**REQUEST FOR EXPRESSION OF INTEREST**

**SELECTION OF INDIVIDUAL CONSULTANTS**

**REFERENCE NUMBER*: SADC/RPC/DRR/NAMIBIA/01/2014***

**REQUEST FOR SERVICES TITLE:**

**DEVELOPMENT OF THE INVENTORY OF THE DISASTER RISK MANAGEMENT (DRM) STATUS, RESOURCES AND SERVICES, AND IMPLEMENTATION OF DRM PROGRAMMES IN NAMIBIA**

**[NATIONAL CONSULTANCY – NAMIBIA]**

1. ***The SADC Secretariat*** is inviting Individual Consultants to submit their CV and Financial Proposal for the following services:

**DEVELOPMENT OF THE INVENTORY OF THE DISASTER RISK MANAGEMENT (DRM) STATUS, RESOURCES AND SERVICES, AND IMPLEMENTATION OF DRM PROGRAMMES IN NAMIBIA**

**[NATIONAL CONSULTANCY – NAMIBIA]**

The Terms of Reference defining the minimum technical requirements for these services are attached as Annex 1 to this Request for Expression of Interest.

**2. Only Individual Consultants are eligible for this assignment provided that they fulfil the following eligibility criteria:**

*a) they are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are being subject of proceedings concerning those matters, or are being in any similar situations arising from similar procedures provided for in the national legislation or regulations of the SADC member states;*

*b) they have not been convicted of offences concerning their professional conduct by a judgment which has the force of res judicata; (i.e. against which no appeal is possible);*

*c) they have not been declared guilty of grave professional misconduct proven by any means which SADC Secretariat can justify;*

*d) they have fulfilled obligations related to the payments of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those countries where the contract is to be performed;*

*e) they have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the SADC Secretariat' financial interests; or*

*f) they are not being currently subject to an administrative penalty.*

*g) they are a citizen of NAMIBIA and are resident.*

**3.** The maximum budget for this contract is US $ ***12,000.*** Proposals exceeding this budget will not be accepted.

**4**. Your Expression of Interest must be presented as per Standard Expression of Interest Forms attached as Annex 2 to this REOI, in the English language and be accompanied by copies of all the indicated supporting documents. If the supporting documents are not in English, these shall be accompanied by a certified translation into English.

**5.** Your proposal clearly marked ***“REFERENCE NUMBER: SADC/RPC/DRR/BOTSWANA/01/2014 – DEVELOPMENT OF THE INVENTORY OF THE DISASTER RISK MANAGEMENT (DRM) STATUS, RESOURCES AND SERVICES, AND IMPLEMENTATION OF DRM PROGRAMMES IN NAMIBIA”*** in a sealed envelope, should be submitted in our tender box located at the following address:

*Secretary to the Tender Committee*

*SADC Secretariat*

*Plot 54385 CBD*

*Private Bag 0095*

*Gaborone*

*Botswana*

***Attn: Mr Snowden Mmadi***

***Copy: Ted Peter Luka***

***Copy: Kennedy Masamvu***

6. The deadline for submission of your proposal, to the address indicated in Paragraph 5 above, is:

***16 January 2015 at 15:00 hours***

7. Proposals submitted by Fax or E-mail ***are*** acceptable.

E-mail:[***tluka@sadc.int***](mailto:tluka@sadc.int)

***Copy:*** [***smmadi@sadc.int***](mailto:smmadi@sadc.int)

**Copy:** [**kmasamvu@sadc.int**](mailto:kmasamvu@sadc.int)

**8.** Your CV will be evaluated against the following criteria.

|  |  |
| --- | --- |
| **Criteria** | **Maximum points allocated** |
| **Education and Training** | 20 |
| **Specific Skills** | 60 |
| **General Skills** | 20 |
| Total | 100 |

**9.** You proposal should be submitted as per the following instructions and in accordance with the Terms and Conditions of the Standard Contract attached as Annex 3 to this REOI:

(i) PRICES:

The financial proposal shall be inclusive of all expenses deemed necessary by the Individual Consultant for the performance of the contract.

(ii) EVALUATION AND AWARD OF THE CONTRACT:

Expressions of Interest determined to be formally compliant to the requirements will be further evaluated technically.

An Expression of Interest is considered compliant to the requirements if:

* It fulfils the formal requirements (see Paragraphs 2,3,4,5,6 and 7 above),
* The financial proposal does not exceed the maximum available budget for the contract.

The award will be made to the applicant who obtained the highest technical score. Expressions of Interest not obtaining a minimum score of 70% will be rejected.

(iii) VALIDITY OF THE EXPRESSION OF INTEREST:

Your Expression of Interest should be valid for a period of 90 days from the date of deadline for submission indicated in Paragraph 6 above.

10. The assignment is expected to commence within two (2) weeks from the signature of the contract.

11. Additional requests for information and clarifications can be made until 10 working days prior to deadline indicated in the paragraph 6 above, from:

The Procuring entity: ***SADC Secretariat***

Contact person: ***Ted Peter Luka/ kennedy Masamvu***

Telephone:***3951863***

Fax:***3972848***

E-mail:[***tluka@sadc.int***](mailto:tluka@sadc.int)

***Copy:*** [***smmadi@sadc.int***](mailto:smmadi@sadc.int)

***Copy:*** [***kmasamvu@sadc.int***](mailto:kmasamvu@sadc.int)

The answer on the questions received will be sent to the Consultant and all questions received as well as the answer(s) to them will be posted on the SADC Secretariat’s website at the latest 7 working days before the deadline for submission of the proposals.

**ANNEXES:**

ANNEX 1: **Terms of Reference**

ANNEX 2**: Expression of Interest Forms**

ANNEX 3: **Standard Contract for Individual Consultants**

**Sincerely,**

*\_\_\_\_\_\_\_\_\_\_(signature)\_\_\_\_\_\_\_\_\_\_\_\_*

**Name:** *Ted Peter Luka*

**Title:** *Procurement Officer*

**ANNEX 1: TERMS OF REFERENCE**

**DIRECTORATE OF THE ORGAN ON POLITICS DEFENCE AND POLITICAL COOPERATION**

**Regional Political Cooperation (RPC) Programme**

**SHORT TERM CONSULTANCY FOR THE INVENTORY OF THE DISASTER RISK MANAGEMENT (DRM) STATUS, RESOURCES AND SERVICES, AND IMPLEMENTATION OF DRM PROGRAMMES IN NAMIBIA**

**TERMS OF REFERENCE**

|  |
| --- |
|  |

**Summary**

|  |  |
| --- | --- |
| CONSULTANCY TITLE | NATIONAL INVENTORY OF THE DISASTER RISK MANAGEMENT STATUS, RESOURCES AND SERVICES IN NAMIBIA |
|  |  |
| INSTITUTION | SADC SECRETARIAT , DIRECTORATE OF THE ORGAN ON POLITICS DEFENCE AND SECURITY COOPERATION |
| CONTACT ADDRESS | SADC SECRETARIAT,  PRIVATE BAG 0095, GABORONE, BOTSWANA. |
|  |  |
| SUBMISSION DEADLINE | 16th Jan 2015. |
|  |  |
| COMMENCEMENT DATE | 30 Jan 2015 |
| DURATION | 2 WORKING MONTHS OR EIGHT WEEKS, SPREAD OVER A PERIOD OF THREE MONTHS. |
|  |  |
| RELEASE DATE | 16 Dec 2014 |

The SADC Secretariat, with the European Union funded “Support to the SADC Regional Political Cooperation Programme”, would like to conduct an inventory to determine the status of Disaster Risk Reduction/ Management (DRR/M) in NAMIBIA, and assess progress in the implementation of national DRR/M programmes.

The Secretariat is hereby inviting expressions of interest in conducting the inventory and assessment at the national level. Applicants must be nationals of the particular Member State and resident in that country.

The expressions of interest should include an understanding of the terms of reference, the methodology to be used, an organized work plan and updated CV.

Expressions of interest should be received at the above address not later than 16th Jan 2015.

1. **BACKGROUND**

**EU-Funded Programme of “Support to SADC Regional Political Cooperation”**

The EU-funded “Support to SADC Regional Political Cooperation” is designed to strengthen the capacity of the SADC Secretariat and more specifically the Directorate of the Organ on Politics, Defence and Security Cooperation (“the Organ”) in implementing its mandate to effect regional integration in the political and security sectors.

The overall objectives, purpose and result areas of the programme of Support to SADC Regional Political Cooperation are detailed hereunder.

**Overall Objective:**

To promote peace and security, as a basis for economic growth and poverty reduction in the SADC Region

**Purpose:**

To strengthen the capacity of SADC to perform its mandate in the area of politics, governance, peace and security

**Result Areas:**

Result 1: - Democratic institutions in the region are strengthened through consolidated institutionalisation of the SADC Principles and Guidelines Governing Democratic Elections.

Result 2: - Regional capacities to prevent and manage conflicts reinforced

Result 3: - Enhanced Regional Capacity in Respect of Disaster Risk Reduction, Disaster Management and the Coordination and Support of Humanitarian Assistance

Result 4: - Raised Awareness, Cooperation and Action Against Trafficking in Persons, Especially Women and Children, in the SADC Region

Result 5: – The RPC programme is rationally managed and implemented in the most economic, efficient and effective manner.

The work of this consultancy will be restricted to Result Area 3. The activities (in brief) that will be undertaken in this Result Area are as follows:

**Result 3 Enhanced Regional Capacity in Respect of Disaster Risk Reduction, Disaster Management and the Coordination and Support of Humanitarian Assistance**

***Activity 3.1***: Strengthen the coordination capacity of the DRR/DM Unit at SADC

Secretariat

The RPC programme will provide staff, equipment and short-term technical assistance for the DRR unit.

***Activity 3.2***: Strengthen capacity for the implementation of the Regional DRR Strategy through the development of a Regional Information Management System

The five indicative objectives of the DRR Strategic Plan are:

1. To strengthen governance, legal and institutional framework at all levels of DRR in the region;
2. Facilitate the identification, assessment and monitoring of disaster risks and support the enhancement of early warning systems at all levels;
3. Promote the usage and management of information and knowledge, innovation and education to build a culture of safety and resilience at all levels in the SADC region;
4. Ensure that DRR becomes a national and local priority with a strong institutional basis for implementation;
5. The integration of preparedness and emergency response into national and regional DRR interventions.

In response to these objectives the focus of the SADC DRR Strategic Plan is to facilitate interventions at the level of Member States, assisting them in developing and implementing their own DRR/DM strategies in harmonisation with the SADC RISDP. In this context the RPC programme will expedite the coordinating role of the SADC DRR Unit through supporting the development of an information system based on the collection of data and information from the Member States. The eventual result will be the setting up of a regional DRR Information Management System.

**Activity 3.3**: Develop a regional disaster preparedness and response strategy through the strengthening of national and regional early warning systems

The RPC programme will complete an inventory of national disaster related policies and action plans, with a view to facilitating their harmonisation with regional and continental strategies and trends. In implementing this process the programme will simultaneously strengthen national and regional early warning systems for the collection and timely exchange of information on hazards and disasters. The programme will also support research on long-term regional changes and trends that affect vulnerabilities and risks, in particular climate change and lead to the development of a regional disaster management strategy.

1. **OBJECTIVES OF THE CONSULTANCY**

The overall objective of this consultancy is to produce a comprehensive National Inventory Report, and develop a national database on the DRM status, resources and services, and implementation of DRM programmes in NAMIBIA.

**3. Scope of the Assignment**

In order to accomplish the above objective, the Consultant will carry out the following tasks:

1. Conduct an inventory of DRR/M resources and services, including institutions and frameworks in the country, and identify gaps, challenges, needs and opportunities in the implementation of national programmes, as per the five priority areas of the HFA (2005-15), Africa Regional Disaster Reduction Strategy (2004-15), and the Updated SADC Regional Strategic Plan (2010-2015);
2. Conduct a comprehensive inventory of relevant institutional, policy, legal and other frameworks that drive the DRR/M agenda and facilitate the implementation of programmes at the national level, including programmes and activities undertaken by national/ sub-national institutions, NGOs, donors, international cooperating partners (ICPs), and other stakeholders;
3. For selected key DRR/M institutions, document their mandates and capacities (institutional, human, and financial) during the past five years;
4. Consult extensively with the Civil Protection Unit (CPU) of NAMIBIA, the UN agencies, World Bank, Red Cross, NGOs, International Cooperating Partners (ICPs), donors and all national and sub-national stakeholders in order to identify and document the following:
   1. key national strategies, policies and programmes, taking into account past (last five years), on-going and planned DRR/M interventions in NAMIBIA;
   2. the main hazards identified and risk assessments that have been undertaken in the country and the methodologies used;
   3. statistics on the impacts of disasters that have been experience in the country;
5. In consultation with the SADC DRRU, format the collected data in such a way that it is compatible for storage in a national database and also the regional DRR Information Management System; and compatible for sharing on both the national DRR website and the SADC Secretariat website; (SADC will provide a template for the presentation of the collected data)
6. Submit a Consultancy Report detailing the national concerns, challenges, opportunities and priorities as regards the implementation of DRR/M programmes.

**3.1 Description of tasks**

In order to perform the above tasks, the consultant shall:

1. Undertake an extensive desk review to collect data and information relevant to the assignment. In this regard the consultant will among others acquire and review where applicable documents on the following:
   1. relevant national DRR/M strategies and frameworks;
   2. key national development strategies, plans and programmes;
   3. strategies and programmes of national partners and collaborating organisations and stakeholders;
   4. the main hazards identified, risk mapping/assessments undertaken and methodologies used;
   5. statistics on the impacts of disasters that have been experienced in the country;
   6. any relevant national assessment reports/ strategies, plans and programmes on DRR/M
2. Consult selected national and sub-national institutions and key sectoral actors and stakeholders in the country, including relevant UN organizations etc, to identify, and acquire the necessary data and information, including those related to climate change adaptation;
3. Be guided by the various Member State policies, protocols, strategies and master plans, decisions and resolutions on DRR/M ;
4. Extensively consult the national strategy and policy framework documents, and plan of action.
5. Prepare and make a presentation of the draft national inventory report at national and regional consultative meetings to be arranged by SADC Secretariat, for peer review and provision of comments and additional inputs; the report will be prepared using both quantitative data (charts, tables and graphs) and qualitative information;
6. Finalize the consultancy report on the basis of comments and additional inputs provided by key stakeholders and the consultative meetings.

**3.2 Required Outputs and Deliverables**

The outputs will be:

1. An inception report, including the conceptualization, work plan for the assignment and report outline (within three weeks of signature of contract);
2. A draft consultancy report and a draft baseline survey database (within five weeks);
3. A report on the national validation workshop;
4. A Consultancy Report and National Database.

**3.3 Duration of the Assignment and Timelines**

The assignment is expected to last 2 working months or eight weeks, spread over a period of three months.

|  |  |
| --- | --- |
| **Time frame** | **Consultant’s deliverables** |
| Ten days after signature of the contract | Submits to SADC DRR Unit an inception report including the conceptualization, work plan for the assignment and report outline |
| 6 weeks after signature of the contract | Submits the first draft consultancy report and a draft baseline survey database report |
| Within one week after receiving the first draft | SADC DRR Unit and other stakeholders review and provide comments on the draft report. |
| 8 weeks after signature of contract (about third week of Mid March 2015) | Submits a revised draft report |
| End March 2015 | Participates in a national validation workshop to report on findings of the report. |
| End April 2015 | Submits Final Report |

**3.4 Reporting**

The consultant shall report to, and perform the assigned tasks under the guidance and direct supervision of the Director, Civil Protection Unit, NAMIBIA. The Director will among other things, facilitate the consultant’s contacts with key actors and key stakeholders in the country, and facilitate access to relevant documents and information.

**4.0 Expertise Required**

Minimum Requirements:

**Education and Training:**

A University Degree in Disaster Risk Management, Development Sciences/ Studies, Economics, Sustainable Development, Environmental Sciences, International Relations, and any related Social Science disciplines or related fields.

An advanced university degree (Master's degree or equivalent) will be an added advantage.

**Specific Experience:**

Must have a minimum of five years of progressively responsible experience in a DRR/M or related field in the context of Southern or Sub-Saharan Africa.

He/she must have a good understanding of the disaster risk management agenda and challenges in the SADC region. A good publication record, including in the field of DRR/M will be an advantage.

He/she must have sound knowledge of the local government system and structures.

Computer skills for compilation, analysis and dissemination of statistical data are required.

Proficiency in database development and management and information management and technology is an advantage.

**General Skills:**

Minimum of 10 years of general work experience.

He/she must have good networking skills and proven ability to speak in public.

He/she must be fluent in English. He/she must possess excellent written and oral communication skills.

**5.0 Budget**

The maximum budget for the assignment is US$12,000.

**6.0 Payment**

The consultant shall be paid in accordance with the following payment schedule:

1. **15% (Fifteen per cent)** upon submission of the assignment inception report acceptable to SADC;
2. **25% (Twenty-five per cent)** upon submission of the final draft report and draft baseline survey database acceptable to SADC.
3. **25% (Twenty-five per cent)** upon presentation of the draft report at the national validation workshop;
4. **35% (Thirty-five per cent)** upon finalization and submission of all outputs acceptable to SADC.

**7.0 Evaluation Criteria**

All applications received will be assessed using the following criteria:

|  |  |
| --- | --- |
| Category | Points |
| **Education and Training** | 20 |
| **Specific Skills** | 60 |
| **General Skills** | 20 |
| Total | 100 |

**ANNEX 2: Expression of Interest Forms**

[A. COVER LETTER FOR THE EXPESSION OF INTEREST FOR THE PROJECT 13](#_Toc267927845)

[B. CURRICULUM VITAE 15](#_Toc267927846)

[C. FINANCIAL PROPOSAL 20](#_Toc267927847)

# A. COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT

**REFERENCE NUMBER: SADC/RPC/DRR/NAMIBIA/01/2014 – DEVELOPMENT OF THE INVENTORY OF THE DISASTER RISK MANAGEMENT (DRM) STATUS, RESOURCES AND SERVICES, AND IMPLEMENTATION OF DRM PROGRAMMES IN NAMIBIA**

**[National Consultancy – NAMIBIA]**

[*Location, Date*]

To: SADC Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the ***INDIVIDUAL CONSULTANT - DEVELOPMENT OF THE INVENTORY OF THE DISASTER RISK MANAGEMENT (DRM) STATUS, RESOURCES AND SERVICES, AND IMPLEMENTATION OF DRM PROGRAMMES IN NAMIBIA***

* ***[NATIONAL CONSULTANCY – NAMIBIA]***

in accordance with your Request for Expression of Interests number ***SADC/RPC/DRR/NAMIBIA/01/2014****,* dated [*insert date*] for the sum of [*Insert amount(s) in words and figures*1[[1]](#footnote-1)]. This amount is inclusive of all expenses deemed necessary for the performance of the contract in accordance with the Terms of Reference requirements, and *[“does” or “does not” delete as applicable]* includeany of the following taxes in Procuring Entity’s country: value added tax and social charges or/and income taxes on fees and benefits.

I hereby declare that all the information and statements made in my CV are true and accept that any misinterpretation contained in it may lead to my disqualification.

I take note that under the provisions of the SADC Procurement Policy applicable to this Request For Expression of Interest, a contract cannot be awarded to applicants who are in any of the following situations:

*a) they are being bankrupt or wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are being subject of proceedings concerning those matters, or are being in any similar situations arising from a similar procedures provided for in the national legislation or regulations of the SADC member states;*

*b) they have been convicted of offences concerning their professional conduct by a judgment which haves the force of res judicata; (i.e. against which no appeal is possible);*

*c) they have been declared guilty of grave professional misconduct proven by any means which SADC Secretariat can justify;*

*d) they have not fulfilled obligations related to the payments of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those countries where the contract is to be performed;*

*e) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the SADC Secretariat' financial interests; or*

*f) they are being currently subject to an administrative penalty.*

I confirm that I am not in any of the situations described above, and I hereby declare that at any point in time, at the SADC Secretariat’s request, I will provide certified copies of documents to prove so.

I am aware that the penalties set out in the Procurement Policy may be applied in the case of a false declaration, should the contract be awarded to me.

My proposal is binding upon me for the period indicated in Paragraph 9(iii) of this Request for Expression of Interest.

I undertake, if my Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph 10 of the Request for Expression of Interest, and to be available for the entire duration of the contract as specified in the Terms of Reference.

I understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature [*In full and initials*]:

Name and Title of Signatory:

B. CURRICULUM VITAE

***[insert full name]***

|  |  |
| --- | --- |
| 1. **Family name:** | *[insert the name]* |
| 1. **First names:** | *[insert the names in full]* |
| 1. **Date of birth:** | *[insert the date]* |
| 1. **Nationality:** | *[insert the country or countries of citizenship]* |
|  |  |
| 1. **Physical address:** 2. **Postal address** 3. **Phone:** 4. **E-mail:** | *[insert the physical address]*  *[Insert Postal Address]*  *[insert the phone and mobile no.]*  *[Insert E-mail address(es)* |
|  |  |
|  |  |
| 1. **Education:** |  |
|  |  |
| **Institution:**  **[Date from – Date to]** | **Degree(s) or Diploma(s) obtained:** |
| *[indicate the month and the year]* | *[insert the name of the diploma and the specialty/major]* |
| *[indicate the month and the year]* | *[insert the name of the diploma and the specialty/major]* |

**10. Language skills:** (Indicate competence on a scale of 1 to 5) (1 – excellent; 5 – basic)

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading** | **Speaking** | **Writing** |
| *[insert the language]* | *[insert the no.]* | *[insert the no.]* | *[insert the no.]* |
| *[insert the no.]* | *[insert the no.]* | *[insert the no.]* | *[insert the no.]* |
| *[insert the no.]* | *[insert the no.]* | *[insert the no.]* | *[insert the no.]* |

|  |  |
| --- | --- |
| **11. Membership of professional bodies:** | *[indicate the name of the professional body]* |
| **12. Other skills:** | *[insert the skills]* |
| **13. Present position:** | *[insert the name]* |
| **14. Years of experience:** | *[insert the no]* |
| **15. Key qualifications:** (Relevant to the assignment)  *[insert the key qualifications]* | |

**16. Specific experience in the region:**

|  |  |
| --- | --- |
| **Country** | **Date from - Date to** |
| *[insert the country]* | *[indicate the month and the year]* |
| *................* | *......................* |
| *[insert the country]* | *[indicate the month and the year]* |

**17. Professional experience:**

| **Date from – Date to** | **Location of the assignment** | **Company& reference person (name & contact details)** | **Position** | **Description** |
| --- | --- | --- | --- | --- |
| *[indicate the month and the year]* | *[indicate the country and the city]* | ***Name of the Company:***  ***Address of the company:***  ***Phone:***  ***Fax:***  ***Email:***  ***Name and title of the reference person from the company:*** | *[indicate the exact name and title and if it was a short term or a long term position]* | ***Name of the Assignment:***  ***Beneficiary of the Assignment:***  ***Brief description of the Assignment:***  ***Responsibilities:*** |
| *[indicate the month and the year]* | *[indicate the country and the city]* | ***Name of the Company:***  ***Address of the company:***  ***Phone:***  ***Fax:***  ***Email:***  ***Name and title of the reference person from the company:*** | *[indicate the exact name and title and if it was a short term or a long term position]* | ***Name of the Assignment:***  ***Beneficiary of the Assignment:***  ***Brief description of the Assignment:***    ***Responsibilities:*** |
| *[indicate the month and the year]* | *[indicate the country and the city]* | ***Name of the Company:***  ***Address of the company:***  ***Phone:***  ***Fax:***  ***Email:***  ***Name and title of the reference person from the company:*** | *[indicate the exact name and title and if it was a short term or a long term position]* | ***Name of the Assignment:***  ***Beneficiary of the Assignment:***  ***Brief description of the Assignment:***  ***Responsibilities:*** |
| ................ | …………….. | ……………………. | …………… | ………………………………………………………………………….. |
| *[indicate the month and the year]* | *[indicate the country and the city]* | ***Name of the Company:***  ***Address of the company:***  ***Phone:***  ***Fax:***  ***Email:***  ***Name and title of the reference person from the company:*** | *[indicate the exact name and title and if it was a short term or a long term position]* | ***Name of the Assignment:***  ***Beneficiary of the Assignment:***  ***Brief description of the Assignment:***  ***Responsibilities:*** |

1. **Other relevant information:** (e.g. Publications)

***[insert the details]***

***19. Statement:***

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I hereby declare that at any point in time, at the SADC Secretariat’s request, I will provide certified copies of all documents to prove that I have the qualifications and the professional experience as indicated in points 8 and 14 above**[[2]](#footnote-2),** documents which are attached to this CV as photocopies.

By signing this statement, I also authorize the SADC Secretariat to contact my previous or current employers indicated at point 14 above, to obtain directly reference about my professional conduct and achievements.

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

**ATTACHMENTS:** ***1) Proof of qualifications indicated at point 9***  
 ***2) Proof of working experience indicated at point 15***

# C. FINANCIAL PROPOSAL

**Reference Number *: SADC/RPC/DRR/NAMIBIA/01/2014 -* DEVELOPMENT OF THE INVENTORY OF THE DISASTER RISK MANAGEMENT (DRM) STATUS, RESOURCES AND SERVICES, AND IMPLEMENTATION OF DRM PROGRAMMES IN NAMIBIA**

**[National Consultancy – NAMIBIA]**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **N°** | **Description[[3]](#footnote-3)** | | **Unit[[4]](#footnote-4)** | **No. of Units** | **Unit Cost**  **(in US$)** | **Total**  **(in US$)** |
| **Fees** | | | Day |  |  |  |
| **Reimbursable expenses, out of which** | | | ***Total*** |  |  |  |
| 1 | Per diem allowances | | Day | N/A |  |  |
| 2 | Flights[[5]](#footnote-5) | | Trip | N/A |  |  |
| 3 | Miscellaneous travel expenses[[6]](#footnote-6) | | Trip |  |  |  |
| 4 | Insurances cost, out of which: | | Lump sum |  |  |  |
|  | i) | Life insurance (including repatriation) | Lump sum | N/A |  |  |
|  | ii) | Heath insurance | Lump sum | N/A |  |  |
|  | iii) | Third party liability insurance | Lump sum |  |  |  |
|  | iv) | Professional liability insurance | Lump sum | N/A |  |  |
| 5 | Drafting, reproduction of reports | | Lump sum |  |  |  |
| 6 | Office rent | | Per month | N/A |  |  |
| 7 | Others**4** | | TBD |  |  |  |
| **TOTAL FINANCIAL OFFER (Fees + Reimbursable expenses)** | | | | | |  |

Signature [*In full and initials*]:

Name and Title of Signatory:

**ANNEX 3: STANDARD CONTRACT FOR INDIVIDUAL CONSULTANTS**

STANDARD TERMS OF CONTRACT

(Individual Consultant)

**REFERENCE NUMBER*: SADC/RPC/DRR/NAMIBIA/01/2014 -* DEVELOPMENT OF THE INVENTORY OF THE DISASTER RISK MANAGEMENT (DRM) STATUS, RESOURCES AND SERVICES, AND IMPLEMENTATION OF DRM PROGRAMMES IN NAMIBIA**

**[NATIONAL CONSULTANCY – NAMIBIA]**

THIS Contract (“Contract”) is made on *[day]* day of the month of *[month]*, *[year]*, between, **on the one hand**,

***The SADC Secretariat*** (hereinafter called the “Procuring Entity”) with the registered business in: *Plot 54385 CBD, Private Bag 0095, Gaborone, Botswana*

**and, on the other hand,**

***[Insert the full name of the individual]***(Hereinafter called the “Individual Consultant”), with residence in***[insert the Individual Consultant’ address, phone, fax, email],*** citizen of ***[insert the Individual Consultant’s citizenship]*** owner of the ID/Passport Number ***[insert the number]*** issued on ***[insert the date]* by*****[insert the name of the issuance authority],***

WHEREAS, the Procuring Entity wishes to have the Individual Consultant perform the services hereinafter referred to, and WHEREAS, the Individual Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. **Definitions**

For the purpose of this contract the following definitions shall be used:

* 1. **Procuring Entity** means the legally entity, namely ***the SADC Secretariat*** who purchase theServices described in Annex 1 to this contract.
  2. **Contract** means the agreement covered by these Terms including the Annexes and documents incorporated and/or referred to therein, and attachments thereto.
  3. **Contract value** means the total price of the Financial Proposal included in the Individual Consultant’s Expression of Interests dated ***[insert the date]*** for the project ***[insert the name]*** andreflected as such in the Annex 2 of this contract**.**

**Individual Consultant** means the individual to whom the Procuring Entity has awarded this contract following the Request for Expression of Interest

**REFERENCE NUMBER*: SADC/RPC/DRR/NAMIBIA/01/2014 -* DEVELOPMENT OF THE INVENTORY OF THE DISASTER RISK MANAGEMENT (DRM) STATUS, RESOURCES AND SERVICES, AND IMPLEMENTATION OF DRM PROGRAMMES IN NAMIBIA**

**[NATIONAL CONSULTANCY – NAMIBIA]**

* 1. **Services** means the Services to be performed by the Individual Consultant as more particularly described in Annex 1; for the avoidance of doubt, the Services to be performed include all obligations referred to in this Contract (as defined above).

1. **The Services**

The Individual Consultant will undertake the performance of the Services in accordance with the provisions of the Annex 1 of this Contract and shall, in the performance of the Services, exercise all the reasonable skill, care and diligence to be expected of an Individual Consultant carrying out such services.

1. **Payment**
   1. The Individual Consultant shall be paid for the Services at the rates and upon the terms set out in Annex 2.
   2. Payment shall be made to the Individual Consultant in US $ unless otherwise provided by this contract and where applicable, VAT shall be payable on such sums at the applicable rate. The Individual Consultant must, in all cases, provide their VAT registration number on all invoices.
   3. Unless otherwise provided in this Contract, invoices shall be delivered to and made out to Procuring Entity and shall be paid within 30 days of receipt by the Project Director, subject to the Individual Consultant having complied with his/her obligations hereunder in full as stated in the Annex II to this Contract. The Procuring Entity reserves the right to delay and/or withhold, fully or partially, payments that have not been supported by full and appropriate supporting evidence that the services provided were delivered and accepted by the Procuring Entity.
2. **Status of the Individual Consultant**
   1. For the duration of the Contract, the Individual Consultant will have a status similar to the Procuring Entity’scontractor with regards to their legal obligations, privileges and indemnities in the Procuring Entity’s country.
   2. The Procuring Entity will be responsible for ensuring all visas, work permits and other legal requirements to enable The Individual Consultant to live and work in the countries of the assignment as per the duties under the contract.
   3. The Individual Consultant shall be responsible for paying any tax and social security contributions in his/her country of residence, for any activity deriving from this contract. Such costs shall be assumed included in the Individual Consultant’s fees.
   4. The Procuring Entity shall be responsible for paying any taxes resulting from the activities performed under this contract imposed to the Individual in the country(ies) of the assignment with the exception of the ones set out in paragraph 4.3 above.
3. **Supervision of the Services**

The Individual Consultant undertakes to deliver the Services in compliance with a system of quality assurance acceptable to the Procuring Entity which shall include any steps to comply with the standards operated by the Procuring Entity. The Individual Consultant shall be informed of the specific requirements in relation to this, and at the request of the Procuring Entity (s)he shall allow access to information, records and other materials during normal office working hours as the Procuring Entitymay require in order to confirm that the work in progress is in accordance with these quality procedures.

1. **Compliance with this contract**

The Procuring Entitywill be entitled to seek confirmation from the Individual Consultant, at any time during the delivery of this contract, and for a period of 1 year after its completion, that the Individual Consultant has complied with the terms of this contract. Itmay also request the provision of reasonable documentary evidence to support this. As stated in article 2.3 of this Contract, the Procuring Entity may delay or withhold payments in the event of non-compliance.

1. **Assignment and Subcontracting**
   1. The Individual Consultant shall under no circumstances sub-contract, sublet, assign or transfer the Contract or any part share or interest in it. Where the Individual Consultant considers it necessary to use the services of a third party, (s)he shall inform the Procuring Entity’s Project Director in writing, and only once written approval is provided can the Consultant proceed to use a third party.
   2. When the Project Director agrees that the activities under the contract can be performed by a third party, the third party involved in the delivery of services in this contract, will be under the direct control of the Individual Consultant. The Procuring Entity will not be responsible for the third party’s performance of duties or Services assigned to it, and neither for ensuring that conditions of employment are met nor for any other employment obligations relating to that person including, but not restricted to, taxation and insurance including professional indemnity insurance, employer’s liability insurance and public liability insurance.
2. **Breach of the Terms**

In the event of a breach of any Terms of the Contract, the party not in breach may serve a notice on the party in breach requiring the breach to be remedied within a period specified in the notice, not normally being longer than 30 days. If the breach has not been remedied before the expiry of the specified period, the party not in breach may then terminate the Contract in writing and may take appropriate steps to remedy the breach.

1. **Liability of the Individual Consultant**
   1. The Procuring Entity will be relying on the Individual Consultant’s skills, expertise and experience in relation to the performance of the Services in accordance with this contract and also upon the accuracy of all representations and statements made and the advice given in connection with the provision of the Services.
   2. In view of the reliance by the Procuring Entity set out in 9.1 above, the Individual Consultant agrees to indemnify at its own expense, protect and defend the Procuring Entity, its agents and employees, from and against all actions, claims, losses or damages arising out of the Individual Consultant's performance of this contract provided that:
2. the Individual Consultant is notified of such actions, claims, losses or damages not later than 30 days after the Procuring Entitybecomes aware of them;
3. the ceiling on the Individual Consultant's liability to the Procuring Entity shall be limited to an amount equal to the contract value but such ceiling shall not apply to any losses or damages caused to third parties by the Individual Consultant's willful misconduct; and
4. the Individual Consultant's liability shall be limited to actions, claims, losses or damages directly caused by such failure to perform its obligations under the contract and shall not include liability arising from unforeseeable occurrences incidental or indirectly consequential to such failure.
   1. At its own expense, the Individual Consultant shall, upon request of the Procuring Entity, remedy any defect in the performance of the services in the event of the Individual Consultant's failure to perform its obligations under the contract.
   2. The Individual Consultant shall have no liability whatsoever for actions, claims, losses or damages occasioned by the Procuring Entity omitting to act on any recommendation, or overriding any act or decision of the Individual Consultant, or requiring the Individual Consultant to implement a decision or recommendation with which the Individual Consultant disagrees or on which (s)he expresses a serious reservation.
5. **Insurance**
   1. The Individual Consultant must ensure that full and appropriate professional indemnity insurance and third party liability insurance, is in place for all Services provided.
   2. The cost of such insurances will be covered from reimbursable expenses of the contract.
   3. Where national requirements or practices provide for different regulations/practices concerning insurance, the Individual Consultant may provide written confirmation of all insurances held and a signed declaration that these are in line with regulations/practices in their country of operation. Only if such confirmation has been provided, and written confirmation of its acceptance provided to the Individual Consultant by the Procuring Entity, will this remove the obligation to meet the requirements of clause 11.1 of this Contract in full.
   4. All insurances effected by the Individual Consultant shall be effected with an insurer of good repute and the Individual Consultant agrees to maintain such insurances for a period of 1 year from the completion of the Services under this Contract so long as such insurance continues to be available upon reasonable terms at reasonable commercial rates failing which Procuring Entityshall be entitled to take out insurance itself to cover any potential liability to its own Procuring Entity in relation to the performance of the Services under this contract. The cost of such insurance shall be a debt immediately due from the Individual Consultant.
   5. The provisions of this clause shall remain in full force and effect notwithstanding the completion of the performance of the Services hereunder and the satisfaction of all other provisions of this contract.
6. **Copyright**
   1. Unless otherwise specified in the Contract, the title of the copyright and any other intellectual property rights arising out of the performance of this Contract shall be vested in the Procuring Entity which shall have the unfettered right to assign and grant sub-licences in respect of the same. Except as permitted by the Terms of this Contract, the said materials shall not be reproduced or disseminated without proper consultation with, and written permission from, the Procuring Entity. This provision shall apply to the title to rights arising from the performance under this contract but shall not apply to the internal systems or rights in relation to the Individual Consultant’s own systems not created specifically for this purpose and where the same are an important part of the Services. The Individual Consultant shall grant a free and irrevocable licence to the Procuring Entity and its assigns for the use of the same in that connection.

The Individual Consultant warrants that it is free of any duties or obligations to third parties which may conflict with this contract and, without prejudice to the generality of Term 9 above, agrees to indemnify the Procuring Entity against any and all actions, costs damages, direct, indirect or consequential, and other expenses of any nature whatsoever which the Procuring Entitymay incur or suffer as a result of the breach by the Individual Consultant of this warranty.

1. **Non Disclosure & Confidentiality**
   1. The Individual Consultant will treat all information and results obtained in discharging the Services under this Contract as confidential and will not disclose by any means whatsoever such results or material to any third party without the prior written consent of the Procuring Entity and will only use such information for the purposes of this Contract. In addition, the Individual Consultant shall not make any communication to the press or any broadcast (including, but not limited to, inclusion of information on a website) about the Services without the prior written agreement of the Project Director.
   2. If the Individual Consultant violates clause 12.1, then (s)he will automatically and legally be held to pay the amount estimated as the minimum reasonable damages resulting from a breach of confidentiality. This is without prejudice to the right of the Procuring Entity to demonstrate that a higher amount of loss has or may be incurred as a result of liabilities held by the Consultantin relation to the Procuring Entity.
2. **Suspension or Termination**
   1. In response to any factors out of the control of Procuring Entityand/or to breaches of contract by the Consultant, the Procuring Entity may at any time, by giving 30 days notice in writing, terminate in whole or in part or suspend the Individual Consultant’s performance of the Services. In such event, the Individual Consultant shall be entitled to payment pursuant to sub-clause 13.4 below. If such suspension continues for a period in excess of twelve months, then either party may terminate this contract forthwith by written notice to the other.
   2. The Individual Consultant may also terminate the contract unilaterally, without providing any reasons for such decision, if (s)he gives a 30 days prior written notice to the Project Director.
   3. In the event of early termination of the Contractunder sub-clauses 13.1, 13.2 and 13.3 of this clause, the Individual Consultant shall be entitled to a fair and reasonable proportion of the fees payable for that part of the Services carried out up to the date of such termination or suspension but this shall not include any loss of profit or contracts or any other expenses, losses or claims arising out of such termination or suspension or consequential thereupon.
3. **No Waiver**

No forbearance shown or granted to the Individual Consultant, unless in writing by an authorised officer of the Procuring Entity,shall in any way affect or prejudice the rights of the Procuring Entityor be taken as a waiver of any of these Terms.

1. **Variations**

Any variation to these terms or the provisions of the Annexes shall be subject to a written Addendum and be signed by duly authorized signatories on behalf of the Individual Consultant and the Procuring Entity respectively.

1. **Jurisdiction**

This contract shall be governed by, and shall be construed in accordance with Botswana law and each party agrees to submit to the exclusive jurisdiction of the Botswana courts in regard to any claim or matter arising under this contract.

**The following Annexes are integral part of this Contract:**

***Annex 1: Terms of Reference***

***Annex 2: Payment Schedule and Requirements***

Signed today ***[insert the date]*** in four (4) originals in the English language by:

|  |  |  |  |
| --- | --- | --- | --- |
| **For the Procuring Entity** | | **For the Individual Consultant** | |
| **Name :** |  | **Name :** |  |
| **Position :** |  |  |  |
| **Place :** |  | **Place :** |  |
| **Date:** |  | **Date :** |  |
| **Signature:** |  | **Signature :** |  |

***Annex 1: Terms of Reference***

*[insert the Terms of Reference]*

***Annex 2: Payment Schedule and Requirements***

* 1. For Services rendered pursuant to Annex 1, the Procuring Entity shall pay the Individual Consultant an amount not to exceed the ceiling of US Dollars ***[insert ceiling amount],*** which shall be considered the contract value. This amount has been established based on the understanding that it includes all of the Consultant’s costs and profits as well as any tax obligation that may be imposed on the Individual Consultant in his/her country of residence.
  2. The breakdown of prices is: ***[fill in the table as per the Individual Consultant’ Financial Proposal presented in the Expression of Interest]***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **N°** | **Description[[7]](#footnote-7)** | | **Unit** | **No. of Units** | **Unit Cost[[8]](#footnote-8)**  **(in US$)** | **Total**  **(in US$)** |
| **Fees** | | | Day |  |  |  |
| **Reimbursable expenses, out of which** | | | ***Total*** |  |  |  |
| 1 | Per diem allowances | | Day |  |  |  |
| 2 | Flights[[9]](#footnote-9) | | Trip |  |  |  |
| 3 | Miscellaneous travel expenses[[10]](#footnote-10) | | Trip |  |  |  |
| 4 | Insurances cost, out of which: | | Lump sum |  |  |  |
|  | i) | Life insurance (including repatriation) | Lump sum |  |  |  |
|  | ii) | Heath insurance | Lump sum |  |  |  |
|  | iii) | Third party liability insurance | Lump sum |  |  |  |
|  | iv) | Professional liability insurance | Lump sum |  |  |  |
| 5 | Drafting, reproduction of reports | | Lump sum |  |  |  |
| 6 | Office rent | | Per month |  |  |  |
| 7 | Others**4** | | TBD |  |  |  |
| **TOTAL FINANCIAL OFFER (Fees + Reimbursable expenses)** | | | | | |  |

3. The payment shall be made in accordance with the following schedule:

1. **15% (Fifteen per cent)** upon submission of the assignment inception report acceptable to SADC;
2. **25% (Twenty-five per cent)** upon submission of the final draft report and draft baseline survey database acceptable to SADC.
3. **25% (Twenty-five per cent)** upon presentation of the draft report at the national validation workshop;
4. **35% (Thirty-five per cent)** upon finalization and submission of all outputs acceptable to SADC.

4. **Payment Conditions:** Payment shall be made in US Dollars not later than 30 days following submission of original invoice by the Individual Consultant, in duplicate, accompanied by the requested supporting documents. All payments under the contract shall be made by bank transfer into the bank account indicated by the Individual Consultant in her/his invoices.

1. Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2. [↑](#footnote-ref-1)
2. ***The proof of stated qualifications shall be in the form of the copies of the degrees and diploma obtained, while for the professional experience the proof shall be either acknowledgement letters from the previous employers or copies of the Purchase Order/ Contract signed with them.***  [↑](#footnote-ref-2)
3. Delete items that are not applicable or add other items as the case may be. [↑](#footnote-ref-3)
4. Indicate unit cost.. [↑](#footnote-ref-4)
5. Indicate route of each flight, and if the trip is one- or two-ways [↑](#footnote-ref-5)
6. Provide clear description of what is their exact nature [↑](#footnote-ref-6)
7. Delete items that are not applicable or add other items as the case may be. [↑](#footnote-ref-7)
8. Indicate route of each flight, and if the trip is one- or two-ways. [↑](#footnote-ref-8)
9. Indicate unit cost. [↑](#footnote-ref-9)
10. Provide clear description of what is their exact nature [↑](#footnote-ref-10)