



**PROGRAMME FOR IMPROVING FISHERIES GOVERNANCE  
AND BLUE ECONOMY TRADE CORRIDORS IN SADC REGION  
(PROFISHBLUE)**

**REQUEST FOR EXPRESSION OF INTEREST  
PROJECT COORDINATOR (*Individual consultant*)**

**Grant No.:** 2100155041084

**Date:** 13th January 2022

1. The Southern African Development Community (SADC) Secretariat has received financing from the African Development Bank (AfDB), being a grant under the African Development Fund (ADF) to finance the Programme for Improving Fisheries Governance and Blue Economy Trade Corridors in SADC region (PROFISHBLUE). The Secretariat plans to apply part of the agreed amount for this grant to payments under the contract for **PROJECT COORDINATOR**.
2. The Project Coordinator shall be responsible for the coordination and implementation of project components, activities and operations. He/she will be based at the SADC Secretariat in Gaborone, Botswana and will sign a performance contract with the Director of Food, Agriculture and Natural Resources (FANR). The contract will be for a duration of 3 years however; the consultant will only be retained after satisfactory performance evaluation at the end of each year of within the contract.
3. Scope of Work:
  - Plan, organize and coordinate implementation of project components, activities and operations;
  - Supervise the preparation of the project's annual work plan, budget and disbursement projections;
  - Ensure the interface between the project and the different actors involved in its implementation;
  - Manage the Project Implementation Unit (PIU) so that it can perform its tasks properly (personnel, equipment, logistics and office layout, etc.) and technical support;
  - Coordinate the preparation of all project technical and financial reports;
  - Liaise with the Task Manager (DFANR/PO-Fisheries) for project implementation support;
  - Coordinate the management of human, financial and material resources made available to the Unit, including performance evaluation;

- Work with the Project Finance Officer to ensure that a sound fiduciary system and procedures are in place for the execution of the project;
- Ensure the finalization of the terms of reference for the studies to be carried out as well as the definition of the technical specifications for the preparation of the requests for proposals and the specifications of the project especially the Environmental and Social Management Plans (ESMPs);
- Review and finalize, with the support of the Procurement Officer, the tender documents;
- Coordinate and approve claimants' payment requests;
- Supervise the preparation of the various workshops planned under the project;
- Monitor the proper use of funds allocated to the project;
- Make all necessary arrangements with financial and accounting staff for auditing to be carried out in accordance with the provisions of the Loan/Grant Agreement;
- Ensure that all required project documentation is available and forwarded to the African Development Bank (AfDB) as directed;
- Countersign all checks, disbursement requests, contracts and any documents committing the project;
- Ensure compliance with Environmental and Social (E&S) safeguards, climate safeguards (adaptation and mitigation activities) and responsible for the implementation of the commitments as included in the Environmental and Social Management Framework (ESMF);
- Supervise the Gender Action Plan implementation and mainstreaming of women focused activities in the project with the PIU;
- Ensure the meetings of the Project Steering Committee;
- Provide the secretariat of the Project Steering Committee;
- Ensure the preparation and smooth running of project supervision missions and the implementation of related recommendations; and
- Coordinate the preparation and submission of quarterly progress reports to the Bank.

4. The SADC Secretariat now invites eligible individual consultants to indicate their interest in providing these services. Interested individual consultants must provide information indicating that they are qualified to perform the services. The consultant must have the following qualification, essential skills and competencies:

- Graduate in "Fisheries and Aquaculture Sector" or "natural resources Sector" or Development Economics (Advance level +5) with specialization in climate change and the ecosystem approach;
- Have knowledge of fish and aquaculture value chain development and project management;
- Proven successful experience in the management of environmental projects and development of value chains financed by multilateral donors including the AfDB;
- Good knowledge specifically in national policies and strategies for fisheries sector; and

- Justifying a professional experience of at least 10 years with high responsibilities in the field of management and monitoring of development projects, including activities of natural resource management.
5. Eligibility criteria, establishment of the short-list and the selection procedure shall be in with the Bank's Procurement Policy for Bank Group Funded Operations dated October 2015 and in line with the provisions stated in the Grant Agreement. The Bank's Procurement Policy is available on the Bank's website at <http://www.afdb.org>. Terms of Reference (TORs) will be shared with all short-listed candidates.
  6. Consultants will be Evaluated basing on criteria below:

Level of education in general	10%
Educational level compared to the field of mission	30%
Years of experience in general	20%
Number of years of experience relevant to the mission	40%

Only applicants scoring 75 points and above shall be considered for the shortlist. Not more than 2 candidates from the same country shall be short-listed. All the consultants shall be ranked and the highest ranked consultant will be selected for the said assignment if agreement is reached on the price and other terms of the ensuing contract.

7. Interested consultants may obtain further information at the address below during office hours from 8:00 am to 5:00 pm Botswana time.
8. Expressions of interest must be submitted electronically via this email: [coordinatorfisheries@sadc.int](mailto:coordinatorfisheries@sadc.int) by **Monday 31st January 2022 at 3:00pm** local time and mention "**Project Coordinator**".

***Attn: Acting Senior Procurement Officer***

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

***Contact person: Acting Head of Procurement***

***Southern African Development Community (SADC) Secretariat***

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