



REQUEST FOR EXPRESSIONS OF INTEREST

JOB TITLE: **PROCUREMENT OFFICER (Individual Consultant)**

PROJECT: **SADC TRADE AND TRANSIT FACILITATION PROJECT**

FINANCING AGREEMENT REFERENCE: **2100155042616**

PROJECT ID NO.: **P-Z1-K00-127**

DATE: **15th November 2023**

1. The Southern African Development Community (SADC) Secretariat has received financing from the African Development Fund towards the cost of **SADC Trade and Transit Facilitation Project** and intends to apply part of the agreed amount for this grant to payments under the contract for a **Procurement Officer**.
2. As part of the implementation of the Project, SADC Secretariat is recruiting a **Procurement Officer**. SADC Secretariat hereby invites Individual Consultants to indicate their interest in the following Assignment: **Procurement Officer**.
3. **Objective of the assignment:**
4. The Procurement Officer shall support the Project Implementation Unit (PIU) to coordinate and manage procurement activities of the Project. This will include but not limited to, procurement of goods, works and services, reporting and communication with the SADC Secretariat and the African Development Bank on procurement issues, in accordance with SADC and Africa Development Bank procurement guidelines, regulations, standards and procedures or other approved guidelines and procedures. Efficiently undertake the procurement process whilst ensuring fiduciary compliance, value for money, efficiency, transparency, fairness, and accountability/ethical standards.
5. **Scope of Work**

The scope of work of the Procurement Officer will include, but not limited to the following: procurement planning, procurement of goods, works and services for the project, tendering, reporting and contract management. The detailed scope of work is contained

in the TORs which can be accessed through the **link:**
<https://collab.sadc.int/s/2PnYr2fW5G8LE37>
Expressions of Interest should only be submitted as one file or one zipped folder bearing the name of the applicant. Do not upload multiple documents in the link.

6. Duration and Timetable for the Assignment

The duration of the contract will be twenty-four (24) months. The Procurement Officer will be expected to start work in December 2023.

6. Qualifications and Experience

The Procurement Officer will possess the following qualifications among others:

- (i) A minimum of first degree in procurement or supply chain management or engineering or administration or law or any other relevant field and post graduate training in procurement or related subject, or equivalent by experience;
- (ii) Good knowledge of standard procurement methods and procedures following UNCITRAL model law. Specific knowledge and experience in AfDB's or World Bank's procurement procedures will be a distinct advantage; and
- (iii) Minimum Seven (7) years relevant working experience, of which three (3) years continuous experience is in procurement, preferably in an international organization.

7. Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's **Procurement Framework, dated October 2015**, which is available on the Bank's website at <http://www.afdb.org> . A shortlist of three to six individual consultants will be established after the deadline of the request for expressions of interest. The consultants on the shortlist will be evaluated based on the following criteria.

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| Level of education in general | 10% |
| Educational level compared to the field of mission | 30% |
| Years of experience in general | 20% |
| Number of years of experience relevant to the mission | 40% |

Only applicants scoring 75 points and above shall be considered for the shortlisting. Not more than 2 candidates from the same country shall be short-listed. All the consultants shall be ranked and the highest ranked consultant will be selected for the said assignment if agreement is reached on the price and other terms of the ensuing contract.

8. Expressions of interest must be submitted electronically via this **Link:**
<https://collab.sadc.int/s/4wJn3MjZToidkbD> by midnight on 30th November 2023, Local Botswana time, and should mention **“PROCUREMENT OFFICER”**.
9. Interested Individual consultants may obtain further information at the address below during office hours from 08:00hours to 16:30 hours, Local Botswana time.

Mr. Taisekwa Nyamukondiwa
 SADC Secretariat
 Plot 54385, New CBD, Private Bag 0095, Gaborone, Botswana,
 Tel: +267 395 1863

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