

REQUEST FOR EXPRESSION OF INTEREST



SELECTION OF INDIVIDUAL CONSULTANTS

**CONSULTANCY TO DEVELOP BEST PRACTICES FOR IMPROVING POST
HARVEST LOSSES IN SMALL SCALE FISHERIES THROUGH LABOUR
SAVING NTECHNOLOGIES IN SADC REGION.**

REFERENCE NUMBER: SADC/3/5/2/61

5th September 2019

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

CONSULTANCY TO DEVELOP BEST PRACTICES FOR IMPROVING POST HARVEST LOSSES IN SMALL SCALE FISHERIES THROUGH LABOUR SAVING NTECHNOLOGIES IN SADC REGION

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.*

3. The maximum budget for professional fees for this contract is US \$ **18,000.00**. 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 in a sealed envelope clearly marked **“CONSULTANCY TO DEVELOP BEST PRACTICES FOR IMPROVING POST HARVEST LOSSES IN**

**SMALL SCALE FISHERIES THROUGH LABOUR SAVING NTECHNOLOGIES
IN SADC REGION**

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*

6. The deadline for submission of your proposal, to the address indicated in Paragraph 5 above, is: **Wednesday 25th September 2019 at 16:00 hours**
7. Proposals submitted by E-mail **are** acceptable and should be submitted to fisheries19@sadc.int by the deadline in Para 6 above
8. Your CV will be evaluated against the following criteria.

CRITERIA	POINTS
Education and Training	20
Specific Skills	60
General Skills	20
Total	100

9. Your 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 formal and technical compliant to the requirement will be evaluated by comparison of their prices. An Expression of Interest is considered compliant to the requirements if: fulfils the formal requirements (see Paragraphs 2,3,4,5,6 and 7 above), has received minimum 80 points at the technical evaluation, and 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 and submitted administrative and technical compliant Expression of Interest.
 - (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 calendar days prior to deadline indicated in the paragraph 6 above, from:

The Procuring entity: **SADC Secretariat**

Contact person: **Dr Motseki Hlatshwayo**

Telephone: **3951863**

Fax: **3972848**

E-mail: mhlatshwayo@sadc.int Copy to ggwaza@sadc.int;
pchifani@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 5 calendar 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,

Name: *Gift Mike Gwaza*

Title: *Head of Procurement Unit*

ANNEX 1: TERMS OF REFERENCE



TERMS OF REFERENCE

CONSULTANCY TO DEVELOP BEST PRACTICES FOR IMPROVING POST-HARVEST LOSSES IN SMALL-SCALE FISHERIES THROUGH LABOUR SAVING TECHNOLOGIES IN THE SADC REGION

1. BACKGROUND AND INTRODUCTION

Fisheries play an important role in the improvement of the economies of many SADC countries in terms of income and employment creation; and, in turn, make an important contribution to food and nutrition security. In some Member States, fish is the only affordable source of animal protein and several essential nutrients. Some countries have developed policies to address an array of challenges including over-exploitation and depletion of resources, lack of alternative sources of employment, displacement in coastal areas due to industrial development and tourism, pollution and environmental degradation, conflicts with large commercial fishing operations.

In addition, a lot of fishing operations incur costs from many different aspects, these include the vessel/boat itself, fuel, fishing equipment, crew, licenses, and so forth. Making sure every bit of a catch counts as income is essential especially where fishers are running on tight margins. Whilst some may focus on improving catch efficiencies, losses can occur throughout the supply-chain. These 'post-harvest losses' are the most prevalent in small-scale fisheries, especially in poor fishing communities of the SADC region.

Article 12 of the SADC Protocol on Fisheries enjoins State Parties to develop and nurture SSF taking particular account of the need to optimize the economic and social benefits of these fisheries. It is against this background that SADC Secretariat working with partners developed an SSF Regional Plan of Action in line with the Regional Agricultural Policy (RAP) and the SADC Regional Food and Nutrition Security Strategy (FNSS). The action plan identified post-harvest losses as not just an economic concern, but a food and nutrition security, and management issue as well.

The report on "Contribution of fisheries to food and nutrition security in the SADC region (SADC, 2019) recommends that SADC Member States should aim to reduce food-fish loss and waste by concretely reducing by half of current levels, in

line with SDG target 12.3 “Substantially reduce food losses at the production side and food waste at the consumption side”. This will be achieved through technological solutions applied along the food supply chain and implementation of public policies. This will help the region to achieve the overall 50% reduction in SADC food-fish loss and waste as per the targets of the SDGs. Concrete actions include (i) improving post-harvest infrastructure, (ii) food transport, (ii) processing and packing, (iii) increasing collaboration along the supply chain, especially with the private sector, and (iv) training and equipping producers, and educating consumers.

It is against this background that there is a need for the consultancy to carry out a desk review and consultations at Member State level to collate and document existing best practices for improving post-harvest losses in SSF through labour saving technologies. This will inform regional efforts to promote resilient SSF as well as secure and enhance the contribution of SSF to poverty reduction and food security.

2. DESCRIPTION OF THE ASSIGNMENT

The SSF sector is dynamic and diverse, engaging both men and women throughout its value chain and providing food and livelihoods for millions of people in the region. Small-scale fisheries contribute around half of fish catches and employ more than 90 percent of the region’s capture fishers and fish workers, of whom almost half are women (SADC, 2019). The important role of SSF for human well-being and sustainable development is increasingly recognized, especially in developing countries, because of their contribution to food and nutrition security and the opportunity they represent for poverty eradication. Fishing communities are often marginalized and tend not to be involved in decision making processes that influence their lives and future (FAO, 2018). Where poverty exists in SSF communities, it is of a multi-dimensional nature and is caused not only by dwindling fishery resources and low incomes but also by factors that impede full enjoyment of human rights, including civil, political, economic, social and cultural rights.

The often complex livelihood strategies of fishing communities are not always understood and the issues of SSF tend to be inadequately addressed, both with regard to resource management and from a broader social and economic development perspective. The Voluntary Guidelines for Securing Sustainable Small-Scale Fisheries in the Context of Food Security and Poverty Eradication (SSF Guidelines), endorsed by the 31st Session of the FAO Committee on Fisheries (COFI) in 2014, were developed to address this situation (FAO, 2015). The SSF Guidelines are unique in that they represent the first international instrument dedicated entirely to SSF. The objectives of the SSF Guidelines – to contribute to equitable development and a sustainable future¹ – are to be achieved by applying a human rights-based approach (HRBA). While HRBA has been recognized by FAO as a principle that informs the design, implementation, monitoring and evaluation of programmes and projects, there is still limited experience of its practical application in the context of SSF. One important goal of SADC’s support to SSF Guidelines implementation is to encourage sharing of knowledge and experiences. Hence, with a view to promoting HRBA application and SSF Guidelines implementation, SADC is commissioning case studies to

investigate and showcase best practices, which will be shared in the form of a technical paper and briefs.

A best practice is not only a practice that is best, but a practice that has been proven to work well and produce good to best results, and can therefore be recommended as a model. It is a successful experience that has been tested, validated and repeated, and hence deserves to be shared so that a greater number of people can adopt it.

It is hoped that the case studies will inform policy and policy processes, and in this way promote sustainable SSF according to the SSF Guidelines and in support of Article 12 of the SADC Protocol on Fisheries.

2.1 Objective of the Assignment

The objective of this assignment, therefore, is to produce a minimum of eight case studies showcasing best practices in support of sustainable small-scale fisheries (SSF). The focus should be but not limited to improving post-harvest losses in SSF through labour saving technologies in the SADC region to inform regional efforts to promote resilient SSF as well as secure and enhance the contribution of SSF to poverty reduction and food security.

2.2 Description of tasks and required outputs

The SADC region has a number of technologies and management practices that have been developed and are ready for use. Since there is normally a tendency for the technologies and the accompanying information to remain within the source, these technologies require targeted effort to move them to the intended users. Currently, most of them have been described in scientific context and such information is not of immediate use to the policy makers and the potential users.

It is therefore proposed that the information of the technologies and management practices be repackaged and presented in form of case studies and technical briefs that can be used by the end-users. The case studies and technical briefs shall also be drafted in a manner that delivers a clear message to policy makers. The main activities for the task proposed shall be the following:

- (i) Conducting a review of the available literature on the outstanding technologies and management practices in the SADC region as a basis for developing the case studies and technical briefs on each of them. The key areas of interest in the literature review will be:
 - a) the technical details of the technology/management practice;
 - b) effects on production and productivity;
 - c) ease of use;
 - d) economic benefit to users;
 - e) success factors for each technology/management practice in so far as post-harvest loss management and advancing livelihoods opportunities for SSF; and
 - f) Potential for out-scaling to all the SADC Member States.

- (ii) Drafting case studies with short policy advisory notes (for each technology/management practice) on how the SADC Member States could facilitate their adoption the by SSF and broader fishing communities.
- (iii) Compile the information in a simple and clear format, including important graphics where possible.
- (iv) Development of infographics, flyers and promotional materials.

At the conclusion of the assignment it is expected that there shall be at least eight (8) case studies and technology briefs written in English and ready for translation into French and Portuguese in order to make the information available in the three official SADC languages.

2.4 Required Outputs and Deliverables

The outputs and deliverables expected from the assignment are:

- (i) **Execution plan that outlines a detailed approach and methodology for implementing this assignment;**
- (ii) **Inception report that will, inter alia, provide an assessment of the existing information available in the region;**
- (iii) **Draft case studies and technical briefs including a model power-point presentation and promotion materials (infographics, pamphlets, booklets and flyers) that SADC could publish; and**
- (iv) **A final close-out report with specific recommendations as outlined in the description of the assignment and tasks.**

All reports and communications with the contracting authority shall be in English in MS Word/Excel/PowerPoint format, and ready for printing and distribution. Reports shall not exceed 50 pages. The SADC Secretariat will arrange for the translation of reports and communications into all SADC languages.

3. PROFILE OR EXPERTISE REQUIRED

- 3.1 University degree in the field of fisheries economics, fisheries biology, fisheries management, aquaculture, natural resources management and related fields;
- 3.2 At least 10-years post-graduate experience working on issues related to regional economic integration and fisheries and aquaculture management and development. Experience in doing similar projects in the field of natural resources, specifically in fisheries sector will be a strong advantage;
- 3.3 Excellent report writing capability, track record in publication, especially in dissemination of science-based studies to communities through popular publications;

- 3.4 Fluent in spoken and written English. Working knowledge of French and/or Portuguese is an added advantage;
- 3.5 Computer literate with good working knowledge of the standard Microsoft Office suite of programmes; and
- 3.6 Experience working in or with or understanding of the SADC region and its policies, strategies and programmes in fisheries and aquaculture, and through knowledge of the SADC fisheries sector.

4. LOCATION AND DURATION

The location of the assignment will be home based with travel to Gaborone, Botswana and selected SADC Member States, for initial meetings/presentations with project team (SADC Secretariat) and engagement with fisheries and aquaculture authorities in Member States and other relevant stakeholders.

This assignment is expected to start in July 2019 and the total number of days allocated for this assignment is 30 working days. The following table provides an indicative timetable for the assignment.

Date	Required Output	Remarks
4 th week of September 2019	Execution plan	Signing of contract will be informed by acceptance of the plan.
2 nd week of September 2019	Inception report	To be cleared by SADC Secretariat before initial payment effected.
2 nd week of October 2019	Draft case studies and technical briefs	To be technically reviewed by SADC Secretariat
3 rd week of October 2019	A final close-out report	To be technically reviewed by SADC Secretariat

5. REPORTING

The consultant will report to the Director of Food, Agriculture and Natural Resources (FANR) through the Technical Advisor for Fisheries.

6. BUDGET

The estimated budget for this consultancy is USD18, 000.

7. APPROVAL STATUS

Action	Responsible Officer	Signature and Date
Requested by	Mr. Duncan Samikwa Officer-in-Charge (FANR)	
Approved by	Dr T Mhlongo Deputy Executive Secretary (RI)	

ANNEX 2: Expression of Interest Forms

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

REFERENCE NUMBER: SADC/3/5/2/61

REQUEST FOR SERVICES TITLE: CONSULTANCY TO DEVELOP BEST PRACTICES FOR IMPROVING POST HARVEST LOSSES IN SMALL SCALE FISHERIES THROUGH LABOUR SAVING NTECHNOLOGIES IN SADC REGION

[Location, Date]

To: SADC Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the **CONSULTANCY TO DEVELOP BEST PRACTICES FOR IMPROVING POST HARVEST LOSSES IN SMALL SCALE FISHERIES THROUGH LABOUR SAVING NTECHNOLOGIES IN SADC REGION** in accordance with your Request for Expression of Interests number **SADC/3/5/2/61**, dated [insert date] for the sum of [Insert amount(s) in words and figures¹]. 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*] include any 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 has 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.*

¹ Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.

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]*
- 2. **First names:** *[insert the names in full]*
- 3. **Date of birth:** *[insert the date]*
- 4. **Nationality:** *[insert the country or countries of citizenship]*

- 5. **Physical address:** *[insert the physical address]*
- 6. **Postal address**
- 7. **Phone:** *[Insert Postal Address]*
- 8. **E-mail:** *[insert the phone and mobile no.]*
[Insert E-mail address(es)]

- 9. **Education:**

Institution: [Date from – Date to]	Degree(s) or Diploma(s) obtained:
<i>[indicate the month and the year]</i>	<i>[insert the name of the diploma and the specialty/major]</i>
<i>[indicate the month and the year]</i>	<i>[insert the name of the diploma and the specialty/major]</i>

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

Language	Reading	Speaking	Writing
<i>[insert the language]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>
<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>

- 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
<i>[insert the country]</i>	<i>[indicate the month and the year]</i>
.....
<i>[insert the country]</i>	<i>[indicate the month and the year]</i>

17. Professional experience:

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

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

18. 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 above¹, 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

¹ *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.*

C. FINANCIAL PROPOSAL

REFERENCE NUMBER: SADC/3/5/2/61- CONSULTANCY TO DEVELOP BEST PRACTICES FOR IMPROVING POST HARVEST LOSSES IN SMALL SCALE FISHERIES THROUGH LABOUR SAVING NTECHNOLOGIES IN SADC REGION

N°	Description¹	Unit²	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 ³	Trip	N/A		
3	Miscellaneous travel expenses ⁴	Trip			
4	Insurances cost, out of which:	Lump sum			
	i) Life insurance (including repatriation)	Lump sum	N/A		
	ii) Health 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: _____

¹ Delete items that are not applicable or add other items as the case may be.

² Indicate unit cost..

³ Indicate route of each flight, and if the trip is one- or two-ways

⁴ Provide clear description of what is their exact nature

ANNEX 3: STANDARD CONTRACT FOR INDIVIDUAL CONSULTANTS

STANDARD TERMS OF CONTRACT

(Individual Consultant)

REFERENCE NUMBER: SADC/3/5/2/61- CONSULTANCY TO DEVELOP BEST PRACTICES FOR IMPROVING POST HARVEST LOSSES IN SMALL SCALE FISHERIES THROUGH LABOUR SAVING NTECHNOLOGIES IN SADC REGION

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:

- 1.1 **Procuring Entity** means the legally entity, namely **the SADC Secretariat** who purchase the Services described in Annex 1 to this contract.
- 1.2 **Contract** means the agreement covered by these Terms including the Annexes and documents incorporated and/or referred to therein, and attachments thereto.

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 **SADC/3/5/2/61- CONSULTANCY TO DEVELOP BEST PRACTICES FOR IMPROVING POST HARVEST LOSSES IN SMALL SCALE FISHERIES THROUGH LABOUR SAVING NTECHNOLOGIES IN SADC REGION** reflected 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 **SADC/3/5/2/61- CONSULTANCY TO DEVELOP BEST PRACTICES FOR**

IMPROVING POST HARVEST LOSSES IN SMALL SCALE FISHERIES THROUGH LABOUR SAVING NTECHNOLOGIES IN SADC REGION

1.3

- 1.4 **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).

2. 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.

3. Payment

- 3.1 The Individual Consultant shall be paid for the Services at the rates and upon the terms set out in Annex 2.

- 3.2 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.

- 3.3 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.

4. Status of the Individual Consultant

- 4.1 For the duration of the Contract, the Individual Consultant will have a status similar to the Procuring Entity's contractor with regards to their legal obligations, privileges and indemnities in the Procuring Entity's country.
- 4.2 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.
- 4.3 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.
- 4.4 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.

5. 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 Entity may require in order to confirm that the work in progress is in accordance with these quality procedures.

6. Compliance with this contract

The Procuring Entity will 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. It may 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.

7. Assignment and Subcontracting

- 7.1 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.
- 7.2 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.

8. 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.

9. Liability of the Individual Consultant

- 9.1 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.

- 9.2 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:
- a) the Individual Consultant is notified of such actions, claims, losses or damages not later than 30 days after the Procuring Entity becomes aware of them;
 - b) 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
 - c) 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.
- 9.3 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.
- 9.4 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.

10. Insurance

- 10.1 The Individual Consultant must ensure that full and appropriate professional indemnity insurance and third party liability insurance, is in place for all Services provided.
- 10.2 The cost of such insurances will be covered from reimbursable expenses of the contract.
- 10.3 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.
- 10.4 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 Entity shall 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.

- 10.5 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.

11. Copyright

- 11.1 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 Entity may incur or suffer as a result of the breach by the Individual Consultant of this warranty.

12. Non Disclosure & Confidentiality

- 12.1 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.
- 12.2 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 Consultant in relation to the Procuring Entity.

13. Suspension or Termination

- 13.1 In response to any factors out of the control of Procuring Entity and/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.

13.2 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.

13.3 In the event of early termination of the Contract under 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.

14. No Waiver

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

15. 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.

16. 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 **[18,000.00]**, 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:

N°	Description ¹	Unit	No. of Units	Unit Cost ² (in US\$)	Total (in US\$)
Fees		Day			
Reimbursable expenses, out of which		Total			
1	Per diem allowances	Day			
2	Flights ³	Trip			
3	Miscellaneous travel expenses ⁴	Trip			
4	Insurances cost, out of which:	Lump sum			
	i) Life insurance (including repatriation)	Lump sum			
	ii) Health 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)					

¹ Delete items that are not applicable or add other items as the case may be.

² Indicate route of each flight, and if the trip is one- or two-ways.

³ Indicate unit cost.

⁴ Provide clear description of what is their exact nature

3. The payment will be made as per the following schedule and against the following key deliverables;
- 30% of the contract value upon submission and acceptance of an Inception Report;
 - 25% of the contract value upon submission and acceptance of the Interim Report;
 - 25% of the contract upon submission and acceptance of Draft final report; and
 - 20% of the contract value upon submission and acceptance of final report.

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.