of Reference

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3) Develop guidelines:

The guidelines should cover:

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8. Payment Schedule and Milestones

Payments shall be made in installments based on the delivery of the following milestones:

No	Activities and deliverables	Remuneration Percentage
1.	Inception report outlining the consultant's approach to undertaking the activities and deliverables.	10.0%
2.	Assessment report and outline of the guideline.	10.0%
3.	Draft of the guideline.	40.0%
4.	Stakeholder's consultations and validation report.	10.0%
5.	Report on presentation to STATAFRIC staff and broader stakeholders' group.	10.0%
6.	Finalized guideline.	20.0%