

Terms of Reference

Consultant/Consultancy Services Firms or Institutions required to update CABRI's Africa Debt Monitor (ADM)

1. Context

Launched in September 2019 as part of CABRI's PFM Knowledge Hub, the ADM provides a unique platform for sharing information on African central government debt and debt-management policies, practices, and institutional arrangements. The ADM features multiple tools which facilitate peer-learning and exchange on debt management and provide investors and researchers convenient and user-friendly access to centralised information on government debt in Africa.

These tools include: (i) individual country debt profiles; (ii) cross-country comparison of debt management practices and procedures; (iii) individual country data tables; and (iv) the debt data explorer. The ADM Analysis report series uses the data available on the ADM to better understand trends in public debt management in Africa and what contributes to more effective debt management and sustainable debt portfolios.

In 2019, the ADM launched with twenty African countries with the aim of updating quantitative information annually, while qualitative information was to be updated every third year. The initial intention of gradually adding five new countries will continue.

2. Objective

Since the last ADM survey was completed in 2021, CABRI is seeking a consultant, consultancy services firm or institution to update the ADM debt data series for all outstanding years. Any material changes the individual countries have made to their debt data and risk indicators since the last survey should be updated. Further, the consultant or consultancy services firm or institution is expected to administer the survey, collect, collate, and validate the survey responses and advise on potential or further improvements to the online ADM platform and presentation of this data.

3. Scope of the consultancy

The contract is based on an indicative number of 71 days (baseline 63 days plus 8 days) from 06 June to 13 September 2024 pending the required timely completion of the questionnaire by individual countries.

Activities and deliverables under the consultancy include:

Task	Timeline	Deliverables	Suggested resource days	Parties involved
Appointment of the Consultant, Consultancy Services Firm or Institution	06 June 2024	Consultant, Consultancy Services Firm or Institution Appointed		CABRI
1. Inception Meeting	07 June 2024	Inception Meeting	1 day	Consultant/CABRI
2. Inception Report	10-19 June 2024	2.1. Compile inception report (including proposed methodology)	8 days	Consultant

Task	Timeline	Deliverables	Suggested resource days	Parties involved
		for data collection and validation) 2.2. Revised survey tool 2.3. Update contact database		
3. Questionnaire Review	20-27 June 2024	3.1. Revised and Expanded Glossary 3.2. Instructions to assist respondents to fill in the questionnaire 3.3. Translation of the questionnaire in French and Portuguese 3.4. Implementing changes in Excel	6 days	Consultant
4. Update Contact Database and Virtual Meetings	28 June 2024 01-05 July 2024	4.1. Update contact database 4.2. Workshopping of Debt Managers in filing in the Questionnaire 4.3. Spearheading of data collection from countries 4.4. Authorisation to sign off on the questionnaires	6 days	
5. Detailed methodology and validation proposal	08-11 July 2024	5.1. Documentation of methodology to cover all stages of data collection process, statistical methodology used for both data collection and validation 5.2. Results of validation to feedback to countries for correction of errors in the official database 5.3. Re-submission of questionnaires after administering corrections (if any) 5.4. Online databases to assist the data validation process	4 days	Consultant
6. Review of the questionnaire, Production of Master File (VBA & Excel)	12-25 July 2024	6.1. Administer (any) changes ADM questionnaire (including translation in both French and Portuguese)	10 days	Consultant

Task	Timeline	Deliverables	Suggested resource days	Parties involved
		6.2. Testing of the questionnaire with dummy data 6.3. Amending VBA app/code to cater the new questionnaire		
7. Survey Administration and Data Collation	26-31 July 2024 01-06 August 2024	7.1. Assignment of team members to countries (administering of the surveys) 7.2. Discussions to be documented 7.3. Questionnaires duly filled in and ready for validation 7.4. Database administration	8 days	Consultant
8. Data Validation (including prior year)	07-28 August 2024	8.1. Questionnaires to be validated based on agreed methodology signed off by CABRI 8.2. Pre-filling the questionnaire with prior year's data (where adjusting of the data is required) 8.3. Any revision of the questionnaire should be consistent with data collection methodology 8.4. Upon Validation of all questionnaires – creation of a Master File 8.5. Master File to be used by CABRI to upload data on to ADM Web platform	16 days	Consultant
9. Advise on ADM Platform and ADM Analysis	29-30 August 2024 02-03 September 2024	9.1. Testing the ADM Platform and Feedback on any issues (including suggestions for improvement) 9.2. Improvements suggested and issues identified to facilitate	4 days	Consultant

Task	Timeline	Deliverables	Suggested resource days	Parties involved
		monitoring and implementation 9.3. Theme proposals for the analytical reports and their Peer Review 9.4. Compilation of Analytical Reports will take place in the second contract		
Total			63 Days	

4. Approach

The consultant, consultancy services firm or institution will be able to work virtually from their premises; however, should travel to countries which did not participate in the prior year's data collection exercise be required, CABRI may have to cover the travel and accommodation costs. However, CABRI does not provide travel allowances or pay for travel days.

5. Scoring Criteria

CRITERIA	POINTS
1. General academic qualifications and adequacy for the proposed assignment	30
2. Similar experience in data collection and debt management	40
3. Experience with CABRI, or other international organizations with similar work	5
4. Language proficiency (English and French)	10
5. Knowledge of the Africa region	5
6. Value for money	10
TOTAL	100

Detailed Scoring

Criteria	Weighting
1. General academic qualifications and adequacy for the proposed assignment	30%
- Bachelor's degree in Banking, Economics, Policy, Finance - including Development Finance (DevFin)	1
- Honour's degree in Banking, Economics, Policy, Finance/DevFin + Accredited PFM certifications (120+ credits at NQF Level 6)	2
- Master's degree in Banking, Economics, Policy, Finance/DevFin + PFM focused Bachelor's degree (NQF Level 7) qualification or relevant Associate Professional Certifications	3
- Master's degree in Banking, Economics, Policy, Finance/DevFin + PFM related Honours degree or Postgraduate diploma (NQF Level 8) qualification, CAIA, CDFP or PRM	4
- Master's degree in Banking, Economics, Policy, Finance/DevFin + PFM related Masters (NQF Level 9) qualification, CFA or FRM	5

Criteria	Weighting
2. Practical experience in sovereign debt recording systems, software applications and/or automation of sovereign debt data and/or models	20%
- 5 to 7 years of experience	1
- 8 to 9 years of experience	2
- 10 to 11 years of experience	3
- 12 to 13 years of experience	4
- 14 years or more of experience	5
3. Experience in qualitative and quantitative data collection and debt management	20%
- 2 to 3 years of experience	1
- 4 to 5 years of experience	2
- 6 to 7 years of experience	3
- 8 to 9 years of experience	4
- 10 years or more of experience	5
4. Experience with CABRI, other international organizations, or similar work	5%
- Extensive experience (10+ years) with CABRI or similar organizations	5
- Significant experience (7-9 years) with CABRI or similar organizations	3
- Moderate experience (4-6 years) with CABRI or similar organizations	3
- Limited experience (1-3 years) with CABRI or similar organizations	2
- Insufficient experience (less than 1 year) with CABRI or similar organizations	1
5. Language proficiency	10%
- Exceptional language proficiency in English and French (both)	5
- Exceptional language proficiency in English or French (any)	4
- Language proficiency in English and Portuguese (medium understanding of both languages)	3
- Language proficiency in English and French (basic understanding of both languages)	2
- Basic Language proficiency in either English or French (only one)	1
6. Knowledge of the Africa region	5%
- Extensive Knowledge (10+ years) of the region and/or member country(ies)	5
- Significant Knowledge (7-9 years) of the region and/or member country(ies)	4
- Moderate Knowledge (4-6 years) of the region and/or member country(ies)	3
- Limited Knowledge (2-3 years) of the region and/or member country(ies)	2
- Less Knowledge (less than 2 year) of the region and/or member country(ies)	1
7. Value for Money	10%
- Poor value for money	1
- Below Average Value for Money	2
- Average Value for Money	3
- Good Value for Money	4
- Excellent Value for Money	5
Total	100%

6. Required Skills and Experience

Professional experience in the following areas is required for all individuals included in the proposal:

- i. Postgraduate degree in economics, econometrics or statistics
- ii. Experience in public debt management (including knowledge of debt recording, debt reporting and international debt reporting standards) in African countries
- iii. Proficiency in MS Excel
- iv. Experience with survey development
- v. Experience in qualitative and quantitative data collection and analysis
- vi. Fluency in English and good working knowledge of French and Portuguese

7. Procurement Prerequisites

- **Technical Proposal** should include (1) a brief company profile – showing a range of services offered; (2) the CVs of consultant and/or team assigned to the project; and (3) a brief project plan in line with deliverables above.
- **Financial Proposal** should present (1) total budget required for the assignment, with a (2) breakdown between fees and expenses, and (3) indicating the number of days for each person involved in the project.
- Other documents
 - Completed supplier application form
 - Completed ownership of the business form
 - Completed electronic payment instruction form

8. Request for bids

Requests for project proposals/bids procured through this TOR will be done through Open Tender Process.

9. Submission and Enquiries Details

Proposals should be submitted to CABRI Secretariat via e-mail to procurementJM@cabri-sbo.org

Deadline for submission for proposals: **22 April 2023**

Enquiries only can be sent via email to jim.matsemela@cabri-sbo.org