



REQUEST FOR EXPRESSIONS OF INTEREST

JOB TITLE: **PROJECT COORDINATOR (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 **Project Coordinator**.
2. As part of implementation of the Project, SADC Secretariat is recruiting a **Project Coordinator**. SADC Secretariat hereby invites Individual Consultants to indicate their interest in the following Assignment: **Project Coordinator**.
3. **Objective of the assignment:**

The Project Coordinator shall coordinate and manage the implementation of SADC Trade and Transit Facilitation Project. This will include providing operational oversight, financial management, procurement, reporting and communication with the SADC Secretariat and the African Development Bank.

4. **Scope of Work**

The scope of work of the Project Coordinator will include, but not limited to the following: manage the project throughout its lifecycle, strategically and effectively manage all resources of the project, provide overall leadership and technical guidance, and ensure quality and timely achievement of project deliverables. The detailed scope of work is contained in the TORs which can be accessed through the **link: <https://collab.sadc.int/s/cF7tx3eiBFTgsZM>**

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.

5. Duration and Timetable for the Assignment

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

6. Qualifications and Experience

The Project Coordinator will possess the following qualifications among others:

- (i) A master's degree in a field such as economics, engineering, transport, customs administration, international trade, or any relevant social sciences from recognized universities.
 - (ii) At least 8 years' experience working in regional integration, in international trade, customs administration, trade facilitation and transport programmes as well as project management in SADC region or other regional integration community; and
 - (iii) A good understanding of the trade and transport sector including in the SADC or other Regional Integration Community.
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.

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/rNrrPKpFdd2txY9> by midnight on 30th November 2023, Local Botswana time, and should mention "**PROJECT COORDINATOR**".
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.

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