



REQUEST FOR EXPRESSION OF INTEREST

SELECTION OF INDIVIDUAL CONSULTANT

**CONSULTANCY TO DEVELOP THE SADC REGIONAL
RESPONSE STRATEGY ON REHABILITATION OF SEXUAL
AND GENDER BASED VIOLENCE (SGBV) PERPETRATORS**

REFERENCE NUMBER: SADC/3/5/2/263

16th September 2022

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

“CONSULTANCY TO DEVELOP THE SADC REGIONAL RESPONSE STRATEGY ON REHABILITATION OF SEXUAL AND GENDER BASED VIOLENCE (SGBV) PERPETRATORS”

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\$20,000.00 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/3/5/2/263 - CONSULTANCY TO DEVELOP THE SADC REGIONAL RESPONSE STRATEGY ON REHABILITATION OF SEXUAL AND GENDER BASED VIOLENCE (SGBV) PERPETRATORS**” to the email address below:

rehabilitation22@sadc.int

6. The deadline for submission of your proposal, to the address indicated in Paragraph 5 above, is **Friday 7th October 2022 at 15:00hours local (Botswana) time**
7. Your CV will be evaluated against the following criteria.

Category	Maximum Score
Qualifications and skills	30
Specific Professional Experience	60
General Skills	10
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 in **United States Dollars** and 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.

(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 written requests for information and clarifications can be made until **Wednesday 26th September 2022, 15:00hrs**, prior to deadline indicated in the paragraph 6 above, from:

The Procuring entity: **SADC Secretariat**

Contact person: Mr. Purpose Chifani

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

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

Copy to tchabwera@sadc.int and jhofnie@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 by the **29th September 2022, by midnight**, 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,



Thomas Chabwera
Acting Head of Procurement Unit

ANNEX 1: TERMS OF REFERENCE



(Global Price)

CONSULTANCY TO DEVELOP THE SADC REGIONAL RESPONSE STRATEGY ON REHABILITATION OF SEXUAL AND GENDER BASED VIOLENCE (SGBV) PERPETRATORS

SADC/3/5/2/263

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1.BACKGROUND INFORMATION

1.1. Partner country and Procuring Entity

Southern African Development Community (SADC) region

1.2. Contracting authority

SADC Secretariat

1.3 Regional background

In combating SGBV there is need for an integrated comprehensive approach that include survivors, victims and the main culprit the perpetrator. This holistic approach should be part of regional or national policies and strategies.

Sexual Gender based violence (SGBV) continues to be one of the most notable human rights violations within all societies. There is a growing evidence that SGBV is on the increase in the SADC region and this increase is triggered by various factors including poor rehabilitation programmes tailored for SGBV perpetrators. Evidence shows that programmes aimed towards the reduction of SGBV focuses mostly on victims and survivors and does not optimally include the perpetrator who is at the centre of the crime and forms a core part in the cycle of GBV. Research further indicates that to cut the cycle of SGBV, it is imperative to also address the perpetrator, because by engaging perpetrators the achievement of sustainable rehabilitation interventions is almost guaranteed. This gap in the SGBV response, which does not fully include perpetrators, has contributed to increased rates of recidivism leading to amongst others, the lack of trust by community members in the justice system, high level of fear crime from community and over spending of resources, In the past decades, prisons have been regarded as breeding grounds of criminality, as well as a place for repressive measures such as solitary confinement and violent interrogation. However, this has changed to a corrections-focused paradigm in which partnerships with families, communities, the state and all other stakeholders are embraced. This new approach underscores the importance that rehabilitation and the prevention of repeat offending are best achieved through correction and development, as opposed to punishment and treatment.

With the current COVID-19, pandemic statistics indicate that SGBV has escalated and the criminal justice system including the Correctional/Prisons Services are to be faced with a high number of perpetrators of SGBV. It is therefore important to understand the overall response and action on rehabilitation in prisons/correction settings, especially rehabilitation of SGBV perpetrators in the SADC region, in order to guide on appropriate actions and interventions.

1.4 Current situation in the sector

The Public Security Sector in the SADC Secretariat interfaces and provides both policy direction and administrative support to Member States' law enforcement and public safety institutions in Corrections/Prisons, Immigration, Parks and Wildlife, Customs, Refugees and Anti-corruption.

The mandate of the Public Security Sector is to provide and ensure services, in law enforcement, public safety, corrections/prisons, immigration, parks and wildlife, customs and refugees. The Public Security sector plays an important role in maintenance of a stable political environment and socio- economic prosperity. The Public Security Sector contributes to the RISDP Outcome on *Enhanced human security in Member States, particularly for the most vulnerable and marginalised populations*

In relation to the SGBV, the sector contributes to Article 23 of the SADC Protocol on Gender and Development, which states “*States Parties shall provide effective rehabilitation and reintegration programmed for perpetrators of gender based violence*”.

The Sector also contributes to strengthening of capacity for service providers as outlined in the SADC Regional Strategy and Framework of Action for Addressing Gender Based Violence, 2018 – 2030.

The Sector also coordinates the implementation of the UN Standard Minimum Rules for the Treatment of Prisoners (the Nelson Mandela Rules) which enables countries to strengthen prison management with a view to ensure the secure, safe and humane custody of prisoners through rehabilitation and social reintegration programmes for prisoners in the course of imprisonment and post-release support services upon release.

This exercise forms part of the European Union (EU) funded “Support to Peace and Security in the SADC Region”, 11th EDF Programme, in particular the component on ‘strengthened SADC capacity to address the prevalence of sexual and gender-based violence’.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1 Overall objective

The overall objective is to contribute to strengthened capacity in the Corrections/Prisons sector to effectively respond to SGBV.

In particular, the consultancy seeks to recruit one expert to present a Situational Analysis Report on Rehabilitation of SGBV perpetrators in the SADC Region and develop a Regional Response Strategy on the rehabilitation of SGBV perpetrators.

2.2 Specific Objectives

The specific objectives of the consultancy is to:

- i. Develop a Situational Analysis on Rehabilitation in Corrections/Prisons/Penitentiary settings, in particular rehabilitation of SGBV perpetrators;
- ii. Develop a SADC Regional Response Strategy on the rehabilitation of SGBV perpetrators; and
- iii. Facilitate the validation of the Draft Regional Response Strategy by Member States and stakeholders.

2.3 Results to be achieved by the consultant

The consultant is expected to achieve the following results:

- i. Situational Analysis on Rehabilitation in Prisons/Corrections/ Penitentiary Services, in particular rehabilitation of SGBV perpetrators;
- ii. Final Situational Analysis on Rehabilitation in Prisons, in particular rehabilitation of SGBV perpetrators;
- iii. Draft SADC Regional Response Strategy on the rehabilitation of SGBV perpetrators; and
- iv. Final Consultancy Report, including the validation workshop report.

3. ASSUMPTIONS & RISKS

3.1 Assumptions underlying the project

- i. The Consultant will keep to deadlines/schedules and submit outputs timeously.

- ii. The Consultant will conduct a thorough review of existing regional, national and international Protocols, guidelines, policies, legislations and other related materials relevant and applicable rehabilitation of offenders/prisoners.
- iii. Member States' Prisons/Corrections/Penitentiary service providers will timeously share available materials on rehabilitation of prisoners/inmates for benchmarking and best practices.

3.2 Risks and challenges

The Consultant produces a bulky Strategy, without contextualising and prioritising SGBV perpetrator rehabilitation issues.

4. SCOPE OF THE WORK

4.1 General Description of the assignment

This assignment aims at reviewing existing materials on rehabilitation in line with international Standards, and develop a Draft SADC Regional Response Strategy on the rehabilitation of SGBV perpetrators. The exercise will mainly be a desk review but will also extensively involve Member States to provide factual information that is focused and contextualised to lived experiences, therefore virtual interactions with Prison/Corrections Penitentiary service providers in Member States will be expected.

The Strategy will ultimately support the implementation of the Mandela Rules at Member State level, and should therefore provide practical steps/ consideration/ actions for Member States in implementing rehabilitation programmes. The Regional Strategy is also meant to provide an overarching framework for Member States on developing detailed/in depth national level guidelines that will be context specific.

Following the development of the Draft SADC Regional Response Strategy on the rehabilitation of SGBV perpetrators, the SADC Secretariat will convene a regional validation workshop with Member States and stakeholders. The Consultant is expected to present the Draft Regional Strategy and incorporate inputs/comments from Member States. This will be followed by the submission of the Final Draft SADC Regional Response Strategy on the rehabilitation of SGBV perpetrators for presentation to the Public Security Statutory structures for approval.

The Consultant is expected to present the Situational Analysis to the Secretariat before the development of the Draft SADC Regional Response Strategy on the rehabilitation of SGBV perpetrators.

4.2 Geographical area to be covered

The SADC Regional Response Strategy on the rehabilitation of SGBV perpetrators will be developed, to be used by SADC Member States. SADC is a regional inter-governmental organisation comprising of 16 Southern African countries, headquartered in Gaborone, Botswana. The Community's sixteen-member countries are Angola, Botswana, Democratic Republic of Congo (DRC), Eswatini, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Tanzania, Union of Comoros, Zambia and Zimbabwe.

4.3 Target groups

In developing the SADC Regional Response Strategy on the rehabilitation of SGBV perpetrators, the consultant will work with the SADC Secretariat Public Security Sector, Gender Unit, Legal Unit as well as the Police/SARPPCO Sector. This will also include engagement at Member State's level with Correction/Prisons//Penitentiary service providers, gender machineries, judiciary and law enforcement sectors.

4.4 Specific work

The proposed sequence for the consultancy is as follows;

- i. **Inception Report:** The Inception Report will outline the individual consultants' understanding of the assignment and the approach to be employed to develop the Situational Analysis and the Draft Regional Strategy. The inception report will be discussed prior to the commencement of the assignment. Inception Report of maximum 15 pages to be produced after 2 weeks from the start of implementation. In the report the consultant shall describe e.g. literature review, initial findings, progress in collecting data, any difficulties encountered. The consultant should not proceed with his/her work unless the contracting authority sends comments on the inception report;
- ii. **Inception Meeting:** The Consultant will present the Inception Report to the technical internal committee for inputs/comments. (Secretariat and Consultant);
- iii. **Situational Analysis on Rehabilitation in Prisons, in particular rehabilitation of SGBV perpetrators:** This report will outline the current situation, programmes and interventions on rehabilitation in the SADC region. The report will also focus on rehabilitation of SGBV perpetrators and highlight gaps, best practices and proposed interventions;
- iv. **Draft SADC Regional Response Strategy on the rehabilitation of SGBV perpetrators:** The Draft Strategy should be complete with all chapters and annexures (where applicable)
- v. **Regional Validation Workshop:** The Consultant will present the draft Regional Strategy virtually to Member States and stakeholders for comments/input.
- vi. **Final Draft SADC Regional Response Strategy on the rehabilitation of SGBV perpetrators:** This document should be complete, from table of contents to annexures.
- vii. **Produce the Final Consultancy report including Validation Report:** The Report should include feedback on the overall process and recommendations (where necessary). It should also capture the regional validation process, including comments from Member States and stakeholders.

4.5 Project management Responsible body

The Consultancy will be managed by the Senior Officer Public Security in the Directorate of the Organ on Politics, Defence and Security Affairs.

4.6 Management structure

The Consultant shall report to the Senior Officer Public Security and perform the assigned tasks under the guidance and direct supervision of the Senior Officer.

The consultant will continuously (via monthly reports/ email /zoom/ calls) update the Secretariat on progress and/or challenges with the drafting of the Draft SADC Regional Response Strategy on the rehabilitation of SGBV perpetrators.

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

The SADC Secretariat will not provide any facilities or equipment to be utilised by the Consultant as the exercise is considered "home-base".

The SADC Secretariat will convene the regional validation workshop, while the Consultant will be expected to draft the workshop programme, facilitate sessions and capture inputs from Member States and stakeholders. Costs related to the planning of the validation workshop (translation and interpretation) will be borne by the SADC Secretariat. SADC Secretariat will introduce the Consultant to Member States through a Letter of Introduction to facilitate information sharing between the Consultant and Member States.

5.LOGISTICS AND TIMING

5.1 Location

The consultant will operate remotely through contacts at the SADC Secretariat in Gaborone, Botswana.

5.2 Start date & period of implementation of tasks

The indicative start date is 1st November 2022 – 15th March 2023 (5 months).

6.REQUIREMENTS

6.1 Key expert

Required experience

Qualification and Skills

- Masters qualification in Social Science, Gender studies, Development Studies, or any other related discipline;
- Experience and relevant qualifications in Corrections/Prisons services;
- Excellent organizational and planning skills;
- Ability to research, analyse and synthesise information
- Sound knowledge of global and regional standards on Human Rights, The United Nations Standard Minimum Rules for the Treatment of Prisoners (the Nelson Mandela Rules), UN Basic Principles for the Treatment of Prisoners, and related instruments;
- Ability to meet deadlines and work well under pressure;
- Excellent report writing, communication and workshop facilitation skills
- Excellent presentation skills and the individual consultants must be fluent in one of the SADC official languages; and
- MS Office computer package proficiency;

Specific Professional Experience

- At least ten (10) years professional experience and knowledge on sexual gender based violence;
- Traceable experience and knowledge in the development of regional guidelines, tools, strategies and training manuals on sexual gender based violence or any other related field;
- Experience and knowledge on prisons/correction programmes; and
- Proven experience in working in the SADC region would be a major asset.

General Professional Experience

- Proven experience in training and capacity building on SGBV policies and strategies as well as correction and prisons programmes
- Experience in working with governments and/or international organisation

6.2 Other experts, support staff & backstopping None required.

6.3 Office accommodation

No office space will be provided since the assignment will be done remotely.

6.4 Facilities to be provided to the consultant

The SADC Secretariat will provide information and contact details of key partners and stakeholders in Member States.

6.5 Equipment None required.

7 REPORTS

7.1 Reporting requirements

The consultant will submit the following reports via email on the date as agreed during the Inception process:

Name of report	Content	Time of submission
i. Inception Report	Analysis of existing situation and work plan for the project The report will outline the understanding of the assignment by the Consultant; Methodology; Timelines; and Draft Outline of the Strategy etc.	No later than 10 days after the approval of the Situational Analysis Report.
ii. Situational Analysis on Rehabilitation in Prisons, in particular rehabilitation of SGBV perpetrators	Current situation, programmes and interventions on rehabilitation in the SADC region. The report will zoom in rehabilitation of SGBV perpetrators and highlight the gaps, best practices and proposed interventions.	No later than 15 days after the start of implementation.
iii. Monthly progress report	Short updates of progress (technical) including problems encountered; planned work for the next month.	No later than one week after the end of each month of the implementation period.
iv. Draft Regional Response Strategy on the rehabilitation of SGBV perpetrators	Detailed Draft Regional Response Strategy on the rehabilitation of SGBV perpetrators, including annexes, references etc	Eight (8) weeks prior to the regional validation workshop with Member States and stakeholders.

v. Validation Workshop Report and the Final Draft Regional Response Strategy on the rehabilitation of SGBV perpetrators	Validation Report highlighting inputs/comments from Member States and stakeholders; and the detailed Final Draft Regional Response Strategy on the rehabilitation of SGBV perpetrators.	No later than five (10) days after the regional validation workshop.
vi. Final Consultancy Report	Short description of achievements including problems encountered and recommendations; a final invoice and the financial report accompanied by the expenditure verification report.	Within five (5) days after submitting Validation Workshop Report and the Final Draft Regional Response Strategy
		on the rehabilitation of SGBV perpetrators.

7.2 Submission and approval of reports

The reports referred to above (7.1) must be submitted to the Senior Officer Public Security and the Programme Officer Human Security. The Director of the SADC Organ Directorate is responsible for approving the reports.

7.3 Definition of indicators

The Consultant will be required to ensure that reporting is done against measurable indicators. These indicators should reflect the Consultant's commitment to delivering quality outputs in a timely manner. The final set of indicators should be provided in the inception report along with progress to be monitored.

The Consultant will have to develop quantitative and qualitative parameters to assess achievement of the expected results over the period of the contract. Regular monitoring of progress of the results will be conducted to evaluate progress on each parameter.

7.4 Special requirements

The Consultant must declare any potential conflict of interest between the provision of the requested services, and other activities in which, a member of their consortium of group (s), or any expert proposed in their offer is engaged.

8.0 BUDGET FOR THE ASSIGNMENT AND PAYMENT TERMS

The proposal should include a detailed budget. The total budget estimate for the duration of the assignment is **US\$20,000.00**. The payment schedule will be as follows:

- 20% of the contract value upon approval of the Final Inception Report, detailing the methodology and conceptual framework to be employed;
- 50% of the contract value upon submission of the i) Draft Situational Analysis Report and ii) the Draft Regional Response Strategy on the rehabilitation of SGBV perpetrators; and
- 30% of the contract value upon approval of the i) Final Draft Situational Analysis Report, ii) Final Draft Regional Response Strategy on the rehabilitation of SGBV perpetrators; iii) the Validation Report and the Final Consultancy Report.

ANNEX 2: Expression of Interest Forms

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

REFERENCE NUMBER: **SADC/3/5/2/263**

CONSULTANCY TO DEVELOP THE SADC REGIONAL RESPONSE STRATEGY ON REHABILITATION OF SEXUAL AND GENDER BASED VIOLENCE (SGBV) PERPETRATORS

Date: (insert date)

To: SADC Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the “**CONSULTANCY TO DEVELOP THE SADC REGIONAL RESPONSE STRATEGY ON REHABILITATION OF SEXUAL AND GENDER BASED VIOLENCE (SGBV) PERPETRATORS**

” in accordance with your Request for Expression of Interests number **SADC/3/5/2/263**, dated 15th September 2022 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>
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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: Fax: Email:	<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:
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Date from – Date to	Location of the assignme nt	Company& reference person (name & contact details)	Position	Description
		Name and title of the reference person from the company:		
.....
<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 TO DEVELOP THE SADC REGIONAL RESPONSE STRATEGY ON REHABILITATION OF SEXUAL AND GENDER BASED VIOLENCE (SGBV) PERPETRATORS

REFERENCE NUMBER: SADC/3/5/2/263

N°	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/3/5/2/263: CONSULTANCY TO DEVELOP THE SADC REGIONAL RESPONSE STRATEGY ON REHABILITATION OF SEXUAL AND GENDER BASED VIOLENCE (SGBV) PERPETRATORS

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's 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/3/5/2/263: CONSULTANCY TO DEVELOP THE SADC REGIONAL RESPONSE STRATEGY ON REHABILITATION OF SEXUAL AND GENDER BASED VIOLENCE (SGBV) PERPETRATORS**

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/3/5/2/263: CONSULTANCY TO DEVELOP THE SADC REGIONAL RESPONSE STRATEGY ON REHABILITATION OF SEXUAL AND GENDER BASED VIOLENCE (SGBV) PERPETRATORS

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 noncompliance.

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 **USD20,000.00** , 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°	Description¹	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:

Name of report	Content	Time of submission
i. Inception Report	Analysis of existing situation and work plan for the project The report will outline the understanding of the assignment by the Consultant; Methodology; Timelines; and Draft Outline of the Strategy etc.	No later than 10 days after the approval of the Situational Analysis Report.
ii. Situational Analysis on Rehabilitation in Prisons, in particular rehabilitation of SGBV perpetrators	Current situation, programmes and interventions on rehabilitation in the SADC region. The report will zoom in rehabilitation of SGBV perpetrators and highlight the gaps, best practices and proposed interventions.	No later than 15 days after the start of implementation.

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

iii.	Monthly progress report	Short updates of progress (technical) including problems encountered; planned work for the next month.	No later than one week after the end of each month of the implementation period.
iv.	Draft Regional Response Strategy on the rehabilitation of SGBV perpetrators	Detailed Draft Regional Response Strategy on the rehabilitation of SGBV perpetrators, including annexes, references etc	Eight (8) weeks prior to the regional validation workshop with Member States and stakeholders.
v.	Validation Workshop Report and the Final Draft Regional Response Strategy on the rehabilitation of SGBV perpetrators	Validation Report highlighting inputs/comments from Member States and stakeholders; and the detailed Final Draft Regional Response Strategy on the rehabilitation of SGBV perpetrators.	No later than five (10) days after the regional validation workshop.
vi.	Final Consultancy Report	Short description of achievements including problems encountered and recommendations; a final invoice and the financial report accompanied by the expenditure verification report.	Within five (5) days after submitting Validation Workshop Report and the Final Draft Regional Response Strategy on the rehabilitation of SGBV perpetrators.

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

- 20% of the contract value upon approval of the Final Inception Report, detailing the methodology and conceptual framework to be employed;
- 50% of the contract value upon submission of the i) Draft Situational Analysis Report and ii) the Draft Regional Response Strategy on the rehabilitation of SGBV perpetrators; and
- 30% of the contract value upon approval of the i) Final Draft Situational Analysis Report, ii) Final Draft Regional Response Strategy on the

rehabilitation of SGBV perpetrators; iii) the Validation Report and the Final Consultancy 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.