



NEGOTIATED PROCEDURE

REQUEST FOR BIDS (RFB)

Reference Number: SADC/3/5/1/47

Request for Bids Title: Engagement of Rapporteurs for August 2022 SADC Industrialisation Week.

SADC Secretariat is inviting your company or a team of individual professionals to submit a bid for **Engagement of Rapporteurs for August 2022 SADC Industrialisation Week** to be held in **Kinshasa the Capital City of the Democratic Republic of the Congo (DRC)** as detailed below;

Item Number	Item Description
1	<p>Provide Rapporteur Services for August 2022 SADC Industrialisation week</p> <ul style="list-style-type: none">i. Ensure the plenary and parallel sessions discussions are captured in the report;ii. Together with SADC Business Council, develop a conference declaration from the report and preparing it for presentation at the Council of Ministers and Captains of Industry interactions at the SADC Summit to be held in August 2022; andiii. Produce final report of the meeting <p>Venue: The SADC Industrialisation week will take place in Kinshasa the Capital City of the Democratic Republic of the Congo (DRC) within the month of August 2022</p>

1. The SADC Secretariat is inviting qualified company or a team of individual professionals submit their technical proposals and Financial Proposal for the following services:

Provide Rapporteur Services for August 2022 SADC Industrialisation week

2. The Terms of Reference defining the minimum technical requirements for these services are attached as Annex 4 to this Request for Bids. Bidders are being requested to respond to **ALL** items specified to be considered responsive. Failure to quote for all the requested items will lead to automatic disqualification.

3. Your quotation should be submitted via email to rapporteurs22@sad.int clearly marked in the subject line “**Engagement of Rapporteurs for August 2022 SADC Industrialisation Week**”, and addressed to;

Head – Procurement unit
Office DGP11
SADC Secretariat
Plot 54385 CBD
Gaborone

Hard Copy submissions and quotations submitted by fax will be rejected.

4. The maximum budget for this contract is **US\$9,900.00 inclusive of professional fees and reimbursable expenses**. Proposals exceeding this budget will not be accepted.
5. Your proposals must be presented as per Standard Forms attached as Annex 1, 2, 3 below, in the English language and be accompanied by copies of all the indicated supporting documents. If the supporting documents are not in English, these shall be accompanied by a certified translation into English.
6. The deadline for submission of your proposal, to the address indicated in Paragraph 3 above, is **Thursday 23rd June 2022 at 14:00hours local Botswana time**
7. Your CV will be evaluated against the following criteria.

	TEAM LEADER	SUPPORT STAFF	TOTAL AVERAGE
Category	Points	Points	Points
Qualifications and skills	30	30	30
General professional experience	20	20	20
Specific professional experience	50	50	50
Total	100	100	100

(i) **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

(ii) Financial evaluation

The Evaluation Committee shall proceed with the financial comparisons of the lump sum amounts between the different financial offers. The offer with the lowest total lump sum amount 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;

(i) PRICES:

The financial proposal shall be inclusive of all expenses deemed necessary by the Rapporteur 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:

Proposals determined to be formally compliant to the requirements will be further evaluated technically. A proposal is considered compliant to the requirements if:

- ❖ It fulfils the formal requirements as per above (see 1,2,3,4,5,6,7,8)
- ❖ The financial proposals do not exceed the maximum available budget for the contract as indicated under Para 4.
- ❖ 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 proposal 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 in July or August at a specific date to be communicated to the winning Rapporteur. Additional information and clarifications shall only be requested on or before **16 June 2022; 12:00 noon Botswana local time, from:**

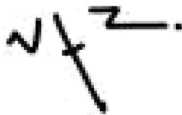
Procuring entity: **SADC Secretariat**
Contact person: **Mercy Mikuwa**
Telephone: +267 3951863
Fax: +267 3972848
E-mail: mmikuwa@sadc.int

Responses to requests for clarifications shall be provided on or before **20th June 2022 by 16.00 hours Botswana local time.**

10. Annexes

Annex 1 – Experience standard form
Annex 2 – Qualification of Lead Person standard form
Annex 3 – Price Schedule standard form
Annex 4 – Detailed Terms of Reference

Sincerely,



Purpose Chifani
Head of Procurement
7th June 2022



Annex 1: Experience in Provision of Rapporteur Services

Procuring Entity's Country _____						Date: _____ Contract No: _____ Page N° _____ of _____	
1	2	3	4	5	5	6	7
Line Item N°	Description of Event	Period of Event in days	Month and Year when Event was done	Final Deliverable i.e. Report/ Communique/ Press release etc.	Name of Client / Organisation	Name of Contact person and Contact Details (Email & Phone Number)	Copy of Purchase Order or Contract attached (Yes/No)

Name of Bidder [insert complete name of Bidder]

Annex 2: Qualification of Lead Person to Undertake the Rapporteur Services

Procuring Entity's Country _____				Date: _____ Contract No: _____ Page N° _____ of _____		
1	2	3	4	5	6	7
Line Item N°	Name of Person	Qualifications	No. of Years of Experience	Names of Organisations Served previously	Copies of Certificates attached (Yes/No)	Copy of CV attached (Yes/No)

Name of Bidder [insert complete name of Bidder]

Signature of Bidder [signature of person signing the Bid]

Date

Annex 3: Price Schedule

Cost component	Costs
	(US\$)
Lump sum (inclusive of all associated costs)	
Taxes	
Total	

Name of Bidder [insert complete name of Bidder]

Signature of Bidder [signature of person signing the Bid]

Date

The Procuring Entity shall grant a margin of preference in the evaluation of bids from companies from the SADC Region when compared to bids from elsewhere.

The margin of preference shall be calculated as a maximum fifteen percent (15%) discount to the evaluated total price. In case of a Consortium, the quality for the Regional and the companies providing at least 50% of the services offered must be from the Region.

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 Annex 4 (TORs). Expressions of Interest not obtaining a minimum technical score of 70% will be rejected.

Annex 4: Terms of Reference



TERMS OF REFERENCE

PROVISION OF RAPPORTEUR SERVICES FOR THE SADC INDUSTRIALIZATION WEEK JULY/AUGUST 2022

Global Price

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1.0 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, 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.

The SADC Council of Ministers directed the SADC Secretariat in coordination with the Member States to intensify engagement with the Private Sector in order to accelerate the implementation of the SADC Industrialisation Strategy and Roadmap. The Council also endorsed that the SADC Industrialisation Week (SIW) be convened annually, alongside the SADC Ordinary Summit.

The SIW is an annual public-private engagement platform aimed at fostering new opportunities for intra-African trade and investment as well as developing cross border value chains in the region. The event is targeted at high-level delegates including ministers and senior policymakers from across the continent. Private sector recommendations and outputs from this event are reported directly to the SADC Council of Ministers Meeting, a body which determines policy discussions for Heads of State.

The overall goal of the SIW is to align private sector efforts to regional government's actions in industrialising SADC. SIW 2022, therefore, aims to:

- Spread knowledge among the SADC community at large, including Governments, private sector, academia, research institutions and think tanks, members of the public, etc.; to ensure wider understanding and acceptability of the Strategy;
- Acquire and use the knowledge and opportunities arising from the implementation of the Strategy by the wider SADC community with the ultimate objective of improving one's social and economic life;
- Elicit action from the various stakeholders, including the regional, continental and international private sector, on the implementation of the Industrialisation Strategy;
- Build coalitions to enhance understanding and cooperation among stakeholders on how to
- implement the Industrialisation Strategy including the development of regional value chains;
- Increase engagement on the Industrialisation Strategy at national and regional levels;
- Encourage youth and women participation and innovation in the SIW 2019 to showcase their innovations.

1.4 Current Situation in the Sector

There have been four annual SIW events that have happened so far in various SADC countries, namely:

- a) The inaugural annual SIW was held in Matsapha, Eswatini in the margins of Council on 23 - 26 August 2016 under the theme "Resource Mobilization for Investment in Sustainable Energy Infrastructure for Inclusive SADC Industrialisation for the Prosperity of the Region".
- b) The second event (SIW2017) was held on 10 - 14 July 2017 at Sunninghill in South Africa in the margins of the 37th SADC Summit of Heads of State and Government under the theme "Partnering with the Private Sector in Developing Industry and Regional Value-Chains".
- c) The third event (SIW2018) was held in Windhoek, Namibia as a precursor to the 38th SADC Summit of Heads of State and Government under the theme "Promoting Infrastructure and Youth Empowerment for Sustainable Development".
- d) The fourth event (SIW 2019), was held in Dar Es Salaam, the United Republic of Tanzania as a precursor to the 39th SADC Summit of Heads of State and Government. The theme for this year will be "A conducive business environment for inclusive and sustainable industrial development".
- e) The fifth held from 22-26 November 2021, Lilongwe, Malawi

This year's SIW (2022) is will be hosted by the Democratic Republic of Congo, Kinshasa, July/August 2022.

For each of these events, the resolutions, recommendations and commitments agreed the SADC Secretariat produces a conference declaration and report that captures the resolutions, recommendations, and commitments The SADC Secretariat produces a conference declaration and report that captures the resolutions, recommendations, and commitments. Hence, SADC Secretariat intends to engage a firm to undertake Rapporteur Services for the event scheduled July/August 2022, Kinshasa, DRC.

1.5 Related programmes and other donor activities

None.

2.0 OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1 Overall objective

The overall objective of this assignment is to produce a final report for the SIW 2022 and develop a conference declaration from the report.

2.2 Specific Objectives

The specific purpose of this contract is as follows:

1. Ensure the plenary and parallel session discussions are captured in the final report;
2. Together with SADC Business Council, develop a conference declaration from the report and preparing it for presentation at the next Council of Ministers and Captains of Industry interactions at the SADC Summit to be held in August 2022; and
3. Produce a Final Report for the SADC Industrialization week covering all sessions' deliberations and recommendations undertaken.

2.3 Results to be achieved by the contractor

The expected outcomes are: -

1. Draft report of the SIW 2022
2. Final Report of the SIW 2022
3. Conference declaration for SIW 2022

3.0 ASSUMPTIONS & RISKS

3.1 Assumptions underlying the project

The following are some of the underlying assumptions that have been taken into consideration;

- i. There is commitment from SADC Member States and partners to participate in the SIW 2022
- ii. SADC Secretariat Directorates and Units are willing to cooperate among themselves

3.2 Risks

Risks	Risk level (H/M/L)	Mitigating measures
Some Member States and partners may not fully commit and participate the SIW 2022 event	M	The SADC Member States and partners have shown commitment to attend the SIW 2022

4.SCOPE OF THE WORK

4.1General

4.1.1Project description and Specific work

The firm will be responsible for recording and reproducing the proceedings of all the sessions during the 5 day SIW 2022 event. The notes will be succinct while being sufficiently detailed to prepare the rapporteurs' final report. These will include but not limited to the main issues identified and discussed, recommendations, resolutions, decisions after consensus and differing views from participants. The rapporteurs will be expected to be available for the entire 5 days of the event.

Activities

The following are the activities expected under this assignment: -

a) Before the Event

- Review relevant background information relating the SADC Industrialization Week content and expected outcomes
- Participate in an Inception meeting prior to the event to understand the programme of the event and get clarifications on expectations where necessary
- Assign specific personnel to service the events and share the schedule with the SADC Secretariat for monitoring purposes.

b) During the Event

- Attend all meetings as per the programme of the SIW
- Take detailed notes on the sessions of the meetings. The notes should include: -
 - Synopsis of presentations and discussions;
 - Discussion points arising from presentations including participants' feedback;
 - Recommendations made throughout the discussion sessions.
- Ensure all meetings are duly covered on all the five days of the event by the firm's personnel to ensure content of the entire event is captured.

c) After the Event

- Prepare and submit the first draft report for the SIW 2022 to SADC Secretariat for review and feedback
- Incorporate comments and feedback into first draft
- Submit final report to SADC Secretariat

4.1.2 Geographical area to be covered

The assignment will be carried out in Kinshasa, DRC

4.1.3 Target groups

The Consultancy is expected to target SADC Secretariat, participating partners, organisations and firms during the SIW 2022.

4.3 Project management

4.3.1 Responsible body

The Consultant shall be responsible to the Director, Industrial Development and Trade through the Senior Program Officer - Industrialization and Competitiveness who shall be responsible for the day to day supervision of the project.

4.3.2 Management structure

The assignment falls in the Directorate of Industrial Development and Trade in the Industrialization and Competitiveness Unit. The Senior Programme Officer (SPO) responsible for Industrialization and Competitiveness will oversee the work of the Rapporteurs on a daily basis for the duration of the SIW 2022 event

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

For all experts working on the project SADC Secretariat, as the Contracting Authority, will facilitate the necessary short term work permits.

5.0 LOGISTICS AND TIMING

5.1 Location

The assignment will take place in Kinshasa, DRC. The cost of travel or accommodation, if applicable, should be part of the total amount of the offer and within the budget provided below.

5.2 Start date & period of implementation

The intended start date is End July/Early August 2022 and the period of implementation of the contract will be twenty (28) calendar days from this date.

6.0 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.

Experts

Experts have a crucial role in implementing the contract. The contracting authority is indicating an absolute minimum input in terms of related qualifications and experience for the whole team. This assignment is expected to be carried out by a Consulting Firm that will be composed of a Team Leader and a minimum of one support staff to undertake various tasks of the assignment. The team should have experience in report writing. The specific profiles of the Team Leader and support staff are provided below:

Team Leader

Qualifications and Skills

- A University Degree in Economics, Business Administration, Industrial and International Trade, Public relations, Development studies, Linguistic, Media and Communication, Mass Communication, Journalism, or related discipline.
- Excellent report writing and note taking skills
- Excellent time management skills
- Excellent organizational skills
- Proficiency in computer especially use of Microsoft suite applications
- Detail – oriented
- Fluency in written and spoken English

General Professional Experience

- The Team leader should have a minimum of 3 years of experience in writing, editing and proof-reading technical documents on various topics eg. reports, press releases, communiques etc.

Specific professional experience

- Proven record of having worked with Government, International Organisations, International Non-Governmental organisation
- Proven professional experience in provision of similar services and covering high level international or national meetings, events or workshops i.e. experience in proceedings / reporting and rapporteur services (please provide evidence/ records/references).

Support Staff

Qualifications and Skills

- A University Degree in Economics, Business Administration, Industrial and International Trade, Public relations, Development studies, Linguistic, Media and Communication, Mass Communication, Journalism, or related discipline.
- Good report writing and note taking skills
- Good time management skills
- Good competence in use of Microsoft suite of applications

General Professional Experience

- Minimum of 2 years of experience in report writing and document preparation.

Specific professional experience

- Proven record of having worked with Government, International Organisations, International Non-Governmental organisation

Support staff & backstopping

The Firm will provide a minimum of two support staff to provide support to the Team Leader during the event. The contractor will provide support facilities to their team of experts (back-stopping) during the implementation of the contract.

Backstopping and support staff costs must be included in the price.

6.2 Office accommodation

Office accommodation will not be required for the assignment. The firm is expected to have their own office facilities from which to operate from.

6.3 Facilities to be provided by the contractor

The contractor must ensure that experts are adequately supported and equipped. In particular, it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities.

The contractor is expected to cater for their own logistics and supplies to ensure success of the assignment. The costs of these should be part of the total price offered.

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

None

6.6 Expenditure verification

No expenditure verification report is required.

7.0 REPORTS

7.1 Reporting requirements

There must be a final report, a final invoice and the financial report at the end of the period of implementation of the tasks.

Each report must consist of a narrative section and a financial section. The financial section must contain details of the time inputs of the experts.

To summarise, in addition to any documents, reports and output specified under the duties and responsibilities of each key expert above, the contractor shall provide the following reports:

Output Monitoring Indicator	Description	Timelines
Draft final report	<ul style="list-style-type: none">Detailed report of the deliberations, recommendations and resolutions from the 5 calendar days SIW 2022 event.	No later than 5 calendar days after last day of event
Final report	<ul style="list-style-type: none">Revised Draft Final Report of the SIW 2022	5 calendar days will be allowed for provision of feedback. Final report to be submitted not later than 5 calendar days after receipt of comments on the draft final report from the project manager.

Payment will be done after 100% completion of all deliverables.

Submission & approval of reports

Copies of the reports referred to above must be submitted to the project manager identified in the contract i.e. the Senior Programme Officer: Industrialisation and Competitiveness. The reports must be written in English and shall be in electronic format in MS Word or PowerPoint as the case may be. The project manager is responsible for approving the reports.

Monitoring, Evaluation, Reporting shall be conducted in line with the latest version of the SADC Policy on Strategy Development, Planning, Monitoring, Evaluation and Reporting (SPMER Policy).

8.0 MONITORING AND EVALUATION

8.1 Definition of indicators

The indicators to be used are Draft Report and Final Report

8.2 Special requirements

None.

9.0 Maximum available Budget

The maximum budget for the assignment is USD\$9,900