



REQUEST FOR EXPRESSION OF INTEREST

SELECTION OF INDIVIDUAL CONSULTANT

CONSULTANCY FOR THE DEVELOPMENT OF THE REGIONAL MULTI-HAZARD RISK

REFERENCE NUMBER: SADC/3/5/2/153

26th July 2021

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

CONSULTANCY FOR THE DEVELOPMENT OF THE REGIONAL MULTI-HAZARD RISK

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\$50,000.00 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/3/5/2/153-CONSULTANCY FOR THE DEVELOPMENT OF**

THE REGIONAL MULTI-HAZARD RISK to the email address below:

hazard@sadc.int

6. The deadline for submission of your proposal, to the address indicated in Paragraph 5 above, is **17th August 2021 at 15:00hours local (Botswana) time**
7. Your CV will be evaluated against the following criteria.

Category	Points
Qualification and Skills	30
General professional experience	10
Specific professional experience	60
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 reimbursables 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

and must not include any of the following taxes in Purchaser country: value added tax and social charges or/and income taxes on fees and benefits.

(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, 7 and 8 above),
- The financial proposal (professional fees) does not exceed the maximum available budget for the contract as indicated under Para 3.
- The Bidder who submitted a technical and financial responsive proposal and received the highest combined score, will be awarded the contract

(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 10 calendar days prior to deadline indicated in the paragraph 6 above, from:

The Procuring entity: **SADC Secretariat**

Contact person: Mrs. Veronica Zulu Chingalawa

Telephone: **+267 364 1989 / 3951863**

Fax: **3972848**

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

Copy vchingalawa@sadc.int and sgina@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 those will be posted on the SADC Secretariat's website at the latest 7 calendar days before the deadline for submission of the proposals.

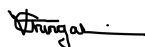
ANNEXES:

ANNEX 1: **Terms of Reference**

ANNEX 2: **Expression of Interest Forms**

ANNEX 3: **Standard Contract for Individual Consultants**

Sincerely,



Veronica Zulu Chingalawa

Acting Head of Procurement Unit

ANNEX 1: TERMS OF REFERENCE



(Global Priced)

**CONSULTANCY FOR THE DEVELOPMENT OF THE REGIONAL MULTI-HAZARD
RISK-SADC/3/5/2/153**

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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, Tanzania, Zambia, Zimbabwe. Established in 1992, SADC is committed to Regional Integration and poverty eradication within Southern Africa through economic development and ensuring peace and security.

Disaster risks have had a devastating impact in the socio-economic growth of the SADC region. These disasters cause wide-ranging impacts that threaten and derail efforts towards the realisation of the aspirations of regional integration and resilience building. In line with the Strategic Objectives of the SADC Regional Indicative Strategy Development Plan (RISDP) 2020 to 2030 and its Implementation Plan there is inference for strengthened disaster risk preparedness and response coordination planning.

The SADC Ministers for Finance and Investments, in their meeting held in 2017, approved the “SADC Preparedness and Response Strategy and Fund 2016-2030”. The SADC Council of Ministers meeting held in Dar es Salaam, United Republic of Tanzania in August 2019, endorsed the provisions of the Strategy and directed the SADC Secretariat to expedite the finalisation and operationalisation of the SADC Disaster Preparedness and Response Mechanism, which include amongst others the operationalization of the SADC Humanitarian and Emergency Operations Centre (SHOC) and development of Standard Operation Procedures (SOPs) as well as establishment of regional rosters and capabilities.

The SADC Disaster Risk Reduction Unit (DRR Unit) with technical support from a service provider has since developed the draft Standard Operating Procedures for the SHOC that were validated by the Member States and also considered by the Technical Committee for Disaster Risk Management in February 2021. The Procedures point to the development of the Regional Multi-Hazard Contingency Plan (RMHCP) to guide the SHOC and standby arrangements’ preparedness and post-disaster early recovery operations.

The Secretariat is seeking a service provider through a Technical Expert to develop the Regional Multi Hazard Contingency Plan

1.4. Current Situation in the Sector

The SADC region is affected by several multiple natural hazards including droughts that lead to chronic food insecurity affecting over 40 Million people, and malnutrition with rates that average over 25%, in the region. The food security situation in the region is also threatened

by the devastation caused by the outbreak of the African Migratory locusts that was reported in over eight (8) countries that destroyed vegetation and planted crops.

The frequency of cyclones in the south Indian Ocean has increased from an average of four (4) to over 10 per season since 2017/2018. The cyclones that make landfall together with storms (windstorms and hailstorms) bring torrential rains and excessive flooding that destroys development infrastructure and community assets and affect livelihoods.

There are also areas that experience earth quakes and tremors with high susceptibility to landslides. Further, the region also suffers epidemics such as EBOLA (in the Democratic Republic of Congo), whilst malaria is widespread in the region together with other diarrheal diseases such as cholera. This happens at the backdrop of the global pandemic COVID-19 that has cost over 60,000¹ lives and created serious economic challenges for all the 16 SADC Member States.

On the other hand, wild fires and over reliance on natural resources has resulted in the environmental and land degradation, which is also compounded by the impacts of climate change and variability.

The multiple disaster risks and hazards heighten the scale of vulnerabilities in the region, disabling the ability of SADC to meet the targeted development milestones.

The SADC 2050 Vision projects regional growth based on economic impetus that stems from the development of resilient regional policies and interventions that promote robust institutions and communities. The regional strategic objectives as outlined in the RISDP implementation plan emphasizes on the need for alignment to the Sendai Framework, UN Agenda 2030 and the African Union Agenda 2063. The SADC Regional Resilience Framework 2020-2030 recognises that severe hazards have long affected the SADC region, and also recognises several enablers such as integrated governance, consistent economic growth, social cohesion and inclusive participation, knowledge building and information exchange, that there are required to address the widespread institutional and community vulnerabilities.

The SADC Council of Ministers, during its meeting held in Dar es Salaam, United Republic of Tanzania in August 2019, endorsed the provisions of the SADC Preparedness and Response Strategy and Fund and directed the Secretariat to expeditiously finalise the operationalisation of the SADC Disaster Preparedness and Response Mechanism. The Strategy aims to facilitate coordinated support for Member States overwhelmed by disasters through improved understanding of disaster risks, management of early warning information and information systems as well as strengthened disaster preparedness and response planning.

1.5. Related programmes and other donor activities

The region has several institutions which are critical for improved disaster risk planning. All 16 Member States have committed to undertake annually, the development of emergency

¹ Novel Corona Virus John Hopkins University (JHU) Statistics, February 2020.

response plans to address the disaster risks projected for the season. The SADC Climate Service Centre (CSC) is responsible for climate projections and weather forecasts, working together with the National Hydro-meteorological Services (MET) provides early warning advisories and alerts to the Secretariat's DRR Unit and National Disaster Management Agencies (NDMA) for planning and activation of the contingency and response activities.

However, the region's lack of a disaster preparedness and response plan contributed to the poorly coordinated response efforts in the disasters of yester years such as, Tropical Cyclone Idai, and other disaster risk impacts which have compromised the economic and social developmental gains that the region had achieved. A robust early warning and planning mechanism through the development of a Regional Multi Hazard Contingency Plan (RMHCP) that will consider projected disaster risks and other emerging dynamics, as well as issues that may impact on disaster risk identification, preparedness, response and early recovery is necessary to improve the disaster risk management landscape in the SADC region.

The RMHCP will provide a framework for implementing preparedness, response, mitigation and early recovery measures to potential impact of hazards which are likely to cause disasters. The Contingency Plan will also articulate coordinated actions that the SADC region working with Member States and partners will undertake to effectively manage and reduce any potential adverse impacts emanating from natural and man-made hazards, as well as how to respond to these risks/disasters. The Contingency Plan will be costed with activities projected to effectively respond to impacts on the ground. Such a framework is expected to be reviewed on an annual basis with inputs from Member States and partners during the Annual Disaster Preparedness and Response Planning Workshops along early warning data and information sourced from various early warning centres and tools such as the SADC CSC and Regional Vulnerability Assessment and Analysis Programme (RVAA) as well as data from National Meteorological Services (MET) and the National Early Warning System Units.

In this regard, technical services of a Consultant are sought to develop a Regional Multi-Hazard Contingency Framework 2022-2030 and a costed Regional Multi-Hazard Contingency Plan 2021-2022.

2. OBJECTIVE, PURPOSE and EXPECTED RESULTS

2.1. Overall objective

The overall objective of this assignment is to develop a costed Regional Multi-Hazard Contingency Framework 2021-2030 and a costed Regional Multi-Hazard Contingency Plan 2021-2022. to guide coordinated preparedness and response operations and activities before, during and after the impacts of hazards.

Purpose (Specific Objective)

The specific objectives of the assignment will include:

- (i) Conducting a review of the global, continental and regional frameworks and instruments to establish the disaster risk planning provisions;

- (ii) Reviewing regional disaster risks sources of information to establish the disaster risk categories and trends;
- (iii) Mapping the major regional hazards scale and scope and establish preparedness and response thresholds and scenarios for each hazard pre, during and post disasters;
- (iv) Reviewing the disaster risks institutions, structures and DRM partners, their linkages and comparative advantages as well as roles and responsibilities for effective and coordinated regional preparedness and response;
- (v) Developing Regional Multi-Hazard Contingency Framework and Plan with costed activities to address identified hazard risks, thresholds and scenario for pre-during and post-disaster; and
- (vi) Develop a monitoring and evaluation mechanism for disaster risk planning in the region.

2.2. Results to be achieved by the contractor

The outputs expected of the assignment are as follows:

- (i)** Inception Report for the assignment for consideration and approval by the DES-RI
- (ii)** Regional Disaster Risk Planning Situational Report: based on initial consultations and in-depth review as well as literature review.
- (iii)** Draft costed Regional Multi-Hazard Contingency Framework for 2022-2030 and draft costed Regional Multi-Hazard Contingency Plan for 2021/2022 for consideration and approval by the DES-RI for validation by Member States.
- (iv)** Validation Meeting and a validation meeting Report: Presentation of the drafts developed in (ii) and (iii) to the Secretariat, Member States and regional partners working on DRM. The report will indicate the comments and inputs from stakeholders and how these were incorporated in the revised drafts.
- (v)** Final Draft of the costed Regional Multi-Hazard Contingency Framework for 2022-2030 and draft costed Regional Multi-Hazard Contingency Plan for 2021/2022: submitted to the DRR Unit for further consideration and approval by the DES-RI.

3. ASSUMPTIONS AND RISKS

3.1 Assumptions

The following assumptions were identified to facilitate implementation and achievements of expected outputs:

Table 1: Assignment Assumptions

1.	Containment of the COVID-19 situation to allow for travel and satisfactory engagement and consultations.
2.	SADC Secretariat Directorates and Units are willing to cooperate among themselves.
3.	SADC Secretariat Directorates and Units (Climate Service Centre, RVAA Programme, CDC,) and Member States are willing to cooperate with the consultants.

3.2 Risks underlying the project

Table 2: Identified Assignment Risks and Mitigation Measures

Assumptions and Risks underlying the project Risks	Risk level (H/M/L)	Mitigating measures
Travel restrictions due to COVID 19 situation resulting in limiting travel and consultation processes	H	Prioritization of activities in work plan with focus on those that can implement and managed remotely Use of virtual platforms
Low participation of Member States and DRM stakeholders critical for the assignment	M	Project work plans will be shared in advance with Management to ensure availability of key staff
Availability of data and information to inform the DRM planning activities and costs	M	Sources of project data and information request will communicated with identified partners at the early onset of the project to advance timely provision of the information at all levels

4. SCOPE OF THE WORK

4.1. General

The assignment to be undertaken under the Terms of Reference by the Technical Expert is through regional literature review and consultations for the development of the costed Regional Multi-Hazard Contingency Framework 2022-2030 and a costed Regional Multi-Hazard Contingency Plan 2021/2022.

4.2. Specific work

Specific work under the assignment will include the following activities:

Inception Report

Detailing the Consultants understanding of the Terms of Reference, the methodology and approach to be adopted in conducting the assignment and a Work Plan and timelines for the activity implementation.

Situational and in-depth analysis

The Situation assessment will be desk top, based on a detailed and in-depth analysis of the global, regional and national experiences for risk planning. In a bid to comprehensively inform the situational analysis, further review of the regional coordination structures namely: DRR Unit, SHOC, rosters (Emergency Response Team and SADC Standby Force) SOPs and both technical and financial capabilities, and operationalisation of effective and efficient contingency planning and preparedness and response operations through a DRM regional approaches along the clusters mechanism.

Identify and streamline the regional structures in particular institutionalisation; regional and national stakeholders' roles and responsibilities such as UN Agencies, International/Non-governmental Organisations and Member States. The analysis is expected to highlight the lessons and gaps to be addressed in the development of the regional contingency plan.

In addition, the consultant is expected to review the disaster risk assessment reports, SARCOF 25 and 2021 RVAA Synthesis Report and other hazards' sources of data to establish disaster risk trends to inform the long term framework (2021-2030) and the 2021/2022 RMHCP. Each risk and hazard will have its activities for pre- during and post disaster.

(i) Regional Seasonal Contingency Planning

- a. Map the regional hazards and their thresholds and establish preparedness and response scenarios for each hazard pre, during and post disasters for each hazard, based on the 2021/2022 projected disaster risks from the SARCOF 25 and the RVAA and other risk identification sources;
- b. develop a draft Costed Regional Multi-Hazard Contingency Framework for 2022-2030; and
- c. develop a draft Costed Regional Multi-Hazard Contingency Plan for 2021-2022.

(ii) Validation by Member States

Present the draft costed Regional Multi-Hazard Contingency Framework 2021-2030 and costed Regional Multi-Hazard Contingency Plan 2021/2022 to Member States for inputs and validation.

Final Submission

Prepare final draft costed Regional Multi-Hazard Contingency Framework for 2021-2030 and draft costed Regional Multi-Hazard Contingency Plan for 2021/2022 based comments and inputs from the validation workshop and submit to the DRR Unit for consideration and approval by the Deputy Executive Secretary for Regional Integration (DES-RI).

The following methodology and activities will be adopted for the assignment:

Inception Report

Detailing the Consultants understanding of the Terms of Reference, the methodology and approach to be adopted in conducting the assignment and a Work Plan and timelines for the activity implementation.

Situational and in-depth analysis

The Situation assessment will be desk top, based on a detailed and in-depth analysis of the global, regional and national experiences for risk planning. In a bid to comprehensively inform the situational analysis, further review of the regional coordination structures namely: DRR Unit, SHOC, rosters (Emergency Response Team and SADC Standby Force) SOPs and both technical and financial capabilities, and operationalisation of effective and efficient contingency planning and preparedness and response operations through a DRM regional approaches along the clusters mechanism.

Identify and streamline the regional structures in particular institutionalisation; regional and national stakeholders' roles and responsibilities such as UN Agencies, International/Non-governmental Organisations and Member States. The analysis is expected to highlight the lessons and gaps to be addressed in the development of the regional contingency plan.

In addition, the consultant is expected to review the disaster risk assessment reports, SARCOF 25 and 2021 RVAA Synthesis Report and other hazards' sources of data to establish disaster risk trends to inform the long term framework (2021-2030) and the 2021/2022 RMHCP. Each risk and hazard will have its activities for pre- during and post disaster.

(iii) Regional Seasonal Contingency Planning

- a. Map the regional hazards and their thresholds and establish preparedness and response scenarios for each hazard pre, during and post disasters for each hazard, based on the 2021/2022 projected disaster risks from the SARCOF 25 and the RVAA and other risk identification sources;
- b. develop a draft Costed Regional Multi-Hazard Contingency Framework for 2022-2030; and
- c. develop a draft Costed Regional Multi-Hazard Contingency Plan for 2021-2022.

(iv) **Validation by Member States**

Present the draft costed Regional Multi-Hazard Contingency Framework 2022-2030 and costed Regional Multi-Hazard Contingency Plan 2021/2022 to Member States for inputs and validation.

Final Submission

Prepare final draft costed Regional Multi-Hazard Contingency Framework for 2022-2030 and draft costed Regional Multi-Hazard Contingency Plan for 2021-2022 based comments and inputs from the validation workshop and submit to the DRR Unit for consideration and approval by the Deputy Executive Secretary for Regional Integration (DES-RI).

Geographical area to be covered

The technical services shall be home-based, with close collaboration with the SADC Secretariat Disaster Risk Reduction Unit (DRR Unit) in Gaborone, Botswana. Due to the COVID-19 Pandemic, the Consultant will be required to facilitate the regional engagement with the Secretariat, Member States and International Cooperating Partners (ICPs) and Stakeholders for disaster risk management, virtually.

Target groups

SADC Secretariat DRR Unit and 16 Member States of the SADC governments and vulnerable communities.

4.3. Project management

Responsible body

The Reports referred to above shall be submitted to the Deputy Executive Secretary responsible for Regional Integration (DES-RI) through the Disaster Risk Reduction Unit Senior Programme Officer who will coordinate and act as a focal point at the SADC Secretariat for review and approval.

Management structure

The Technical Expert shall be responsible for the operational day-to-day management and coordination of the consultancy work. The Consulting firm shall work closely with Senior Programme Officer for the DRR Unit with overall guidance of the Deputy Executive Secretary responsible for Regional Integration. The DRR Unit shall be responsible for the operational day-to-day management and coordination of the consultancy work.

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

Due to the COVID-19 Pandemic, the Technical Expert will be required to facilitate the consultancy consultation and workshops virtually and no facilities shall be provided by the Contracting Authority.

5. LOGISTICS AND TIMING

5.1. Location

The services of the Technical Expert shall be home-based. Due to the COVID-19 Pandemic, the Technical Expert will be required to facilitate the consultancy consultation and workshops virtually.

5.2. Start date and period of implementation

The intended start date is as soon the contract agreement has been signed by both parties and the period of implementation of the contract will be 6 months from this date. Please see Article 3 of the specific contract for the actual start date and period of implementation.

6. REQUIREMENTS

6.1. The consultancy will be undertaken by a Technical Expert

(i) Qualification and Skills

- (a) The assignment is expected to be undertaken by a consultant with an Advanced university degree (Masters or PhD) in the field of economics, disaster risk reduction/management, natural Resources, Environment management, strategic planning public policy or related field. Professional qualification in an area related to strategy development and or public development planning or related field will be an added advantage.
- (b) Must be result-oriented, a team player, exhibiting high levels of enthusiasm, tact, diplomacy and integrity.
- (c) Demonstrate excellent interpersonal and professional skills in interacting with government and development partners.
- (d) Experience in workshop facilitation and stakeholder engagements
- (e) Excellent report writing capabilities.
- (f) Fluent in spoken and written English. Working knowledge of French and/or Portuguese is an added advantage.
- (g) Computer literate with good working knowledge of the standard Microsoft Office suite of programmes.

(ii) Specific Professional Experience

- a) Experience with organisational change management and demonstrated work in structural re-engineering and institutionalisation and planning processes.
- b) Demonstrated experience in working with government partners and other stakeholders in public sector development programs especially in the area of Disaster Risk Management.

- c) Experience in research, policy development, management and programming-related work.
- d) Understanding of and experience with the humanitarian landscape within the SADC region.
- e) Strong knowledge of project management, monitoring and evaluation or conducting project or programme reviews.
- f) Demonstrated experience in similar assignments

(iii) General Professional Experience

- a) At least 15 years' post-graduate experience working on issues related to disaster risk management and climate change adaptation. Regional experience will be an added advantage.

Support staff and backstopping

As appropriate, the contractor will provide support services for the implementation of the consultancy, during the implementation of the contract. Backstopping and support staff costs is included in the price.

6.2. Office accommodation (when applicable)

Since the work will be conducted virtually, the Contracting Authority shall not provide office accommodation. It is the responsibility of the Contractor to secure office accommodation for the Technical Expert working on the contract.

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.

6.3. Incidental expenditure

Due to the COVID-19 Pandemic, it is expected that this consultancy will be conducted virtually hence, no Incidental expenses will be necessary.

6.4. Expenditure verification

There will be no expenditure verification for this project.

7. REPORTS

7.1. Reporting requirements

Working closely with the DRR Unit the consultancy reports and outputs specified in the Table 1 below will be produced under the duties and responsibilities of Technical Expert. The contractor shall provide the following reports:

The proposed deliverables will be expected to be finalized and submitted within a period of six (6) months in line with the timelines outlined in Table 1.

Table 1: Indicative Timetable for the Assignment

Activity	Timeline (Calendar Days)
<p>1. Inception Report</p> <p>Develop and submit to the DRR Unit a draft Inception Report detailing the Consultants understanding of the Terms of Reference, the methodology and approach to be adopted and a Work Plan and timelines for the development of the draft Regional Multi-Hazard Contingency Framework for 2022/2030 and draft Regional Multi-Hazard Contingency Plan for 2021/2022. The report will also provide a situational analysis will inform the two plans. The draft Inception Report will be presented to Member States in a virtual meeting for approval.</p>	<p>10</p>
<p>2. Situational Risk Planning and Analysis</p> <p>In-depth reviews of global, regional and nation risk planning frameworks and procedures will be conducted together with (virtual) consultations with Member States and regional DRM partners to assess experiences and lessons learnt; evaluations of structural and technical modalities, processes and systems. This investigation will interrogate the strategic and operational risk planning, management and what works well and challenges along risk identification, preparedness, response and early recovery. This will include resourcing and capabilities for the processes at national and regional levels. Lessons can be learnt from other regions in the continent and globally. The information will provide insight on the SADC region hazards and disaster risk planning situation and to culminate into a Situation Assessment Report.</p>	<p>20</p>
<p>3. Regional Disaster Risk Contingency Planning</p> <p>a. develop a draft costed Regional Multi-Hazard Contingency Framework for 2022-2030 with: each risks and hazards thresholds and pre- during and post disaster risk scenario and associated costed activities; identified regional and national DRM partner roles and responsibilities for preparedness and response activities; and,</p> <p>b. develop a draft Regional Multi-Hazard Contingency Plan for 2021/2022.</p>	<p>40</p>
<p>4. Validation by Member States</p> <p>Present the draft Regional Multi-Hazard Contingency Framework for 2022-2030 and draft costed Regional Multi-Hazard Contingency Plan for 2021/2022 to Member States for validation and prepare a validation report.</p>	<p>5</p>
<p>5. Final Report</p>	<p>15</p>

Prepare the Final Drafts of the costed Regional Multi-Hazard Contingency Framework for 2022/2030 and develop a costed Regional Multi-Hazard Contingency Plan for 2021/2022 and technical annexes including monitoring and evaluation system. Finalise and submit the Final drafts and all other documents including annexes etc.	
TOTAL	90

Payment schedule is related to reports and their approvals, as follows:

20% of the contract price shall be paid upon submission and approval of the Inception report by the DES-RI;

40% of the contract price shall be paid upon submission and approval of a draft Regional Multi-Hazard Contingency Framework for 2021-2030; and draft Regional Multi-Hazard Contingency Plan 2021/2022 approved by the DES-RI for validation by the Member States; and

40% of the contract price shall be paid upon submission and approval of the draft costed Regional Multi-Hazard Contingency Framework for 2022-2030 and a draft costed Regional Multi-Hazard Contingency Framework for 2021-2023.

8. BUDGET

The assignment is budgeted for within the SADC Secretariat's Disaster Risk Reduction Unit budget. This Service contract budget is for a maximum value of **US\$50,000.00**

ANNEX 2: Expression of Interest Forms

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

REFERENCE NUMBER: **SADC/3/5/2/153**
CONSULTANCY FOR THE DEVELOPMENT OF THE REGIONAL MULTI-HAZARD RISK

Date: (insert date)

To: SADC Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the “**CONSULTANCY FOR THE DEVELOPMENT OF THE REGIONAL MULTI-HAZARD RISK**” in accordance with your Request for Expression of Interests number **SADC/3/5/153**, dated 26th July 2021 for the sum of *(Insert Amount)* 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* 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.

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

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

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

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

Yours sincerely,

Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

B. CURRICULUM VITAE
[insert full name]

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

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

- 9. **Education:**

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

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

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

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

16. Specific experience in the region:

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

17. Professional experience:

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

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

18. Other relevant information: (e.g. Publications)

[insert the details]

19. Statement:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I hereby declare that at any point in time, at the SADC Secretariat's request, I will provide certified copies of all documents to prove that I have the qualifications and the professional experience as indicated in points 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

CONSULTANCY FOR THE DEVELOPMENT OF THE REGIONAL MULTI-HAZARD RISK

REFERENCE NUMBER: SADC/3/5/2/153

N°	Description¹	Unit²	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/3/5/2/153: CONSULTANCY FOR THE DEVELOPMENT OF THE REGIONAL MULTI-HAZARD RISK

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/3/5/2/153: CONSULTANCY FOR THE DEVELOPMENT OF THE REGIONAL MULTI-HAZARD RISK**

and 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
REFERENCE NUMBER: SADC/3/5/2/153: CONSULTANCY FOR THE DEVELOPMENT OF THE REGIONAL MULTI-HAZARD

- 1.3 **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-licenses 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 license 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: 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 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 ceiling amount]***, which shall be considered the contract value. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Individual Consultant in his/her country of residence.
2. The breakdown of prices is:

N°	Description ¹	Unit	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 agreed schedule in line with the deliverables as follows:

Global price: payments will be made according to the payments schedule below:

20% of the contract price shall be paid upon submission and approval of the Inception report by the DES-RI;

40% of the contract price shall be paid upon submission and approval of a draft Regional Multi-Hazard Contingency Framework for 2021-2030; and draft Regional Multi-Hazard Contingency Plan 2021/2022 approved by the DES-RI for validation by the Member States; and

40% of the contract price shall be paid upon submission and approval of the draft costed Regional Multi-Hazard Contingency Framework for 2022-2030 and a draft costed Regional Multi-Hazard Contingency Framework for 2021-2023.

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.