

REQUEST FOR EXPRESSION OF INTEREST



SELECTION OF INDIVIDUAL CONSULTANTS

SHORT TERM CONSULTANCY TO REVISE THE SADC FISH DISEASES MAP, DEVELOP AN “AQUAVETPLAN” IN LINE WITH THE SADC AQUATIC ANIMAL HEALTH STRATEGY AND PROVIDE TRAINING

REFERENCE NUMBER: SADC/3/5/2/169

23rd September 2021

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

“SHORT TERM CONSULTANCY TO REVISE THE SADC FISH DISEASES MAP, DEVELOP AN “AQUAVETPLAN” IN LINE WITH THE SADC AQUATIC ANIMAL HEALTH STRATEGY AND PROVIDE TRAINING”

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 this contract is US\$ **18,000.00** inclusive of professional fees and reimbursable expenses. Proposals exceeding this budget will not be accepted.

4. Your Expression of Interest must be presented as per Standard Expression of Interest Forms attached as Annex 2 to this REOI, in the English language and be accompanied by copies of all the indicated supporting documents. If the supporting documents are not in English, these shall be accompanied by a certified translation into English.

5. Proposal should be submitted by email clearly marked “REFERENCE NUMBER: SADC/3/5/2/169 “SHORT TERM CONSULTANCY TO REVISE THE SADC FISH DISEASES MAP, DEVELOP AN “AQUAVETPLAN” IN LINE WITH THE SADC AQUATIC ANIMAL HEALTH STRATEGY AND PROVIDE TRAINING” to the email fishmap@sadc.int by the deadline.
6. The deadline for submission of your proposal, to the address indicated in Paragraph 5 above, is: 19th October 2021 at 14:00 hours local (Botswana) time
7. Your CV will be evaluated against the following criteria.

CRITERIA	POINTS
General Qualifications and skills	30
General professional experience	30
Specific professional experience	40
Total	100

Technical Evaluation

The minimum technical score required to pass is 70 points. Bids not reaching 70 points shall be considered not compliant. Out of the 70 points threshold, the best technical offer is awarded 100 points. The others receive points calculated using the following formula: Technical score = (final score of the technical offer in question/final score of the best technical offer) x100

Financial evaluation

The Evaluation Committee shall proceed with the financial comparisons of the fees between the different financial offers (fee based are established in the main Contract while for Global Price specific offers will be considered). Both the provisions for reimbursable and expenditure verification shall be excluded from the comparison of the financial bids. The offer with the lowest total fees shall receive 100 points. The others are awarded points by means of the following formula: Financial score = (lowest total fees /total fees of the tender being considered) x 100.

The best value for money is established by weighing technical quality against price on an 80/20 basis. This is done by multiplying:

- the scores awarded to the technical offers by 0.80
- the scores awarded to the financial offers by 0.20

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 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 (professional fees) does not exceed the maximum available budget for the contract as indicated under Para 3.

The award will be made to the applicant who obtained the highest technical score and with the financial offer within the budget as indicated under Para 3. Expressions of Interest not obtaining a minimum technical score of 70% will be rejected.

(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 commence within two (2) weeks from the signature of the contract.
10. Additional requests for information and clarifications can be made until ten (10) calendar days prior to deadline indicated in the paragraph 6 above, from:

The Procuring entity: **SADC Secretariat**

Contact person: Mr Purpose Chifani

Telephone: **3951863**

Fax: **3972848**

E-mail: tenders@sadc.int and mmikuwa@sadc.int

Copy to pchifani@sadc.int; mhlatshwayo@sadc.int

The answer on the questions received will be sent to the Consultant and all questions received as well as the answer(s) will be posted on the SADC Secretariat's website at the latest seven (7) calendar days before the deadline for submission of the proposals.

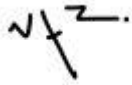
ANNEXES:

ANNEX 1: Terms of Reference

ANNEX 2: Expression of Interest Forms

ANNEX 3: Standard Contract for Individual Consultants

Sincerely,

A handwritten signature in black ink, appearing to be 'P. Chifani', written over a horizontal line.

Name: Mr Purpose Chifani

Title: Acting- Head of Procurement Unit

ANNEX 1: TERMS OF REFERENCE



TERMS OF REFERENCE

**CONSULTANCY TO CONSULTANCY TO REVISE THE
SADC FISH DISEASES MAP, DEVELOP AN
“AQUAVETPLAN” IN LINE WITH THE SADC
AQUATIC ANIMAL HEALTH STRATEGY AND
PROVIDE TRAINING**

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STRATEGY AND PROVIDE TRAINING**

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1. BACKGROUND INFORMATION

1.1. **Partner country and procuring entity**

Southern African Development Community (SADC)

1.2. **Contracting authority**

Southern African Development Community Secretariat (SADC Secretariat)

1.3. **Country background**

The Southern African Development Community (SADC) is a Regional Economic Community comprising 16 Member States, namely; Angola, Botswana, Comoros, Democratic Republic of Congo, Eswatini, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, United Republic of Tanzania, Zambia and Zimbabwe. Established in 1992, SADC is committed to Regional Integration and poverty eradication within Southern Africa through economic development and ensuring peace and security.

About 40% of the region's population live below the poverty line of US\$1 per day. The fisheries and aquaculture sector is a major social and economic sector in the SADC region, contributing an average of 3.5% to national GDPs. From 2003 to 2020 fisheries production grew with substantial increases in the aquaculture subsector. In addition to its importance to the economies of many SADC countries in terms of income and creation of employment, the fisheries and aquaculture sector provides major, irreplaceable contributions to food and nutrition security in the region.

In order to optimize benefits from the fisheries and aquaculture sector, SADC Heads of State in 2001 endorsed the SADC Protocol on Fisheries. The Protocol aims to promote responsible and sustainable use of the living aquatic resources and aquatic ecosystems of interest to State Parties, in order to (i) promote and enhance food security and human health, (ii) safeguard the livelihood of fishing communities, (iii) generate economic opportunities from nationals in the region, (iv) ensure that future generations benefit from these renewable resources; and (v) alleviate poverty with the ultimate objective of its eradication.

In the implementation of the Protocol on Fisheries, SADC Member States had prioritised the development of aquaculture in the region as a top priority, in line with Article 13 of the Protocol. Hence, in November 2016 and June 2017, the Joint Meetings of Ministers responsible for Agriculture and Food Security, Fisheries and Aquaculture held in Ezulwini, Eswatini, approved the SADC Aquatic Animal Health Strategy and SADC Regional Aquaculture Strategy and Action Plan (RASAP), respectively. Most countries in the region have progressed in developing their aquaculture policies, strategies and programmes to optimise benefits coming from this new exciting sector that promotes sustainable blue growth.

1.4. **Current situation in the sector**

Fisheries and aquaculture are critical to meeting nutritional and food security needs in SADC region. Food fish (finfish, crustaceans and molluscs) are important sources of protein, and their production and trade are extremely significant for most SADC countries, providing both economic development and empowerment in terms of contribution to GDP, consumption, employment, etc. The region has seen a growing trend in dietary changes, particularly in middle income countries, toward higher protein foods including seafood. It is expected that the demand for food fish will continue to increase in the years to come.

The current trend of fish-related diseases is increasing, with transboundary and global spread facilitated by the careless and occasionally illegal movement of live aquatic animals between continents, and countries. A health threat to any one country can rapidly become a threat to all countries culturing similar aquatic species, or sharing transboundary waters. This calls for long-term solutions through effective biosecurity governance at all levels of the fisheries and aquaculture production chain and a responsibility that should be shared between and among government, producer and academic sectors.

Delivery of aquatic animal health services should keep in pace with the rapid development and growth of the aquaculture sector, specifically. Diseases are common to all aquatic species cultured in all environments and all production systems and practices. They can be more prominent in intensive aquaculture, however, past experience shows that epizootic level disease outbreaks in aquatic organisms can also occur in natural environments such as rivers and lakes. When they happen in the wild, control measures are limited and social impacts are severe as many marginal rural communities depend on natural water bodies for their food and livelihoods. When disease events happen in intensive culture systems using high value species, control and management measures, although available may take time and past experience shows that such diseases can cause severe socio-economic impacts (e.g. losses in production, income, employment, market access or market share, investment and consumer confidence; food shortages; industry failure or closure of business or industry).

In the past 15 years or so, outbreaks of the Epizootic Ulcerative Syndrome (EUS) and the White Spot Disease (WSD) in the SADC region, brought the regional aquaculture sector to its knees. For instance, EUS continues to cause challenges in countries like Malawi, Zambia and Zimbabwe, threatening the development of the tilapia farming in those countries. There are still incidences of EUS in the wild species of fish like catfish, as reported through passive surveillance reports from sport fishermen in South Africa, for example. On the other hand, WSD had already brought down shrimp farming in Mozambique, and continue to cause serious challenges in Madagascar. Although the shrimp sector in Madagascar has recovered, it is important to strengthen biosecurity governance across the region, through implementation of the SADC Aquatic Animal Health Strategy (2016-2026).

In order to continue supporting implementation of the regional strategy, there is a need to:

- (i) revise the existing diseases map, i.e. updating the pathogen lists, as well as developing a standardised regional disease emergency preparedness plan;
- (ii) strengthen capacity of Member States in better managing fish diseases through implementation of best practices management standards and guidelines, in line with the recently approved “Guidelines for Aquaculture Management in the SADC Region”; and
- (iii) capacitate Member States in effectively addressing fish diseases outbreaks.

It is against this background that a consultancy to carry out a situation analysis, create a georeferenced inventory and determine risk factors for aquatic animal diseases in the SADC region for purposes of establishing an efficient aquatic biosecurity and disease control strategies, contingency planning and training of trainers on aquatic animal diseases and health management. In supporting Member States' efforts, SADC Secretariat developed several capacity building initiatives and guidelines to support these efforts from Member States.

1.5. **Related programmes and other donor activities**

Strengthening the National-Regional Linkages in SADC” (SNRL) is a partnership programme between the Southern African Development Community (SADC) and the German Federal Ministry for Economic Cooperation and Development (BMZ) with co-funding from the European Union (EU) as part of the Integrated Institutional Capacity-Building for the Secretariat and National Stakeholders (IICB) Programme. The Programme is implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in partnership with SADC Secretariat. A pilot project is being implemented in five SADC Member States, viz. Botswana, Malawi, Mauritius, Mozambique and Namibia, helping the countries to develop SADC-aligned National Aquatic Animal Health Strategies. This assignment will build on this project, and further provide needed capacity in Member States to better manage fish diseases, especially outbreaks of economic importance like EUS and TiLV.

2. **OBJECTIVE, PURPOSE & EXPECTED RESULTS**

2.1. **Overall objective**

The overall objective of this consultancy is to capacitate Member States in their effort to promote sustainable aquaculture value chains in line with the SADC Industrialisation Strategy and Roadmap to 2063.

2.2. **Purpose (Specific Objective)**

The specific objectives are to:

- (i) prepare a regional pathogen list based on uniform criteria for listing and delisting of diseases and pathogens of importance to the SADC region;
- (ii) develop a standardised regional diseases emergency preparedness plan;
- (iii) design and conduct a training of trainers programme on designing and implementing an active surveillance for Epizootic Ulcerative Syndrome (EUS); and
- (iv) design and conduct a training of trainers programme on fish/aquatic animal health management for SADC Member States.

2.3. **Results to be achieved by the contractor**

The results expected from the assignment are:

- (i) Inception report that include the execution plan that will, inter alia, provide an assessment of the existing information available in the region; outlining a detailed approach and methodology for implementing the three assignments;
- (ii) Draft Diseases Map report and the draft “AquaVetPlan”, including a model power-point presentation and promotion materials (infographics, pamphlets, booklets and flyers) that SADC Secretariat could publish;
- (iii) Training of Trainers programme on Designing and Implementing an Active Surveillance for Epizootic Ulcerative Syndrome (EUS) including other related

- training and resource materials that trainers can use for further training in Member States for fish farmers, communities etc.;
- (iv) Training of Trainers programme of Aquatic Animal Health Management, including other related training and resource materials that trainers can use for further training in Member States for fish farmers, communities etc.; and
 - (v) A final close-out report that includes training reports with specific recommendations for roll-out and improvement of the offerings/programmes as well as specific recommendations as outlined in the description of the assignments and tasks.

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project

There is commitment from Member States to provide necessary information and data, and that they are available to participate in capacity building programme.

3.2. Risks

Delays in appointment of consultants; appointment of a consultant who doesn't understand the regional aquatic animal health diseases and biosecurity dynamics, including the regional aquaculture sector. Lack of data and information from Member States.

4. SCOPE OF THE WORK

4.1. General

4.1.1. Project description

This consultancy has three assignments, linked to each other to support implementation of the SADC Aquatic Animal Health Strategy, SADC Regional Aquaculture Strategy and Action Plan, and the Guidelines for Aquaculture Management in the SADC region.

Assignment 1: Revision of the SADC Fish Disease Maps and development of an "AquaVetPlan"

Pathogen lists are essential for health certification, disease surveillance and monitoring, emergency response planning, prevention and control of diseases in aquaculture facilities. Listing is normally informed by clearly established criteria for listing/delisting by the World Organization for Animal Health (OIE) under the Aquatic Animal Code. The regional pathogen list consists of national lists, which also include other serious diseases of national concern. These national lists are consolidated and presented by SADC in the form of a Diseases Map.

The first regional Diseases Map was developed in 2016, and there has been a lot of information generated regionally that needs to be updated into the Map; this is because of recent outbreaks of EUS, spread of other localised diseases to new areas following expansion of aquaculture operations, increase in surveillance (both passive and active), diagnostic capacities in different Member States, and possible newly introduced pathogens/diseases, like recently suspected incursions of Tilapia Lake Virus (TiLV). Furthermore, considerable information on microorganisms (bacteria, fungi, parasites and viruses) affecting marine and freshwater fish species has been generated through research in the region.

There is also a need to develop an “AquaVetPlan”. An “AquaVetPlan” is an Australian borrowed concept, where an Aquatic Veterinary Emergency Plan/Contingency Plan is developed with a series of manuals outlining an approach to disease preparedness and proposing technical response and control strategies to be activated during an onset of a fish disease outbreak.

Assignment 2: Development and delivery of an online Training of Trainers Programme on Designing and Implementing an Active Surveillance for Epizootic Ulcerative Syndrome (EUS)

A number of diseases are regarded as posing a potential threat to aquaculture as well as to wild stocks of aquatic animals world-wide. The introduction of such diseases into countries recognised to be free from these diseases or into countries with an established control system and eradication programme for such diseases, may result in significant losses. In order to diminish such losses, the Veterinary Administration or other Competent Authority responsible for aquatic animal health may need to act quickly and should develop contingency plan(s) before such events occur.

An aquatic animal disease contingency plan is a documented work plan designed to ensure that all needed actions, requirements and resources are provided in order to eradicate or bring under control outbreaks of infectious diseases of significance to aquatic animal productivity and/or market access. Efforts should concentrate on specific, high-priority emergency diseases, with a series of generic plans focused on activities or programmes shared by the various specific disease contingency plans (e.g. national and local disease control centers). Effective contingency plans need stable resources and financial support, along with legislative backing for all control actions (access to sites, animals, fishery closure enforcement, etc.). The contingency plans need to be reviewed and agreed upon in advance by all major stakeholders, including the political and bureaucratic arms of government and the private sector, particularly representative farmer, fishery and community organizations that have a stake in the resources falling under contingency plan protection. This must include consideration of “collateral damage” to sympatric species (species sharing the same waters as known naïve resources), as these are increasingly subject to inclusion as “potential susceptible species”(i.e. carriers) under international standards, e.g. OIE.

In order to increase regional capacity for contingency planning, a standardised/harmonised approach to emergency outbreaks, which forms part of this consultancy, has been proposed in the form of an “AquaVetPlan”. Training Member States in planning and implementing emergency preparedness or contingency plans will contribute towards managing aquatic animal disease outbreaks, mainly Epizootic Ulcerative Syndrome (EUS), which has been a serious problem to both aquaculture and capture fisheries in the riparian States of the Zambezi River basin. EUS is a serious disease of finfish that is listed in the OIE Aquatic Animal Health Code, caused by infection with *Aphanomyces invadans* pathogen. There is this a need to develop and deliver an online training of trainers programme on emergency preparedness for EUS in the SADC region to empower Member States ahead of the EUS outbreak season, July to August.

Assignment 3: Development and delivery of an online Training of Trainers Programme in Aquatic Animal Health Management

Fish/aquatic animal health management is a term used in aquaculture to describe management practices which are designed to prevent fish disease. Once fish get sick it can be difficult to salvage them. Successful fish health management begins with prevention of disease rather than treatment. Prevention of fish disease is accomplished

through good water quality management, nutrition and sanitation. Without this foundation it is impossible to prevent outbreaks of opportunistic diseases. The fish is constantly bathed in potential pathogens, including bacteria, fungi, and parasites. Even use of sterilisation technology (i.e., ultraviolet sterilisers, ozonation etc.) does not eliminate all potential pathogens from the environment. Sub-optimal water quality, poor nutrition or immune system suppression generally associated with stressful conditions allow these potential pathogens to cause disease. Medications used to treat these diseases provide a means of buying time for fish and enabling them to overcome opportunistic infections, but are no substitute for proper animal husbandry.

Daily observation of fish behaviour and feeding activity allows early detection of problems when they do occur so that a diagnosis can be made before the majority of the population becomes sick. If treatment is indicated, it will be most successful if it is implemented early in the course of the disease while the fish are still in good shape.

Fish disease is a substantial source of monetary loss to aquaculturists. Production costs are increased by fish disease outbreaks because of the investment lost in dead fish, cost of treatment, and decreased growth during convalescence. In nature we are less aware of fish disease problems because sick animals are quickly removed from the population by predators. In addition, fish are much less crowded in natural systems than in captivity. Parasites and bacteria may be of minimal significance under natural conditions, but can cause substantial problems when animals are crowded and stressed under culture conditions.

Disease is rarely a simple association between a pathogen and a host fish. Usually other circumstances must be present for active disease to develop in a population. These circumstances are generally grouped under the umbrella term "stress". Management practices directed at limiting stress are likely to be most effective in preventing disease outbreaks. There is a need to capacitate Member States through development and delivery of an online training of trainers programme on aquatic animal health management, to also improve on domestication and implementation of the "Guidelines for Aquaculture Management in the SADC region".

4.1.2. Geographical area to be covered

The beneficiaries are the SADC Secretariat and SADC Member States.

4.1.3. Target groups

Member States aquaculture, veterinarians, aquatic animal health specialists, fish biologists, fishers, fish farmers,

4.2. **Specific work**

Assignment 1

The main tasks for this assignment will include:

- (i) Desk review of relevant literature, monographs, and other relevant information (policies, legislations etc.);
- (ii) Designing of cross-sectional survey tools and deploying these tools in the region;
- (iii) Extraction of relevant disease and pathogen data from the OIE's World Animal Health Information System (WAHIS);

- (iv) Engagement with various stakeholders at national and regional levels for further information, data and inputs;
- (v) Use the existing Diseases Map (2016) to guide drafting;
- (vi) Drafting of the updated Diseases Map. It should propose key criteria that Member States can adopt for listing and delisting of pathogens, and it should be harmonised with OIE Aquatic Animal Code; It should further propose a system for updating pathogen lists at national and regional levels;
- (vii) Drafting of a generic “AquaVetPlan” (to be developed as an Annex to the Diseases Map), with clear processes and requirements for emergency responses to diseases outbreaks; It should provide a roadmap for development of specific manuals, based wither on a specific disease/pathogen or farmed fish species. The generic plan should at least use one case study manual for EUS, or for tilapia (*Oreochromis* spp.);
- (viii) Development of infographics, flyers and other relevant promotional materials for advocacy; and
- (ix) Presentation of draft document to Secretariat and Member States for review and validation.

Assignment 2

The main tasks for this assignment will include:

- (i) Desk review of relevant literature, monographs, and other relevant information (policies, legislations, reports, research papers etc.);
- (ii) Design and develop online-training modules, focusing on but not limited to key areas like:
 - (a) Introduction to epidemiology, surveillance and importance of aquatic animal health;
 - (b) Introduction to EUS, EUS diagnosis, pathogenesis and risk factors in SADC region;
 - (c) Introduction to the 12-point checklist for designing and implementing an active surveillance for EUS (FAO);
 - (d) EUS awareness raising; and
 - (e) case studies relevant to the region.
- (iii) Development of other training materials (sessions plans, slides, exercises, hand-out/reference materials, evaluation forms etc.) for modules/programme; infographics, flyers and other relevant promotional materials for advocacy;
- (iv) Identification of the best online delivery platform for the programme;
- (v) Delivery of training modules/programme on an agreed schedule to Member States; and
- (vi) Integrate hands-on exercises into the training that directly relate to the Member States situation.

Assignment 3

The main tasks for this assignment will include:

- (i) Desk review of relevant literature, monographs, and other relevant information (policies, legislations, reports, research papers etc.);
- (ii) Design and develop online-training modules, focusing on but not limited to key areas like:
 - (a) principles and practices in aquatic animal health management;
 - (b) risk management and biosecurity;
 - (c) water quality management and monitoring;
 - (d) fish health inspections;

- (e) veterinary health assessments; and
- (f) a brief on fish diseases of importance to SADC and case studies relevant to the region.
- (iii) Development of other training materials (sessions plans, slides, exercises, hand-out/reference materials, evaluation forms etc.) for modules/programme; infographics, flyers and other relevant promotional materials for advocacy;
- (iv) Identification of the best online delivery platform for the programme;
- (v) Delivery of training modules/programme on an agreed schedule to Member States; and
- (vi) Integrate hands-on exercises into the training that directly relate to the Member States situation.

Required information in the documents/reports should be compiled in a simple and clear format, including important graphics where possible. Recommendations to Member States for domestication of the documents/reports should also be included. At the conclusion of the assignment it is expected that all deliverables/products are written in English, edited and ready for translation into French and Portuguese in order to make the information available in the three official SADC languages.

4.3. Project management

4.3.1. Responsible body

The Directorate of Food, Agriculture and Natural Resources (FANR) is responsible for this consultancy. The specific unit within the Director is the Fisheries Programme.

4.3.2. Management structure

The consultant will report to the Director of Food, Agriculture and Natural Resources (FANR) through the Technical Advisor for Fisheries. Project oversight will be provided by the SADC Technical Committee on Fisheries, through its Aquaculture and Aquatic Animal Health Working Groups.

4.3.3. Facilities to be provided by the contracting authority and/or other parties

The only facilities to be provided are virtual meeting facilities (ZOOM meeting rooms), as well as access to online documents and reports.

5. LOGISTICS AND TIMING

5.1. Location

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

5.2. Start date & period of implementation

This assignment is expected to start in September 2021 and the period of implementation of the contract will be three (3) months from the date of appointment.

6. REQUIREMENTS

6.1. Staff

Note that civil servants and other staff of the public administration, of the partner country or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

6.1.1. Profile of an Expert

(i) General Qualifications and Skills

- University degree in the field of aquaculture, fisheries biology, fisheries science, aquatic animal health, veterinary science, zoology and related fields.
- Excellent report writing capability, track record in publication, especially in dissemination of science-based studies to communities through popular publications.
- Computer literate with good working knowledge of the standard Microsoft Office suite of programmes.
- Fluent in spoken and written English. Working knowledge of French and/or Portuguese is an added advantage.

(ii) General Professional Experience

- At least 10-years post-graduate experience working on issues related to regional economic integration, fisheries and aquaculture management and development, fish health management/aquatic animal health.
- Experience in doing similar projects in the field of fisheries, aquaculture and veterinary science, specifically in fisheries sector will be a strong advantage.
- Experience in working in or with or understanding of the SADC region and its policies, strategies and programmes in fisheries, aquatic animal health and aquaculture, and through knowledge of the SADC fisheries sector.

(iii) Specific Professional experience

- Knowledge and experience in undertaking fish disease risk assessments.
- Knowledge and experience in fish diseases management and control.
- Knowledge and experience in developing and costing emergency preparedness plans for fish diseases (in an instance of disease outbreaks).
- Teaching and research experience in aquatic diseases and aquaculture.

6.2. Office accommodation

The Expert shall provide his/her own office accommodation.

6.3. Facilities to be provided by the contractor

The only facilities to be provided are virtual meeting facilities (ZOOM meeting rooms), as well as access to online documents and reports.

6.4. Equipment

No equipment is to be purchased on behalf of the contracting authority / procuring entity as part of this service contract or transferred to the contracting authority / procuring entity at the end of this contract. Any equipment related to this contract that is to be acquired by the procuring entity must be purchased by means of a separate supply tender procedure.

6.5. Incidental expenditure

No incidental expenses shall be provided for under this contract.

6.6. Expenditure verification

Not applicable.

7. REPORTS

7.1. Reporting requirements

The table below provides an indicative reporting timetable for the contract.

Date	Required Output	Remarks
2 nd week of September 2021	Inception report and execution plan	To be cleared by SADC Secretariat before initial payment effected.
1 st week of October 2021	Draft Training Programme on Designing and Implementing an Active Surveillance for Epizootic Ulcerative Syndrome (EUS)	To be cleared by SADC Secretariat.
3 rd week of October 2021	Draft Diseases Map report and AquaVetPlan and infographics	To be technically reviewed by SADC Secretariat
Last Week of October 2021	Delivery of the Training Programme on Designing and Implementing an Active Surveillance for Epizootic Ulcerative Syndrome (EUS)	In consultation with Secretariat and Member States
2 nd week November 2021	Draft Training Programme on Aquatic Animal Health Management	To be technically reviewed by SADC Secretariat
1 st week December 2021	Delivery of the Training Programme on Aquatic Animal Health Management	In consultation with Secretariat and Member States
2 nd week of December 2021	A final close-out report	To be technically reviewed by SADC Secretariat

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

7.2. Submission & approval of reports

Copies of the reports referred to above must be submitted to the project manager identified in the contract. All reports and communications with the contracting authority

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

8. MONITORING AND EVALUATION

8.1. Definition of indicators

This contract will be monitored and evaluated using five specific performance measures, viz. inputs, output, efficiency, quality and outcome.

- (i) Input measure will monitor the amount of resources (financial) being utilised to achieve the expected outcomes of this contract.
- (ii) Output measure will monitor how much was produced (products and actions) in line with the requirements of the contract.
- (iii) Efficiency measure will monitor the relationship between the amount produced (output) and the resources used (input).
- (iv) Quality measure will determine whether the expectations of the contracting entity (SADC Secretariat) and its stakeholders (Member States) are being met. These expectations include timeliness, accuracy, courtesy and meeting of contracting entity's needs.
- (v) Outcome measure will determine the extent to which the overall objective and purposes of the contract are met and are impacting on intended clientele (Secretariat and Member States).

8.2. Special requirements

Not applicable.

ANNEX 2: Expression of Interest Forms

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COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT SHORT TERM CONSULTANCY TO REVISE THE SADC FISH DISEASES MAP, DEVELOP AN “AQUAVETPLAN” IN LINE WITH THE SADC AQUATIC ANIMAL HEALTH STRATEGY AND PROVIDE TRAINING

REFERENCE NUMBER: SADC/3/5/169

REQUEST FOR SERVICES TITLE:

[Location, Date]

To: SADC Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the **SHORT TERM CONSULTANCY TO REVISE THE SADC FISH DISEASES MAP, DEVELOP AN “AQUAVETPLAN” IN LINE WITH THE SADC AQUATIC ANIMAL HEALTH STRATEGY AND PROVIDE TRAINING** in accordance with your Request for Expression of Interests number SADC/3/5/2/169, dated 24th September 2021 for the sum of [*Insert amount(s) in words and figures*¹]. 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;*

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

REFERENCE NUMBER: SADC/3/5/2/169

- 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.

I am aware that the penalties set out in the Procurement Policy may be applied in the case of a false declaration, should the contract be awarded to me.

My proposal is binding upon me for the period indicated in Paragraph 9(iii) of this Request for Expression of Interest.

I undertake, if my Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph 10 of the Request for Expression of Interest, and to be available for the entire duration of the contract as specified in the Terms of Reference.

I understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

B. CURRICULUM VITAE

[insert full name]

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

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

- 9. Education:

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

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

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

- 11. Membership of professional bodies: *[indicate the name of the professional body]*
- 12. Other skills: *[insert the skills]*
- 13. Present position: *[insert the name]*
- 14. Years of experience: *[insert the no.]*
- 15. Key qualifications: (Relevant to the assignment)
[insert the key qualifications]

16. Specific experience in the region:

Country	Date from - Date to
<i>[insert the country]</i>	<i>[indicate the month and the year]</i>
.....
<i>[insert the country]</i>	<i>[indicate the month and the year]</i>

17. Professional experience:

Date from – Date to	Location of the assignment	Company & reference person (name & contact details)	Position	Description
<i>[indicate the month and the year]</i>	<i>[indicate the country and the city]</i>	Name of the Company: Address of the company: Phone: Fax: Email: Name and title of the reference person from the company:	<i>[indicate the exact name and title and if it was a short term or a long term position]</i>	Name of the Assignment: Beneficiary of the Assignment: Brief description of the Assignment: Responsibilities:
<i>[indicate the month and the year]</i>	<i>[indicate the country and the city]</i>	Name of the Company: Address of the company: Phone: Fax: Email: Name and title of the reference person from the company:	<i>[indicate the exact name and title and if it was a short term or a long term position]</i>	Name of the Assignment: Beneficiary of the Assignment: Brief description of the Assignment: Responsibilities:
<i>[indicate the month]</i>	<i>[indicate the country]</i>	Name of the Company: Address of the company:	<i>[indicate the exact name and title and if]</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
<i>and the year]</i>	<i>and the city]</i>	Phone: Fax: Email: Name and title of the reference person from the company:	<i>it was a 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 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 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/3/5/2/169– SHORT TERM CONSULTANCY TO REVISE THE SADC FISH DISEASES MAP, DEVELOP AN “AQUAVETPLAN” IN LINE WITH THE SADC AQUATIC ANIMAL HEALTH STRATEGY AND PROVIDE TRAINING

N o	Description ¹	Unit ²	No. of Units	Unit Cost (in US\$)	Total (in US\$)
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..

ANNEX 3: STANDARD CONTRACT FOR INDIVIDUAL CONSULTANTS

STANDARD TERMS OF CONTRACT

(Individual Consultant)

REFERENCE NUMBER: SADC/3/5/2/169 - SHORT TERM CONSULTANCY TO REVISE THE SADC FISH DISEASES MAP, DEVELOP AN “AQUAVETPLAN” IN LINE WITH THE SADC AQUATIC ANIMAL HEALTH STRATEGY AND PROVIDE TRAINING

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.
- 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 “SADC/3/5/2/169 - SHORT TERM CONSULTANCY TO REVISE THE SADC FISH DISEASES MAP, DEVELOP AN “AQUAVETPLAN” IN LINE WITH THE SADC AQUATIC ANIMAL HEALTH STRATEGY AND PROVIDE TRAINING ”and reflected as such in the Annex 2 of this contract.
- 1.4 **Individual Consultant** means the individual to whom the Procuring Entity has awarded this contract following the Request for Expression of Interest

SADC/3/5/2/169 - SHORT TERM CONSULTANCY TO REVISE THE SADC FISH DISEASES MAP, DEVELOP AN "AQUAVETPLAN" IN LINE WITH THE SADC AQUATIC ANIMAL HEALTH STRATEGY AND PROVIDE TRAINING

- 1.5 **Project Director** means the Coordinator – Support to Peace and Security in the SADC Region Project at the SADC Secretariat referred to in Annex 1 of this Contract.
- 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. Effective Date and Duration

- 2.1 This Contract shall enter into force and effect on the date of its last signature by either of the parties or the date that the Procuring Entity specifies in the notice to the Individual Consultant instructing the Individual Consultant to begin carrying out the Services.
- 2.2 The duration of contract is as per the provisions in Annex 1.
- 2.3 Notwithstanding anything to the contrary in the provisions of this Contract, the Contract shall expire after all the outputs stated in Annex 1 have been delivered.

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.

5. Status of the Individual Consultant

- 5.1 For the duration of the Contract, the Individual Consultant will have a status of an independent contractor in his relationship with the Procuring Entity under this Contract.
- 5.2 The Procuring Entity will endeavor to assist, where possible, the Individual Consultant in obtaining visas, work permits and to meet other legal requirements to enable the performance of services, when necessary.
- 5.3 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.
- 5.4 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 5.3 above.

6. 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.

7. 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.

8. Assignment and Subcontracting

- 8.1 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.
- 8.2 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.

9. 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.

10. Liability of the Individual Consultant

10.1 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.

10.2 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.

10.3 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.

10.4 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.

11. Insurance

- 11.1 The Individual Consultant must ensure that full and appropriate professional indemnity insurance and third party liability insurance, is in place for all Services provided.
- 11.2 The cost of such insurances will be covered from reimbursable expenses of the contract.
- 11.3 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.
- 11.4 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.
- 11.5 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.

12. Copyright

- 12.1 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.

13. Non Disclosure & Confidentiality

- 13.1 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.
- 13.2 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.

14. Suspension or Termination

- 14.1 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.
- 14.2 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.
- 14.3 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.
- 14.4 Either Party may terminate this Contract, by giving not less than 30 days' written notice to the other Party, if, as a result of *Force Majeure*, either Party is unable to perform a material portion of its obligation for a period exceeding 30 days.
- 14.5 Termination shall be without prejudice to the Procuring Entity's obligation to pay for the work satisfactorily completed, or all reasonable expenses incurred, by the Individual Consultant under this Contract prior to such termination.

15. No Waiver

No forbearance shown or granted to the Individual Consultant, unless in writing by an authorised 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.

16. 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.

17. 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.

- 17.1 This contract shall be governed by, and shall be construed in accordance, with Botswana law.
- 17.2 The Parties shall use all their best efforts to settle all disputes arising out of, or in connection with, this Contract or its interpretation amicably. In the event that, through negotiation, the parties fail to resolve a dispute arising from the conclusion, interpretation, implementation or termination of this Contract, the Parties shall settle the dispute by arbitration.
- 17.3 The dispute shall be determined by a single arbitrator to be appointed by the Chairperson of the Botswana Law Society upon request by either Party.
- 17.4 The procedure of arbitration shall be fixed by the arbitrator who shall have full power to settle all questions of procedure in any case of disagreement with respect thereto.
- 17.5 The decisions of the arbitrator shall be final and binding upon the parties. The arbitration shall take place in Botswana and substantive law of Botswana shall apply.

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 *[insert 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:

N o.	Description ¹	Unit ²	No. of Units	Unit Cost (in US\$)	Total (in US\$)
TOTAL FINANCIAL OFFER (Fees + Reimbursable expenses)					

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

Remuneration and payment modalities. The work set out above will be paid in two tranches:	
35% payment upon submission of the Inception report	
Final 65% payment: Submission of A final close-out 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.

¹ Delete items that are not applicable or add other items as the case may be.
² Indicate unit cost..