

REQUEST FOR EXPRESSION OF INTEREST



SELECTION OF INDIVIDUAL CONSULTANTS

**CONSULTANCY FOR AN IN-DEPTH ANALYSIS AND DESIGN OF THE
PROPOSED SADC PARLIAMENT**

REFERENCE NUMBER: SADC/3/5/2/98 I

MARCH 2020

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

CONSULTANCY FOR AN IN-DEPTH ANALYSIS AND DESIGN OF THE PROPOSED SADC PARLIAMENT

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 \$ **50,000.00**. Proposals exceeding this budget will not be accepted.

5. 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.

6. Proposals should be submitted by e-mails only to sadcparlament2020@sadc.int by **31st March 2020 at 14:00 hours**

7. Your CV will be evaluated against the following criteria.

CRITERIA	POINTS
Qualifications and Skills	20
General Professional Experience	20
Specific Professional Experience	60
Total	100

8. 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.

9. The assignment is expected to take forty-five (45) working days from the signature of the contract.
10. Additional requests for information and clarifications can be made until seven (7) calendar days prior to deadline indicated in the paragraph 6 above, from:

The Procuring entity: **SADC Secretariat**

Contact person: **Mr Maxwell Mukumba**

Telephone: **3951863**

Fax: **3972848**

E-mail: mmukumba@sadc.int

Copy to tlengoasa@sadc.int; imoatshe@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 3 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: *Veronica Zulu - Chingalawa*
Title: *Head of Procurement Unit*

ANNEX 1: TERMS OF REFERENCE



RECRUITMENT OF SHORT-TERM EXPERT TO CONDUCT AN INDEPTH ANALYSIS AND DESIGNING OF THE PROPOSED SADC PARLIAMENT

1. BACKGROUND

The Southern African Development Community Parliamentary Forum was established in 1997, in accordance with Article 9 (2) of the SADC Treaty, as a regional inter-parliamentary body composed of regional parliaments. It is a consultative forum of parliamentarians desirous of playing a part in and influencing regional policy-making, and provide a mechanism for ordinary citizens to engage with and have input into SADC regional policymaking, through their elected parliamentary representatives.

Over the years, the SADC Parliamentary Forum has been able to convene meetings of Parliamentarians from the national Parliaments of the SADC Member States who have been able to deliberate on selected SADC issues, such as poverty, health, trade, agriculture, labour and employment, youth, and other important regional issues. The selected issues for deliberation have mainly come out of SADC Protocols or Agreements and other developmental issues affecting the region, some of which have culminated in the development of Model Laws by the SADC Parliamentary Forum.

The SADC Parliamentary Forum has, on a number of occasions, made proposals to transform the Parliamentary Forum into a Regional Parliament. Notably in August 2019, in Dar es Salaam, United Republic of Tanzania, Summit received a Study Report detailing proposals to transform the SADC Parliamentary Forum into a SADC Parliament. Summit discussed the submission and made the decision that the SADC Secretariat, in collaboration with the Parliamentary Forum Secretariat, should carry out a comprehensive study on the Parliamentary model that the proposed SADC Parliament would assume, in terms of mandate, powers and functions.

The decision came at the back of another decision taken in Windhoek, Namibia, in August 2018, for the SADC Secretariat, in collaboration with the SADC Parliamentary Forum Secretariat, to assess the viability of the proposal to transform the SADC Parliamentary Forum into a SADC Parliament taking into

consideration comments by Member States and submit a report to Council during its meeting in March 2019. The August 2018 decision is the basis for the first study undertaken by the two Secretariats under the leadership of the Double Troika Task Force on the Proposed Transformation of the SADC Parliamentary Forum into a SADC Parliament.

At its meeting held in Windhoek Namibia in March 2019, the SADC Council of Ministers also considered an Analytical Paper on the Transformation of the SADC Parliamentary Forum into a SADC Parliament, which gave rise to further decisions, to carry out a thorough analysis on the transformation of the SADC Parliamentary Forum and advise on, among others, the governing legal framework; structure; functions and powers; inter- and intra-relationships with other branches of SADC (Summit, Tribunal), national Parliaments and the Pan African Parliament; international law obligations; as well as financial implications and financing arrangements. The analysis and proposals thereof to be within the framework of SADC regional integration, and consistent with the SADC Treaty, while ensuring that the financing arrangements ensure ownership by SADC Member States; and to benchmark with similar regional Parliaments.

Furthermore, in its meeting in August 2019, both Summit and Council meetings directed to carry out a thorough and comprehensive analysis on the proposed transformation of the SADC Parliamentary Forum into a SADC Parliament and design an ideal SADC Parliament, with clear legal mandate, roles and functions and submit the proposed model of SADC Parliament in it August 2020 Meetings to guide the decisions on the matter

2. DESCRIPTION OF THE ASSIGNMENT

In line with the decisions of Summit and Council which directed the Secretariat to carry out a comprehensive study on the Parliamentary model that the proposed SADC Parliament would assume in terms of mandate, powers and functions. The purpose of the assignment is to carry out a thorough and comprehensive analysis and design an ideal proposed SADC Parliament, with clear legal mandate, roles and functions, inter- and intra-relationships, including trilogy structures and operations that will be submitted to guide the decisions on the matter

3. OBJECTIVES

The overall objective of the assignment is to carry out a comprehensive study on the Parliamentary model that the proposed SADC Parliament would assume, in terms of mandate, powers and functions. Specifically, the assignment will seek to carry out a thorough analysis on the transformation of the SADC Parliamentary Forum and advise on, among others:

- a) the governing legal framework of the proposed SADC Parliament;

- b) structure of the proposed SADC Parliament;
- c) mandate, functions and powers of the proposed SADC Parliament vis-à-vis those of the SADC Secretariat and the Tribunal/Court in trilogity arrangements;
- d) membership, namely, how the members are elected or appointed determines the extent to which the institution is able to fulfil its mandate;
- e) inter- and intra-relationships with other institutions of SADC (Summit and Council, and Tribunal/Court as three branches of governance), national Parliaments, and the Pan African Parliament;
- f) international law obligations;
- g) financial implications and financing arrangements; and
- h) design an ideal model Parliament for SADC.

It is expected that the detailed analysis, technical proposals and designed Parliament thereof shall be within the framework of SADC regional integration, and consistent with the SADC Treaty and other legal instruments, while ensuring that the financing arrangements underscores sustainability and ownership by SADC Member States.

The assignment will involve amongst others:

- (a) reviewing the SADC Treaty, the SADC Parliamentary Constitution and Rules of Procedures as they relate the transformation process to ensure that the process is in line with the SADC Treaty;
- (b) reviewing documents prepared in relation to the SADC Parliamentary Forum transformation proposal, specifically the Concept Note presented by the SADC Parliamentary Forum, the Analytical Paper on the Transformation of the SADC Parliamentary Forum into a SADC Parliament that was prepared by the SADC Secretariat and presented to Council in March 2019 and August 2019 and the statement made by the President of the SADC Parliamentary Forum, as well as any other relevant literature available on the matter
- (c) analysing the legal instruments establishing the various regional parliaments, specifically, the European Parliament, the Association of South-East Asian Inter-Parliamentary Assembly, the Pan African Parliament, the ECOWAS Legislative Assembly and the East African Legislative Assembly, in order to inform the transformation of the SADC Parliamentary Forum into SADC Parliament;

- (d) in view of (a) to (c), analyse functions and mandates, structures, inter- and intra-relationships with other branches of SADC institutions (Summit, Council and Tribunal in the trilogy arrangements), national Parliaments and the Pan African Parliament;
- (e) full and comprehensive review and analysis of international law obligations of such regional parliament or parliamentary assembly;
- (f) detailed analysis of financial implications of establishing such a regional parliament, and financing arrangements based on the experiences of others, to ensure sustainability and ownership;
- (g) undertake, in conjunction with the SADC Secretariat and the SADC PF Secretariat, benchmarking missions and engage with various regional economic communities (RECs) Secretariats like the European Commission, the African Union Commission, the East African Community Secretariat and the ECOWAS Secretariat in order to understand the modalities, financing arrangements, legal implications, with respect to the functioning and mandates of the regional parliaments; and
- (h) on the basis of issues from (a) to (g), design a model Parliament for SADC.

4. KEY DELIVERABLES

The major output of this assignment is a detailed analytical Study Report with proposals on the nature of the SADC Parliament. The specific deliverables are:

- a. A **Final Detailed Inception Report** outlining the consultant's understanding of the assignment and the approach to be employed. The inception report will be discussed prior to the commencement of the assignment;
- b. **Draft Analytical Study Report**, which will be subjected to a validation process in the form of workshop to be convened by SADC Secretariat. The Consultant will also be responsible for facilitating and rapporteuring this workshop; and
- c. Submit a Final Analytical Study Report that will detail the proposed Model SADC Parliament and Roadmap with clear timelines, to Council for consideration.

5. REQUIREMENTS

The assignment is for a consultant with expertise in the areas of Research; Strategic Planning; Governance, Political Science, Monitoring, Evaluation and Reporting. The consultant should possess demonstrable knowledge in Regional Integration and International Law.

Qualifications and Skills:

- a. Master's degree in Development Studies, Political Science, Governance, Law or any related Social Science discipline; PhD will be an added advantage;
- b. At least ten years' progressive professional experience in research, reporting, monitoring and evaluation; knowledge management; research and documentation in the social sciences; and
- c. Experience working on regional and national parliamentary research issues, including parliamentary institutional arrangements.

Specific Professional Experience:

- a. Strong appreciation of and competence in qualitative research methods;
- b. Experience conducting both qualitative data collection and analysis;
- c. Traceable experience in research, monitoring, evaluation and reporting; and social research;
- d. Excellent report writing and workshop facilitation skills;

General Professional Experience:

- a. MS Office computer package proficiency;
- b. Fluent in spoken and written English.
- c. Knowledge of Portuguese and French will be an added advantage.

Gender Mainstreaming

The SADC Secretariat particularly encourages applications from female candidates.

6. BUDGET AND TIMEFRAME

The maximum budget available for this consultancy work is USD 50,000 (Fifty Thousand United States Dollars).

The payment schedule will be as follows:

- a. **20% of the contract value** upon submission of Final Inception Report, detailing the methodology or conceptual framework to be employed, acceptable to the Procuring Entity;

- b. **30% of the contract value** upon submission of the draft analytical report acceptable to the Procuring Entity; and
- c. **50% of the contract value** upon submission of final analytical report.

7. DURATION

The assignment is expected to be completed in 45 days spread, over a period not exceeding two (2) calendar months.

Deliverable	Timeframe (# of days)
Final inception report detailing the methodology/ conceptual framework to be employed. This will be finalised based on inputs from the inception meeting to be held at SADC Secretariat	10 (from day of contract signature)
Draft <i>Analytical Report</i>	20
Final Analytical Report	15
Total	45

8. REPORTING STRUCTURE

The STE shall report to, and perform the assigned tasks under the guidance and direct supervision of the Director, Policy Planning and Resource Mobilisation. A Technical Committee will be constituted but communication on technical issues will be channelled through the Senior Policy Advisor.

ANNEX 2: Expression of Interest Forms

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

REFERENCE NUMBER: SADC/3/5/2/98 I

**CONSULTANCY FOR AN IN-DEPTH ANALYSIS AND DESIGN OF THE PROPOSED
SADC PARLIAMENT**

[Location, Date]

To: SADC Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the **CONSULTANCY FOR AN IN-DEPTH ANALYSIS AND DESIGN OF THE PROPOSED SADC PARLIAMENT** in accordance with your Request for Expression of Interests number **SADC/3/5/2/98 I**, 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.*

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.

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

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 9 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 9 and 17 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 17 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 17

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/3/5/2/98 I– CONSULTANCY FOR AN IN-DEPTH ANALYSIS AND DESIGN OF THE PROPOSED SADC PARLIAMENT

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/3/5/2/98 I - CONSULTANCY FOR AN IN-DEPTH ANALYSIS AND DESIGN OF THE PROPOSED SADC PARLIAMENT

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/3/5/2/98 I - CONSULTANCY FOR AN IN-DEPTH ANALYSIS AND DESIGN OF THE PROPOSED SADC PARLIAMENT**

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/3/5/2/98 - CONSULTANCY FOR AN IN-DEPTH ANALYSIS AND DESIGN OF THE PROPOSED SADC PARLIAMENT**

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, 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;

20% of the contract value upon submission of Final Inception Report, detailing the methodology or conceptual framework to be employed, acceptable to the Procuring Entity;

30% of the contract value upon submission of the draft analytical report acceptable to the Procuring Entity; and

50% of the contract value upon submission of final analytical 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.