



SADC SECRETARIAT

REQUEST FOR EXPRESSION OF INTEREST (INDIVIDUAL CONSULTANTS SELECTION)

COUNTRY: Botswana
NAME OF PROJECT: SADC REGIONAL STATISTICS PROJECT (RSP)
PROJECT ID: P175731
ASSIGNMENT TITLE: Individual Consultant to carry out capacity Building in Planning and executing of Agricultural census in Botswana
REFERENCE NUMBER: SADC/3/5/2/338
DATE OF ISSUE: 17th April 2024

Background

The SADC Secretariat through the SADC Regional Statistics Project has received a grant. The aim is to achieve a transformed agricultural sector that practices sustainable management of the environment and its natural resources to reach the expected outcome of a highly productive agricultural sector. The SADC Secretariat intends to apply part of the proceeds of this financing to eligible payments under the contract for hiring an Individual Consultant to carry out capacity Building in Planning and executing of Agricultural census in Botswana.

The SADC Secretariat invites submissions from suitably qualified and interested individual consultants to conduct the training, recruited as individual consultant following World Bank Procurement Regulations dated September 2023.

Title : Individual Consultant to carry out capacity Building in Planning and executing of Agricultural census in Botswana (1 Position)

Time Commitment : 100%

Accountable : Officer, Research and Statistics

Duration of Assignment: 90 calendar days

1. The Objectives of the Assignment

The overall objective of this exercise is to harmonize agriculture statistics in the region through capacity building to Member States based on the SADC Agriculture Census Methodological Guidelines.

2. Specific objectives

The specific objective of the assignment is to undertake training as per the SADC Harmonized Agriculture Census Methodological Guidelines for assisting in planning, data collection, data processing, computation, analysis and dissemination and to produce a training and assessment report of Botswana on its current status and readiness in planning and conducting agriculture census. This report shall also identify best practices and gaps in the Member State on the subject matter with an implementation matrix that shall guide subsequent activities or interventions required from Secretariat and the Member State for implementation towards harmonization in agriculture statistics.

3. Expected results

The consultant is expected to achieve the following results:

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- i. Strengthened institutional and technical capacity of the stakeholders' institutions of Botswana in the generation and use of agriculture statistics for evidence-based strategy setting in the agricultural sector;
- ii. The training will enable participants to:
 - a) Gain technical expertise for planning, fieldwork, data processing and compilation, analysis and dissemination procedures of agriculture census; and
 - b) Demonstrate good methodological practices on planning and execution of a census to users of agriculture statistics at national level including researchers, policy makers and in regional/international forums.
- iii. The assessment exercise shall provide a repository of good practices and identify potential gaps that shall assist Secretariat in formulating effective actions for roll out.

4. QUALIFICATION AND EXPERIENCE REQUIREMENTS

This assignment is expected to be carried out by an individual consultant expert as the Master Trainer and there should be evidence of in-depth knowledge covering agriculture census methods. The specific profile is provided below:

Qualifications and Skills

- A minimum of a Masters Degree in statistics, agriculture or related field.
- Must be computer literate, and competent in Word Processing, Spreadsheet Applications specialized PowerPoint Presentations.
- Written and oral fluency in the French language is essential.
- Excellent oral and written communication, analytical, presentation and report writing skills in English Language.
- Excellent time management and organizational skills to prioritize workload and deliver needful during the training week.

5. Duration of the assignment

The Individual Consultant will be recruited for 90 calendar days.

6. Facilities to be provided by the Client

For the expert working on this consultancy, the Contracting Authority shall facilitate for visa entry in Botswana, if required.

7. Location of Employment

The assignment will involve traveling to Botswana.

8. The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" dated September 2023 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

9. A Consultant will be selected in accordance with the Individual Consultant Selection Method set out in the Procurement Regulations.

10. Mode of Application

Interested Individuals Consultants meeting the stated requirements should submit their Expressions of interest including updated detailed curriculum vitae (CVs) and copies of professional certificates must be delivered in a written form using a drag and drop

electronic tender box by Wednesday, **8th May 2024** on or before 00:00 hours, **Botswana** local time. No public opening will be heard.

SADC Collab Link: <https://collab.sadc.int/s/D9pizzYTHMsSjPn>

11. VALIDITY OF THE TECHNICAL PROPOSAL

Your Technical proposal should be valid for a period of **120 days** from the date of deadline for submission.

12. Additional requests for information and clarifications can be made through the address below:

The Procuring entity: **SADC Secretariat**

Head of Procurement Unit

Contact person: **Ms. Mercy Mikuwa**

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

Fax: **3972848**

E-mail: mmikuwa@sadc.int

Copy to: zruth@sadc.int

The Closing date for receipt of requests for information and clarification shall be: **22nd April 2024 at 16.00 hours' local time Botswana.**

The Closing date for responding to requests for information and clarification shall be: **24th April 2024 at 16.00 hours' local time Botswana.**

All questions received as well as the answer(s) to those will be posted on the SADC Secretariat's website.

Attachments:

- **Detailed TORs**