



**REQUEST FOR EXPRESSION OF INTEREST  
SELECTION OF INDIVIDUAL CONSULTANTS**

**REFERENCE NUMBER:  
BOTSWANA/TRF/BOTC/01/2019**

**REQUEST FOR SERVICES TITLE:**

**DEVELOPMENT OF TRAINING MODULES AND  
PROVISION OF TRAINING ON TRADE  
REMEDIES AND DISPUTE SETTLEMENT.**

**REFERENCE NUMBER: BOTSWANA/TRF/ BOTC/01/2019 REQUEST FOR SERVICES  
TITLE: DEVELOPMENT OF TRAINING MODULES AND PROVISION OF TRAINING ON  
TRADE REMEDIES AND DISPUTE SETTLEMENT.**

**REQUEST FOR EXPRESSION OF INTEREST**

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**REQUEST FOR SERVICES TITLE:  
DEVELOPMENT OF TRAINING MODULES AND PROVISION OF TRAINING  
ON TRADE REMEDIES AND DISPUTE SETTLEMENT.**

- 1. The Ministry of Investment, Trade and Industry (MITI)** is inviting Individual Consultants to submit their CV and Financial Proposal for the following services:

**DEVELOPMENT OF TRAINING MODULES AND PROVISION OF TRAINING  
ON TRADE REMEDIES AND DISPUTE SETTLEMENT.**

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 Ministry 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 Ministry's financial interests; or*
- f) they are not being currently subject to an administrative penalty.*

**REFERENCE NUMBER: BOTSWANA/TRF/ BOTC/01/2019 REQUEST FOR SERVICES  
TITLE: DEVELOPMENT OF TRAINING MODULES AND PROVISION OF TRAINING ON  
TRADE REMEDIES AND DISPUTE SETTLEMENT.**

3. The maximum available budget for this Contract is **€ 50,000**. This amount includes the remuneration for trainer (fees) and reimbursable expenses. The maximum budget for reimbursable expenses is **Euro 1000**. This amount shall be included without modification in the Bidder's Financial Proposal.

The financial proposal must specifically include an all-inclusive fee on a per head basis for the five-day training session for 16 participants and taking into account the facilities/costs to be met by BOTC.

No costs other than the per-head fee will be covered under this Contract. All costs related to the provision of the training (including the costs of the trainer and transport) must be included in the per head fee.

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: BOTSWANA/TRF/BOTC/01/2019 “(DEVELOPMENT OF TRAINING MODULES AND PROVISION OF TRAINING ON TRADE REMEDIES AND DISPUTE SETTLEMENT)”** in a sealed envelope, should be submitted in our tender box located at the following address and as per guidelines indicated below.

Bidders must submit an <b>Original and Three</b> additional copies of each proposal
Bidders must submit two separate envelopes for technical and financial proposals.
The tender shall follow the <b>two envelope system</b> . The information on the outer envelopes shall be clearly labelled:
<b>Envelope 1:</b>
TECHNICAL BID: TENDER NO: <b>BOTSWANA/TRF/BOTC/01/2019 “(DEVELOPMENT OF TRAINING MODULES AND PROVISION OF TRAINING ON TRADE REMEDIES AND DISPUTE SETTLEMENT)”</b> (Without any cost details whatsoever).
<b>Envelope 2:</b>
FINANCIAL BID: TENDER NO: <b>BOTSWANA/TRF/BOTC/01/2019 “(DEVELOPMENT OF TRAINING MODULES AND PROVISION OF TRAINING ON TRADE REMEDIES AND DISPUTE SETTLEMENT</b> “Last date of submission is, <b>17<sup>th</sup> FEBRUARY 2020 at 16:00 hours local time.</b> ”
The proposal submission address is:
<b>Secretary to the Tender Committee Ministry of Investment, Trade and Industry Private Bag 004, Gaborone Botswana.</b>

**REFERENCE NUMBER: BOTSWANA/TRF/ BOTC/01/2019 REQUEST FOR SERVICES  
TITLE: DEVELOPMENT OF TRAINING MODULES AND PROVISION OF TRAINING ON  
TRADE REMEDIES AND DISPUTE SETTLEMENT.**

**Att: H. C. Maripe**

**3<sup>rd</sup> Floor Office 340**

**Plot 54380**

**Central Business District**

**City: Gaborone**

**Country: Botswana**

6. The deadline for submission of your proposal, to the address indicated in Paragraph 5 above, is: **17<sup>th</sup> FEBRUARY 2020 at 1600hrs**
7. Applications submitted by Fax or E-mail **are also** acceptable.
8. Your CV will be evaluated against the following criteria.

	<b>Criteria</b>	<b>Maximum points allocated</b>
<b>1</b>	Education and Training	<b>20</b>
<b>2</b>	Specific Experience	<b>70</b>
<b>3</b>	General Experience	<b>10</b>
	<b>Total</b>	<b>100</b>

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 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:**

**REFERENCE NUMBER: BOTSWANA/TRF/ BOTC/01/2019 REQUEST FOR SERVICES  
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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: **Ministry of Investment, Trade and Industry**  
Contact person: **Hwanano C. Maripe**

**E-mail: [hcmaripe@gmail.com](mailto:hcmaripe@gmail.com);**

**Copy: [Mabel.mpofu@gmail.com](mailto:Mabel.mpofu@gmail.com); [marshmotelwa@gmail.com](mailto:marshmotelwa@gmail.com); [anselmonhara@yahoo.co.uk](mailto:anselmonhara@yahoo.co.uk)**

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 Ministry website alongside the procurement notice 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,**

**Name:** Ms Hwanano Charity Maripe  
**Title:** SADC TRF Procurement Officer  
**Date:** .....

## **ANNEX I: TERMS OF REFERENCE**

### **Terms of Reference for the Development of Training Modules and Provision of Training on Trade Remedies and Dispute Settlement.**

#### **1 Background**

##### **1.1 Name of Procuring Authority**

Ministry of Investment Trade and Industry

##### **1.2 Name of Contracting Authority**

Botswana Trade Commission

##### **1.3 Location of Work**

Gaborone (Botswana)

##### **1.4 Background Information**

The EU-SADC EPA, in Article 13 provides for the cooperation of Parties in institutional capacity building. It commits the Parties to support institutional structures for EPA implementation management, capacity building for trade negotiations and for trade policy. Article 15 provides for the identification of intervention areas of such capacity building, which include: policy development; legislation and regulatory framework development; training; technical advisory services; and cooperation including equipment, materials and related works.

Further, the EPA in Chapter 11 recognises the right of the Parties to apply trade defence instruments. In Article 32, it provides for the application of antidumping or countervailing measures to be governed by the relevant WTO Agreements, and disputes related to these measures can only be settled through the WTO dispute settlement procedures.

Against this background, the Government of Botswana took steps to improve the legal and institutional framework to ensure a conducive trading environment. The measures taken include the establishment of the Botswana Trade Commission. This is consistent with the SADC Trade Protocol which, in Annex V (Article 1) commits Member States to develop internal capacities for trade development.

The Botswana Trade Commission was established by an Act of Parliament in 2013. It is mandated to regulate, inter alia, the import and export of goods. In order to fulfil this mandate, the Commission is expected to carry out a wide range of functions. The Commission is required to (i) investigate and determine the impact of tariffs in Botswana and provide written recommendations regarding any tariff change; (ii) investigate allegations of dumping, subsidised exports and import surges that affect Botswana; (iii) formulate guidelines for the application of trade remedies and tariff amendments within Botswana; (iv) regulate the export and

**REFERENCE NUMBER: BOTSWANA/TRF/ BOTC/01/2019 REQUEST FOR SERVICES  
TITLE: DEVELOPMENT OF TRAINING MODULES AND PROVISION OF TRAINING ON  
TRADE REMEDIES AND DISPUTE SETTLEMENT.**

import of goods; (v) assess and determine the eligibility for infant industry protection; and (vi) investigate trade matters that are referred to the Commission by the Minister.

The Botswana Trade Commission is still new and has not yet embarked on fully performing its mandate. One of the key challenges is lack of deeper understanding of the substantive and procedural aspects for the application of trade remedies instruments and dispute settlement as provided for in the various WTO Agreements. As a new institution staffed with personnel from varied backgrounds, the development of capacities in this area is important for the effective delivery of one of the Commission's key mandates.

## **2. OBJECTIVES OF THE ASSIGNMENT**

The overall objective of the assignment is to strengthen the capacity of the Commission to effectively apply anti-dumping, countervailing duty and safeguard measures and dispute settlement procedures as provided for in the WTO, SADC-EU EPA and other trade agreements to which Botswana is a member.

## **3. SCOPE OF THE ASSIGNMENT**

The consultancy will then:

- i. Study the report of the previous consultant who conducted a training needs assessment for the Commission and identify priority interventions in the area of trade remedies ;
- ii. Basing on the needs assessment referred to above; develop interactive training modules and materials covering the main areas of trade remedy measures and WTO Dispute Settlement Mechanism;
- iii. Conduct training of the staff of the Commission and other Government Ministries/Departments and relevant private sector organizations in Botswana.
- iv. Develop an awareness-raising programme and related awareness-raising materials for the Business Community, in consultation with Commission.
- v. Facilitate the identification of relevant institutions for staff attachments to enhance practical application of trade remedy measures.

## **4. DESCRIPTION OF THE TASKS**

4.1 The Consultant's tasks will consist of of the following:

- (i) Draw up a plan of action and timetable for accomplishing the development of training modules and training components of the consultancy.
- (ii) Undertake training on trade remedies, dispute settlement, evidence gathering and analysis and case presentation skills amongst others.

**REFERENCE NUMBER: BOTSWANA/TRF/ BOTC/01/2019 REQUEST FOR SERVICES  
TITLE: DEVELOPMENT OF TRAINING MODULES AND PROVISION OF TRAINING ON  
TRADE REMEDIES AND DISPUTE SETTLEMENT.**

- (iii) The training will take place from XXXXX
- (iv) Facilitate staff attachments to institutions dealing with the same mandate as BOTC, on a rotational basis.
- (v) Provide the Commisison with an electronic and hard copy of the final report to be structured as follows:
  - (a) Context of the activity.
  - (b) Objectives
  - (c) Organisation of the training
  - (d) Development of the training session
  - (e) Methodology
  - (f) Workshop delivery
  - (g) Evaluation of the session
  - (h) Conclusion and recommendations
  - (i) Appendices.
- (vi) The report should be shared with the Commission by XXX and should include an assessment of the participants' evaluation. The participants' evaluation should review at a minimum the standard of instruction and practical exercises.
- (vii) The trainer is expected to use a participatory and interactive approach with the participants.

**5.0 Expected Outputs/Deliverables:**

- 5.1 Development of training modules and materials aimed at enhancing the capacity of Botswana trade practitioners in the areas of Trade Remedies and Dispute Settlement.
- 5.2 Instututional strengthening of the BOTC through interactive national training workshops on anti-dumping, subsidies and countervailing duty and safeguard measures.
- 5.3 Prepare Reports on the outcomes of and responses from, the participants attending the various training workshops
- 5.4 Compliance with international trade rules in dealing with Trade Disputes;
- 5.4 Enhancing skills and expertise of staff in relevant ministries and organisations to undertake and manage the varied tasks associated with application of trade remedy measures and dispute settlement procedures as provided for in the various trade agreements to which Botswana is signatory to;
- 5.5 Attachments to institutions with a similar mandate as the Commission.



**REFERENCE NUMBER: BOTSWANA/TRF/ BOTC/01/2019 REQUEST FOR SERVICES  
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TRADE REMEDIES AND DISPUTE SETTLEMENT.**

**6. Duration of the Assignment and Timing**

- 5.6 This is a **60 days** assignment. The assignment is expected to be completed within **THREE(3) Months** of commencement of work.
- 5.7 The provider shall submit the following documents and reports one paper copy and an electronic copy:

Training Programme to be provided latest 1 week before the start of the training.  
Final Report on the training to be provided maximum 2 weeks after delivery of training accompanied by an evaluation of the attained objectives and expectations of participants.

Presentation and approval of reports.

**6.0 Reporting and Management Arrangements**

- 6.1 The consultant shall report and perform the assigned tasks under the guidance and supervision of the Acting Chief Executive Officer of the Botswana Trade Commission and report to same.
- 6.2 The consultant will be stationed at the Botswana Trade Commission Offices using the Commission's facilities and will have access to the necessary resources to carry out the assignment such as internet and telephone.
- 6.3 The Commission will provide to the extent possible, assistance and support to the consultant. The consultant will maintain close follow up and regular meetings with the Commission during the various stages of the training for updating them on the progress made.

**7.0 Expertise Required**

**7.1 Education and Training**

- A
- (i) The expert must have at least a Minimum Masters level in international trade law, economics or any related social science discipline or field with specialisation in trade and trade related issues.

**7.2 Specific Experience/Skills**

- (i) Must have traceable evidence of similar assignments and knowledge of the SADC regional integration agenda.

**7.3 General Skills**

- (i) Minimum of 10 years general working experience in similar or related field. Must have good networking skills, public speaking, excellent written and oral skills and computer literate.

**REFERENCE NUMBER: BOTSWANA/TRF/ BOTC/01/2019 REQUEST FOR SERVICES  
TITLE: DEVELOPMENT OF TRAINING MODULES AND PROVISION OF TRAINING ON  
TRADE REMEDIES AND DISPUTE SETTLEMENT.**

**9.4 General Professional Experience**

- (i) At least 10 working years experience working in the field of trade remedies. Trade related technical assistance will be an added advantage.
- (ii) Experience in training and providing institutional capacity building.
- (iii) Excellent knowledge of the multilateral trading system, WTO Agreements and the issues currently under negotiation at the WTO.
- (iv) Extensive knowledge of the WTO rules.

**7. Budget**

7.1 The budget for the assignment is **€ 50,000**

The payment schedule will be as follows:

- (i) 100% upon submission of the Training Modules and Conducting the Training.

**8. Evaluation Criteria**

8.1 The following evaluation criteria will be used to assess the proposal. A Proposal that scores above 70% will be accepted.

<b>Category</b>	<b>Points</b>
Education and Training	30
Specific Experience	60
General Skills	10
Total	100

**ANNEX 2: Expression of Interest Forms**

A. COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT .....	12
B. CURRICULUM VITAE .....	14
C. FINANCIAL PROPOSAL .....	19

REFERENCE NUMBER: BOTSWANA/TRF/ BOTC/01/2019 REQUEST FOR SERVICES TITLE: DEVELOPMENT OF TRAINING MODULES AND PROVISION OF TRAINING ON TRADE REMEDIES AND DISPUTE SETTLEMENT.

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

**REFERENCE NUMBER: BOTSWANA/TRF/BOTC/01/2019**

**REQUEST FOR SERVICES TITLE: DEVELOPMENT OF TRAINING MODULES AND PROVISION OF TRAINING ON TRADE REMEDIES AND DISPUTE SETTLEMENT.**

[Location, Date]

To: SADC Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the **(DEVELOPMENT OF TRAINING MODULES AND PROVISION OF TRAINING ON TRADE REMEDIES AND DISPUTE SETTLEMENT)** in accordance with your Request for Expression of Interest number *BOTSWANA/TRF/BOTC/01/2019* for the sum of SIXTY THOUSAND EUROS. 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.*

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 Ministry of Trade’s request, I will provide certified copies of documents to prove so.

**REFERENCE NUMBER: BOTSWANA/TRF/ BOTC/01/2019 REQUEST FOR SERVICES TITLE: DEVELOPMENT OF TRAINING MODULES AND PROVISION OF TRAINING ON TRADE REMEDIES AND DISPUTE SETTLEMENT.**

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: \_\_\_\_\_

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**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>
.....	.....

**REFERENCE NUMBER: BOTSWANA/TRF/ BOTC/01/2019 REQUEST FOR SERVICES TITLE:  
DEVELOPMENT OF TRAINING MODULES AND PROVISION OF TRAINING ON TRADE  
REMEDIES AND DISPUTE SETTLEMENT.**

<i>[insert the country]</i>	<i>[indicate the month and the year]</i>
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REFERENCE NUMBER: BOTSWANA/TRF/ BOTC/01/2019 REQUEST FOR SERVICES TITLE: DEVELOPMENT OF TRAINING MODULES AND PROVISION OF TRAINING ON TRADE REMEDIES AND DISPUTE SETTLEMENT.

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>	<b>Name of the Company:</b> <b>Address of the company:</b> <b>Phone:</b> <b>Fax:</b> <b>Email:</b> <b>Name and title of the reference person from the company:</b>	<i>[indicate the exact name and title and if it was a short term or a long term position]</i>	<b>Name of the Assignment:</b> <b>Beneficiary of the Assignment:</b> <b>Brief description of the Assignment:</b> <b>Responsibilities:</b>
<i>[indicate the month and the year]</i>	<i>[indicate the country and the city]</i>	<b>Name of the Company:</b> <b>Address of the company:</b> <b>Phone:</b> <b>Fax:</b> <b>Email:</b> <b>Name and title of the reference person from the company:</b>	<i>[indicate the exact name and title and if it was a short term or a long term position]</i>	<b>Name of the Assignment:</b> <b>Beneficiary of the Assignment:</b> <b>Brief description of the Assignment:</b> <b>Responsibilities:</b>
<i>[indicate the month and the year]</i>	<i>[indicate the country and the city]</i>	<b>Name of the Company:</b> <b>Address of the company:</b> <b>Phone:</b>	<i>[indicate the exact name and title and if it was a</i>	<b>Name of the Assignment:</b> <b>Beneficiary of the Assignment:</b> <b>Brief description of the Assignment:</b> <b>Responsibilities:</b>



**REFERENCE NUMBER: BOTSWANA/TRF/ BOTC/01/2019 REQUEST FOR SERVICES TITLE: DEVELOPMENT OF TRAINING MODULES AND PROVISION OF TRAINING ON TRADE REMEDIES AND DISPUTE SETTLEMENT.**

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

**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 above<sup>1</sup>, documents which are attached to this CV as photocopies.

By signing this statement, I also authorize the Ministry of Trade 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**

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<sup>1</sup> *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: BOTSWANA/TRF/BOTC/01/2019.REQUEST FOR  
 SERVICES TITLE: DEVELOPMENT OF TRAINING MODULES AND  
 PROVISION OF TRAINING ON TRADE REMEDIES AND DISPUTE  
 SETTLEMENT.

N°	Description <sup>1</sup>	Unit <sup>2</sup>	No. of Units	Unit Cost (in US\$)	Total (in US\$)
<b>Fees</b>		Day			
<b>Reimbursable expenses, out of which</b>		<b>Total</b>			
1	Per diem allowances	Day	N/A		
2	Flights <sup>3</sup>	Trip	N/A		
3	Miscellaneous travel expenses <sup>4</sup>	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 <sup>4</sup>	TBD			
<b>TOTAL FINANCIAL OFFER (Fees)</b>					

Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

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

<sup>2</sup> Indicate unit cost..

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

<sup>4</sup> Provide clear description of what is their exact nature

**REFERENCE NUMBER: BOTSWANA/TRF/ BOTC/01/2019 REQUEST FOR SERVICES  
TITLE: DEVELOPMENT OF TRAINING MODULES AND PROVISION OF TRAINING ON  
TRADE REMEDIES AND DISPUTE SETTLEMENT.**

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

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REFERENCE NUMBER: BOTSWANA/TRF/ BOTC/01/2019 REQUEST FOR SERVICES  
TITLE: DEVELOPMENT OF TRAINING MODULES AND PROVISION OF TRAINING ON  
TRADE REMEDIES AND DISPUTE SETTLEMENT.

## STANDARD TERMS OF CONTRACT

### (Individual Consultant)

REFERENCE NUMBER: BOTSWANA/TRF/BOTC/01/2019.REQUEST FOR  
SERVICES TITLE: DEVELOPMENT OF TRAINING MODULES AND  
PROVISION OF TRAINING ON TRADE REMEDIES AND DISPUTE  
SETTLEMENT.

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

**The Ministry of Investment, Trade and Industry (MITI)** (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 **Ministry of Investment, Trade and Industry (MITI)** 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.
- 1.3 **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 " DEVELOPMENT OF TRAINING MODULES AND PROVISION OF TRAINING ON TRADE REMEDIES AND DISPUTE SETTLEMENT."
- 1.4 " and reflected as such in the **Annex 2** of this contract.
- 1.5 **Individual Consultant** means the individual to whom the Procuring Entity has awarded this contract following the Request for Expression of

**REFERENCE NUMBER: BOTSWANA/TRF/ BOTC/01/2019 REQUEST FOR SERVICES  
TITLE: DEVELOPMENT OF TRAINING MODULES AND PROVISION OF TRAINING ON  
TRADE REMEDIES AND DISPUTE SETTLEMENT.**

Interest“BOTSWANA/TRF/BOTC/01/2019 – DEVELOPMENT OF TRAINING  
MODULES AND PROVISION OF TRAINING ON TRADE REMEDIES AND  
DISPUTE SETTLEMENT.”

- 1.6 **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 Euros 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 2** 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**

**REFERENCE NUMBER: BOTSWANA/TRF/ BOTC/01/2019 REQUEST FOR SERVICES  
TITLE: DEVELOPMENT OF TRAINING MODULES AND PROVISION OF TRAINING ON  
TRADE REMEDIES AND DISPUTE SETTLEMENT.**

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.

**REFERENCE NUMBER: BOTSWANA/TRF/ BOTC/01/2019 REQUEST FOR SERVICES  
TITLE: DEVELOPMENT OF TRAINING MODULES AND PROVISION OF TRAINING ON  
TRADE REMEDIES AND DISPUTE SETTLEMENT.**

- 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



**REFERENCE NUMBER: BOTSWANA/TRF/ BOTC/01/2019 REQUEST FOR SERVICES  
TITLE: DEVELOPMENT OF TRAINING MODULES AND PROVISION OF TRAINING ON  
TRADE REMEDIES AND DISPUTE SETTLEMENT.**

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

**REFERENCE NUMBER: BOTSWANA/TRF/ BOTC/01/2019 REQUEST FOR SERVICES  
TITLE: DEVELOPMENT OF TRAINING MODULES AND PROVISION OF TRAINING ON  
TRADE REMEDIES AND DISPUTE SETTLEMENT.**

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	
<b>Name :</b>		<b>Name :</b>	
<b>Position :</b>			
<b>Place :</b>		<b>Place :</b>	
<b>Date:</b>		<b>Date :</b>	
<b>Signature:</b>		<b>Signature :</b>	

**REFERENCE NUMBER: BOTSWANA/TRF/ BOTC/01/2019 REQUEST FOR SERVICES  
TITLE: DEVELOPMENT OF TRAINING MODULES AND PROVISION OF TRAINING ON  
TRADE REMEDIES AND DISPUTE SETTLEMENT.**

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

*[insert the Terms of Reference]*

**REFERENCE NUMBER: BOTSWANA/TRF/ BOTC/01/2019 REQUEST FOR SERVICES  
TITLE: DEVELOPMENT OF TRAINING MODULES AND PROVISION OF TRAINING ON  
TRADE REMEDIES AND DISPUTE SETTLEMENT.**

***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 Euros **[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:

<b>N°</b>	<b>Description<sup>1</sup></b>	<b>Unit</b>	<b>No. of Units</b>	<b>Unit Cost<sup>2</sup> (in US\$)</b>	<b>Total (in US\$)</b>
<b>Fees</b>		Day			
<b>Reimbursable expenses, out of which</b>		<b>Total</b>			
1	Per diem allowances	Day			
2	Flights <sup>3</sup>	Trip			
3	Miscellaneous travel expenses <sup>4</sup>	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 <sup>4</sup>	TBD			
<b>TOTAL FINANCIAL OFFER (Fees)</b>					

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

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

<sup>3</sup> Indicate unit cost.

<sup>4</sup> Provide clear description of what is their exact nature

**REFERENCE NUMBER: BOTSWANA/TRF/ BOTC/01/2019 REQUEST FOR SERVICES  
TITLE: DEVELOPMENT OF TRAINING MODULES AND PROVISION OF TRAINING ON  
TRADE REMEDIES AND DISPUTE SETTLEMENT.**

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

**100%** will be paid upon submission of all deliverables for the assignment acceptable to the Contracting Authority.

**4. Payment Conditions:** Payment shall be made in Euros 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.