



SADC SECRETARIAT RESPONSES TO REQUESTS FOR CLARIFICATIONS

REFERENCE: SADC/3/5/2/448

INDIVIDUAL CONSULTANCY TO PROVIDE TECHNICAL ADVICE TO THE EXECUTIVE SECRETARY

DATE OF ISSUE OF RESPONSES: 22 JUNE 2026

Question N <sup>o</sup>	Question	SADC Secretariat Response
Nr.1	The financial proposal requires only an all-inclusive lump sum amount. Will the consultant be required to travel? If so, how will travel expenses (transport, accommodation, meals) be paid / reimbursed? Should the consultant include travel expense rates or will SADC use its internal travel expense policy and rates commensurate with experience and qualification as required by the REOI?	The Consultant will be paid an agreed monthly lump sum which includes all benefits. However, travel expenses on duty outside workstation will be fully covered by SADC secretariat based on prevailing conditions.
Nr. 2	Will the consultant at any point during the 12months, be required to work outside working hours (e.g attend online convening in different time zones) or to work during weekends and Botswana public holidays? If so, how does	The Consultant will be full- time based at SADC Secretariat in Gaborone, Botswana. The normal working period is Monday to Friday, excluding holidays. However, the Consultant may be required to work over weekends depending on the workload, but this will not attract any extra remuneration.

	SADC usually handle these expenses, and how should they be expressed in the financial proposal?	
Nr.3	I am writing to seek more clarification regarding the individual consultant in terms of specific details, which may include sector and specific assignments, a concept note or a document with the said details would do	There is no concept note or document available other than the specified requirements as advertised.
Nr. 4	Could you kindly clarify whether the assignment is intended as a full-time resident engagement based at the SADC Secretariat in Gaborone for the duration of the 12-month contract, or whether hybrid and/or periodic in-person arrangements would be considered, provided all deliverables and support requirements are satisfactorily met?	The Consultant will be on full-time basis based at SADC Secretariat in Gaborone, Botswana.
Nr.5	The Terms of Reference include support for missions, stakeholder engagements and activities across the region. Could you kindly indicate the anticipated extent and frequency of travel within SADC Member States under this assignment and whether such travel-related costs should be included within the all-inclusive lump-sum financial proposal?	SADC holds standing committee meetings either twice a year, or quarterly. Other meetings may involve bilateral arrangements or invitations from outside organisations including the UN, which vary from time to time. Travel expenses on duty outside workstation will be fully covered by SADC secretariat based on prevailing conditions.
Nr.6	The procurement is described as the selection of an Individual Consultant. Kindly confirm whether the successful applicant will be required to contract directly in their personal capacity, or whether the applicant may contract and invoice through a wholly owned consulting company	This is an individual consultant and not through a firm.

	while personally performing all services under the assignment.	
Nr. 7	We would appreciate confirmation as to whether a budget ceiling has been established for this assignment and, if so, whether it may be disclosed to prospective applicants for purposes of preparing a responsive financial proposal.	Refer to the attached Addendum

**End of Responses**

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Signed with Impression - Chain of Custody



*Signature Request*

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Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

*Original Document*

Document Name:	RESPONSES TO CLARIFICATIONS Technical Advisor ES hr EX.docx	Document Size:	171.2 KB
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Attached Document Name:	20260622T140229.691470Z RESPONSES TO CLARIFICATIONS Technical Advisor ES hr EX.docx	Attached Timestamp:	2026-06-22 14:02:29 GMT
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