



CONSULTANCY TO DEVELOP COMMUNICATION STRATEGY ON THE CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES OF FAUNA AND FLORA (CITES) ISSUES

SPECIFIC PROCUREMENT NOTICE

REQUEST FOR EXPRESSION OF INTEREST

SELECTION OF AN INDIVIDUAL CONSULTANT

Date: 10th August 2023

Reference Number: SADC/3/5/2/311

Procurement entity: Southern African Development Community (SADC) Secretariat

Location: SADC Secretariat, Western Commercial Road (near Lobatse and Siboni Roads), CBD Plot 54385, Private Bag 0095, Gaborone, BOTSWANA.

1. This Invitation to Bid follows the General Procurement Notice that appeared on SADC Secretariat website June 2023.
2. The **SADC Secretariat** herewith invites individuals to submit proposals for the following contract: “CONSULTANCY TO DEVELOP COMMUNICATION STRATEGY ON THE CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES OF FAUNA AND FLORA (CITES) ISSUES” More details on the scope of the contract(s) are provided in the Bidding Documents which can be downloaded, free of charge, from the following website: www.sadc.int
3. The procurement method used for this contract is **Selection of an Individual Consultant**, as defined in the **SADC Secretariat Guidelines for Procurement and Grants**, edition August 2021 available at the following website: www.sadc.int
4. The Request for Expression of Interest (REOI) is open to individuals who satisfy the eligibility and qualification requirements stated in the Bidding Documents.
5. The date and time of submission of the Bids at the address indicated in the Bidding Documents is **30th August 2023, at or before midnight, local Botswana time.**



Proposals received after this time and date, or submitted otherwise than indicated in the Bidding Documents shall not be considered and shall be returned unopened.

6. All notifications concerning this procurement process, including: modification of the *Bidding Documents*, results of the evaluation or cancellation notices, will be published on the following website www.sadc.int.
7. Interested individual consultants may seek clarification or/and additional information concerning this contract, only in writing and by latest **15th August 2023 by 16:00 hours local Botswana time**, from the following contact points;

Attention: **Mr. Thomas Chabwera**

Address: SADC Secretariat

Plot No. 54385, New CBD, Private Bag 0095

Gaborone, Botswana, Telephone: +267 395 1863

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

Copy to, tchabwera@sadc.int and gwambura@sadc.int

Responses to requests for clarifications will be posted on the SADC website by **18th August 2023**, by midnight, Botswana Time

8. Description of the assignment: “CONSULTANCY TO DEVELOP COMMUNICATION STRATEGY ON THE CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES OF FAUNA AND FLORA (CITES) ISSUES-SADC/3/5/2/311”.

Thomas Chabwera

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Head of Procurement Unit