



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 the harmonized guideline for data collection on the informal sector.

Reference No. ET-AUC-478512-CS-INDV

1. Background

The informal sector is a key source of livelihoods in many countries, particularly the developing and emerging economies, due to its role in job creation and generation of income. Despite its importance, the informal sector remains challenging to measure due to its diverse and often undocumented nature. Several initiatives have been put in place to address these challenges of informal sector statistics in Africa but disparities in definitions and data collection methodologies still exist across countries.

The lack of harmonized definitions for the informal sector across African countries presents a major challenge to the collection of reliable and comparable data. This calls for comprehensive guidelines for production of statistics on the informal sector to improve the quality and consistency of data, enable policymakers to design effective strategies for economic growth, alleviate poverty, and social protection. The guidelines should be aligned with the second Strategy for the Harmonization of Statistics in Africa (SHaSA2) and the African Charter on Statistics.

2. Objectives of the assignment

The objective of this consultancy is to develop comprehensive guidelines for conducting surveys on the informal sector. These guidelines will support National Statistical Offices (NSOs) and other stakeholders in generating reliable and comparable data on the informal sector, aligned with international standards.

3. Scope of Work

3.1 Review and Assessment:

- a. Conduct a comprehensive review of existing methodologies, existing manuals, frameworks, and international guidelines for measuring the informal sector, including those by the International Labour Organization (ILO) and other international organizations.



- b. Assess challenges and gaps in current practices related to informal sector surveys.

3.2 Stakeholder Engagement:

- a. Consult with stakeholders, including NSOs, labor departments, and relevant international agencies, to understand their needs, priorities, and experiences with informal sector surveys.
- b. Facilitate workshops or focus groups to gather input and validate the approach.

3.3 Guidelines Development:

Develop guidelines addressing key aspects of informal sector surveys, including:

- a. **Concepts and Definitions:** Provide standardized definitions and classifications based on the reviewed frameworks.
- b. **Survey Design:** Recommend sampling strategies, questionnaire development, and data collection techniques tailored to informal sector contexts.
- c. **Data Collection Methods:** Outline innovative approaches, including the use of mobile technology, geospatial tools, and administrative data.
- d. **Challenges and Solutions:** Address issues such as under-coverage, respondent bias, and data quality.
- e. **Data Analysis and Dissemination:** Provide guidance on analyzing survey results and presenting findings in a user-friendly format for policymakers and stakeholders.
- f. International standards, methods and guidelines.

3.4 Validation and finalization:

- a. Present the draft guidelines to key stakeholders for review and feedback.
- b. Incorporate feedback and finalize the guidelines.
- c. Presentation of the updated guidelines to STATAFRIC and wider stakeholders for review and feedback.

4. Deliverables

1. **Inception Report:** Outlining the methodology, work plan, and timeline.
2. **Review/assessment Report:** Summarizing findings from the assessment of existing practices and standards, and stakeholders' consultations
3. **Draft of the Guidelines:** Including detailed recommendations for conducting informal sector surveys.
4. **Stakeholder validation Report:** Summarizing feedback and inputs from stakeholders' consultations.



5. **Report on presentation** to STATAFRIC and wider stakeholders.
6. **Final Guidelines:** Comprehensive and ready for adoption by relevant authorities.

5. Duration and Timeline

Considering the consultant is expected to produce a draft guideline document 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 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 note on the understanding of the assignment.

5.2 Timetable

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 conducting surveys on the sector.	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 Experiences

The ideal Individual Consultant (IC) should have:

1. Advanced degree in statistics, economics, sociology, or a related field with at least 15 years of professional experience.
2. Proven experience in designing and conducting surveys on the informal sector or similar statistical activities.
3. Familiarity with international guidelines and standards related to informal sector measurement.
4. Expertise in innovative data collection and analysis techniques.
5. Strong analytical, facilitation, and writing skills.
6. Experience engaging with diverse stakeholders, including government and international organizations.
7. Language proficiency in at least one of the AU languages (Arabic, English, French, Portuguese or Spanish).

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 **27 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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5. <u>Language: 10 %</u>	

8. Terms of payment

Payments will be made in installments based on the delivery of the following milestones as following;

No	Activities and deliverables	Remuneration Percentage
1.	Inception report outlining the consultant's approach to undertake 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%