

3REQUEST FOR EXPRESSION OF INTEREST



SELECTION OF INDIVIDUAL CONSULTANT

**SHORT TERM CONSULTANCY FOR DEVELOPMENT OF A COSTED
STRATEGIC BUSINESS PLAN AND IMPLEMENTATION PLAN FOR THE SADC
WOMEN IN SCIENCE, ENGINEERING AND TECHNOLOGY ORGANISATION
(WISETO)**

REFERENCE NUMBER: SADC3/5/2/349

26 July 2024

A handwritten signature in blue ink, appearing to be 'D. J. Jones', located in the bottom right corner of the page.

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

“CONSULTANCY FOR DEVELOPMENT OF A COSTED STRATEGIC BUSINESS PLAN AND IMPLEMENTATION PLAN FOR THE SADC WOMEN IN SCIENCE, ENGINEERING AND TECHNOLOGY ORGANISATION”

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\$ 5000** (Five Thousand United States Dollars only), 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. Proposals clearly marked “**CONSULTANCY FOR DEVELOPMENT OF A COSTED STRATEGIC BUSINESS PLAN AND IMPLEMENTATION PLAN FOR THE SADC WOMEN IN SCIENCE, ENGINEERING AND TECHNOLOGY ORGANIZATION - REFERENCE NUMBER: SADC/3/5/2/349**” should be submitted through the virtual tender box link: <https://collab.sadc.int/s/mfMzBfziALDq6s9> by the deadline.
6. The deadline for submission of your proposal, to the address indicated in Paragraph 5 above, is: **16th August 2024 at or before midnight local (Botswana) time.**
 - *Bidders are advised to submit their proposals during working hours for support (between 07:30 and 16:30p.m Botswana local time) in case of any technical problems. The technical support team will not be available after working hours.*
 - *Kindly drop your file on the link above as a zipped folder containing all your documents and label it your name. Note that there is no confirmation message for upload but the files will be uploaded once it shows “Uploaded Files”*
7. Your CV will be evaluated against the following criteria.

CRITERIA	POINTS
Qualifications and skills	20
General professional experience	20
Specific professional experience	60
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:

$$\text{Technical score} = \left(\frac{\text{final score of the technical offer in question}}{\text{final score of the best technical offer}} \right) \times 100$$

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 reimbursable 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:

$$\text{Financial score} = (\text{lowest total fees} / \text{total fees of the tender being considered}) \times 100.$$

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 (USD) and inclusive of all expenses deemed necessary by the Individual Consultant for the performance of the contract.

(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.

The award will be made to the applicant who obtained the highest technical score and with the financial offer within the budget as indicated under Para 3. Expressions of Interest not obtaining a minimum technical score of 70 points will be rejected.

(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 from the date of the last signature of the contract.
10. Additional requests for information and clarifications can be made through the email below;
The Procuring entity: **SADC Secretariat**
Contact person: Mr Thomas Chabwera
Telephone: **3951863**
Fax: **3972848**
E-mail: tchabwera@sadc.int , tenders@sadc.int
rmorakabi@sadc.int ; dtimbo@sadc.int Copy to fchifani@sadc.int.

The closing date for receipt of requests for clarification shall be **6th August 2024 at midnight local time Botswana.**

The closing date for responding to requests for information and clarification shall be **12th August 2024 at midnight local time Botswana.**

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

ANNEXES:

ANNEX 1: **Terms of Reference**

ANNEX 2: **Expression of Interest Forms**

ANNEX 3: **Standard Contract for Individual Consultants**

Sincerely,



Mr Thomas Chabwera
Head of Procurement Unit

ANNEX 1: TERMS OF REFERENCE



(Global Price)

**SHORT TERM CONSULTANCY FOR DEVELOPMENT OF A COSTED
STRATEGIC BUSINESS PLAN AND IMPLEMENTATION PLAN FOR THE SADC
WOMEN IN SCIENCE, ENGINEERING AND TECHNOLOGY ORGANISATION
(WISETO)**

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1.0 BACKGROUND INFORMATION

1.1. Partner country and procuring entity

The primary beneficiary for the consultancy is SADC Member States. The Procuring Entity is the SADC Secretariat.

1.2. Contracting authority

Southern African Development Community Secretariat (SADC Secretariat)

1.3. Country background

The main purpose of the Southern African Development Community (SADC) is to improve economic growth and development, alleviate poverty, enhance the quality of life of the people of the region, It also aims at supporting its socially disadvantaged areas through productive systems, deeper cooperation and integration. This will ensure the region emerges as a strong, competitive and effective player in international trade and world economy. In seeking to meet both its social and economic aspirations. SADC recognises the important role and contribution of science, technology and innovation (STI) in political, economic and social development of the region in order to inter alia facilitate industrial development, competitiveness, regional integration and cooperation. Thus promoting science, technology and innovation is one of the broad strategic objectives of the SADC regional integration and cooperation agenda.

1.4. Current situation in the sector

The overall objective of the Protocol on Science, Technology and Innovation of 2008 is to foster co-operation and promote, the development, transfer and mastery of science, technology and innovation in the region. In addition, another key objectives of the Protocol as per Article 2 is to “promote gender equity and equality in the teaching and learning of basic science and mathematics at all levels of the education system”.

The Indicative Strategic Development Plan (RISDP) 2030 has as one of its priorities promotion of women and youth in the development processes of regional integration. The Protocol on Science, Technology and Innovation (STI) of 2008 also has as one of its objectives to “*promote gender equity and equality in teaching and learning of basic sciences and mathematics at all levels of the education system*”. The Revised Protocol on Gender and Development of 2016 Part 4, Article 14 calls for “*State Parties shall take special measures to increase the number of girls taking up Science, Technology, Engineering and Mathematics (STEM) subjects and ICT at the secondary, tertiary and higher levels by 2030*”. A number of regional organizations have been established or are in the process or being established in various sectors through similar legal instruments such as a Charter. Examples include the following institutions/organizations:

- SADC Aviation Safety Organisation (SASO) – (Host country Eswatini)
- Centre for Coordination of Agricultural Research & Development for Southern Africa (CCARDESA) – (Host country Botswana)
- SADC Centre for Renewable Energy and Energy Efficiency (SACREEE) – (Host country Namibia) Intergovernmental MOU - EOI
- SADC Ground Water Centre of Excellence – (Host country South Africa- University of Free State)??
- Seed Centre – (Host country Zambia) Charter
- Fish Monitoring Control and Surveillance Coordination Centre – (Host country Mozambique)

The SADC Charter on Women in Science, Engineering and Technology Organisation (WISETO) was approved by the SADC Council of Ministers in August 2017 in South Africa. The following SADC Member States namely: Angola, Democratic Republic of Congo, Eswatini, Lesotho, Mauritius, Mozambique, Namibia, South Africa, and United Republic of Tanzania signed the SADC Women in Science, Engineering and Technology Organisation (WISETO) Charter. Once two thirds majority of Member State have signed the Charter it will automatically enter into force. The objective of the Charter is to provide a legal and institutional framework for the establishment of SADC Women in Science, Engineering and Technology Organisation. The SADC WISETO is to be established under the “Principle of Subsidiarity” which principle allows for the involvement/participation of institutions, agencies, and organisations outside SADC Structures for the purpose of assisting SADC in the implementation of its programmes and projects using their own generated resources.

Article 20 of the Charter on WISETO states that Member States through Ministers responsible for Science, Technology and Innovation (STI) *must contribute financially* towards the establishment of SADC WISETO. All Member States are required to contribute financially to WISETO in order to facilitate the establishment of WISETO as mentioned in Article 20 of the approved WISETO. The SADC WISETO membership shall comprise of Member States of SADC represented by their respective National Women in Science, Engineering and Technology Chapters (NWISSET) as stipulated in Article 5.1 of the Charter. In addition, Article 6 states that the SADC WISETO Secretariat is to be hosted by a host Member State under the principle of subsidiarity. Hence, there is a need for the successful host institution to do the costing of activities in order to determine the financial requirements of WISETO. According to Article 20 of the Charter, funding for the operationalisation and sustenance of the Organisation shall be derived from the following sources:

- i) Membership Fees and Member States’ Contributions;
- ii) Private or Third-Party Sponsorships;
- iii) Consulting or Training Fees;
- iv) Donations and Grants; and

v) Revenue from Capital Investment.

Further more the SADC WISETO Charter Article 20, states that Member States are to contribute annually for the functioning and operations of SADC WISETO. The SADC WISETO Troika Steering Committee developed a concept document on the proposed funding model for WISETO and minimum standard criteria for selection of host country through an open bidding process which was presented to the Ministers meeting in June 2019 in Windhoek, Namibia. The proposed funding model looked at various funding scenarios as follows: (i) contribution calculated at total GDP; and (ii) an agreed standard contribution for all Member States. The GDP contribution analysis indicated that the margins would be too wide among Member States in terms of annual contributions. The Ministers meeting of June 2019 noted the proposed funding model by the Steering Committee and *“directed the Secretariat working with the Troika Steering Committee on SADC Women in Science, Engineering and Technology to do further work on the proposed funding model and contributions by Member States to be made through the Ministries responsible for Science, Technology and Innovation and develop a draft costed business plan of activities for consideration at the next meeting”*.

. **Related programmes and other donor activities**

This exercise forms part of planned activities to be implemented under the Member States budget.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

The overall objective is to contribute to the welfare of SADC women through promoting their active role in SADC programmes in the area of science, engineering and technology.

2.2. Purpose (Specific Objective)

The purpose of the assignment is to develop a draft costed strategic business plan and implementation plan for the establishment and operationalisation of the SADC Women in Science, Engineering and Technology Organisation (WISETO).

2.3. Results to be achieved by the contractor.

- (i) Literature review report based on benchmarking with other institutions or organisations established through regional instruments such as Charters;
- (ii) draft strategic business plan developed; and
- (iii) implementation plan developed.

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project

3.1.1 Consultants will keep to deadlines/schedules and submit outputs timeously.

3.1.2 Consultants will conduct a thorough review of existing literature to develop the draft costed strategic business plan and implementation plan.

3.2. Risks

Lack of commitment from SADC Member States to deepen the regional integration processes and lack of understanding to promote women in science, technology, engineering and mathematics fields.

4. SCOPE OF THE WORK

4.1. General

4.1.1. Project description

In order to deliver on the above objective, the assignment will consist of the following tasks:

- . Literature review based on benchmarking with other institutions or organisations established through regional instruments such as Charters.
- . Profile case studies of how similar organisations in sister Regional Economic Communities (RECs) have been established and sustained in terms of funding. A good example of the case study is the Federation of National Associations of Women in Business in Eastern and Southern Africa (FEMCOM) a COMESA institution which was established in July 1993 with the endorsement of the Authority (made up of Heads of States and Governments of the COMESA). Undertake consultations with relevant stakeholders in the region, for inputs to inform development of the draft costed strategic business plan and implementation plan.
- . Develop draft strategic business plan.
- . development of a costed implementation plan; and

4.1.2. Geographical area to be covered.

The consultancy will be carried out in all SADC Member States. In addition, benchmarking will be undertaken with other regions.

4.1.3. Target groups

The target groups will consist of the following:

- i) National Government Ministries and Departments responsible for Science and Technology; Gender and Women Affairs.
- ii) Universities.
- iii) Science Academies.

- iv) Private Sector; and
- v) None Governmental Organisations and Civil Society.

4.2. Specific work

The SADC Secretariat seeks to a consultant to develop a strategic business plan and costed implementation plan. Specifically, the consultant will:

- Conduct literature review based on benchmarking with other institutions or organisations established through regional instruments such as Charters.
- Profile case studies of how similar organisations in sister Regional Economic Communities (RECs) have been established and sustained in terms of funding. A good example of the case study is the Federation of National Associations of Women in Business in Eastern and Southern Africa (FEMCOM) a COMESA institution which was established in July 1993 with the endorsement of the Authority (made up of Heads of States and Governments of the COMESA. Undertake consultations with relevant stakeholders in the region, for inputs to inform development of the draft costed strategic business plan and implementation plan.
- development of draft strategic business plan.
- development of a costed implementation plan.
- Facilitate a regional experts' validations workshop on the draft strategic business plan and costed implementation plan.

4.3. Project management

4.3.1. Responsible body

The Consultancy will be managed by the Industrial Development and Trade Directorate – Science, Technology and Innovation Unit and there will be continuous engagement for the duration of the exercise.

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

A virtual Inception meeting will be arranged with the Science, Technology and Innovation Unit and the SADC Steering Committee on WISETO to discuss scope of the work. Costs related to the planning of the validation experts workshop will be borne by the SADC Secretariat.

5. LOGISTICS AND TIMING

5.1. Location

This assignment is 'home-based' for the consultant. The assignment will be carried out through desktop study, telephonic, and virtual interviews. The consultant will familiarise him/herself with the background documents on the SADC WISETO Organisation especially the Charter, Protocol on Science, Technology and Innovation and Protocol on Gender and Development other strategies RISDP 2030, SADC Treaty etc.

5.2. Start date & period of implementation.

The intended start date is September 2024 and the period of implementation of the contract will be Three months from the start date. Please see Articles 2.1, 2.3 and 2.4 of the special conditions for the actual start date and period of implementation.

6. REQUIREMENTS

6.1. Staff

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

6.1.1. Experts

Experts have a crucial role in implementing the contract. The contracting authority is indicating an absolute minimum input in terms of related qualifications and experience for the experts as follows:

Key Expert

Qualifications and Skills

- (i) A minimum of post graduate Degree in Business Administration, Science and engineering field or any related post graduate degree in social science discipline or field.
- (ii) Must have good networking skills, public speaking and presentation skills, excellent written and oral skills and computer literacy.
- (iii) Language – to be fluent in English and will be added advantage to be fluent in one of the other SADC languages Portuguese or French.

General Professional Experience

- (v) The Expert must have at least ten (10) years of practical experience in similar assignments.

Specific Professional Experience

- Must have a minimum of 10 years relevant working experience in the environment of strategy development, planning and monitoring and evaluation.
- Must have good understanding of regional, continental, and international policy frameworks related to regional integration.
- He/She should have wide experience in organisational development, strategic planning and resource mobilisation strategies.

- He/She must have traceable evidence of carrying out similar assignments and knowledge of the SADC regional agenda.

6.1.2. Support staff & Backstopping.

NA

6.2. Office accommodation

The consultant is expected to be fully self-sufficient in terms of accommodation, office space, office supplies, office equipment and transport.

6.3. Facilities to be provided by the contractor.

SADC Secretariat, as the Contracting Authority, will not facilitate office space for the consultant since the work will be performed virtually. All resources required should be arranged as part of the consultancy cost.

6.4. Equipment

No equipment is to be purchased on behalf of the contracting authority / partner country as part of this service contract or transferred to the contracting authority / partner country at the end of this contract. Any equipment related to this contract which is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

6.5. Incidental expenditure

Due to budget limitation, it is expected this assignment will be conducted virtually hence, the Incidental expenses will not be necessary.

6.6. Expenditure verification

No expenditure verification report is required.

7. REPORTS

7.1. Reporting requirements

The contractor will submit the following reports in English in one original copy:

Deliverables	Time of submission
Draft Inception Report, inclusive of Methodology and Work Plan and Presentation of Inception Report.	5 calendar days after contract signing
Development of draft strategic business plan and a costed implementation plan	2 Months
Develop Regional Guidelines for establishment of National Chapters	4 Weeks

Validation Workshop – Presentation of Draft Business Plan, Costed Implementation Plan and Regional Guidelines on National Chapters	To be determined
Incorporating comments from the validation workshop and submission of final report	10 Days after the workshop

Payment schedule related to reports and their approvals, as follows:

- a) 30% of the contract price shall be paid upon submission and approval of the Inception report.
- b) 70% of the contract price shall be paid upon submission and approval of final report

7.2. Submission & approval of reports

The consultant shall report and perform the assigned tasks under the guidance, supervision Programme Officer responsible for Science, Technology and Innovation and report to the Director for Industrial Development and Trade through the Programme Officer responsible for Science, Technology and Innovation.

8. MONITORING AND EVALUATION

8.1. Definition of indicators

The following are the key indicators for the successful completion of this assignment:

- Inception meeting between SADC Secretariat and the Consultancy team.
- Submission of Final Inception Report.
- Development of draft strategic business.
- Development of a costed implementation plan.
- Develop Regional Guidelines for establishment of National Chapters.

8.2. Special requirements

The Consultant will submit the document as per the Terms of Reference provided. The document will be signed off by the Programme Officer-STI and recommended to the Director IDT for consideration and further submission for approval.

9. BUDGET

The assignment is budgeted for within the SADC Secretariat’s Directorate of Industrial Development and Trade budget. The cost shall include consultancy fees and admin fees to undertake the assignment. This consultancy budget is for a maximum value of **US\$ 5000**.

ANNEX 2: Expression of Interest Forms

A.COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT
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B.CURRICULUM VITAE 19

C.FINANCIAL PROPOSAL 23

**COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT
CONSULTANCY FOR DEVELOPMENT OF A COSTED STRATEGIC BUSINESS PLAN
AND IMPLEMENTATION PLAN FOR THE SADC WOMEN IN SCIENCE, ENGINEERING
AND TECHNOLOGY ORGANISATION**

REFERENCE NUMBER: SADC/3/5/2/349

[Location, Date]

To: SADC Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the **CONSULTANCY FOR DEVELOPMENT OF A COSTED STRATEGIC BUSINESS PLAN AND IMPLEMENTATION PLAN FOR THE SADC WOMEN IN SCIENCE, ENGINEERING AND TECHNOLOGY ORGANISATION**, in accordance with your Request for Expression of Interests number **SADC/3/5/2/349**, dated **26th July 2024** for the sum of USD[..... dollars¹]. 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” or “does not” delete as applicable*] 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 procedure 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;*

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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's 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 6 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>

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:	<i>[indicate the exact name and title and if it was a</i>	Name of the Assignment: Beneficiary of the Assignment: Brief description of the Assignment: Responsibilities:

Date from – Date to	Location of the assignment	Company & reference person (name & contact details)	Position	Description
		Fax: Email: Name and title of the reference person from the company:	<i>short term or a long term position]</i>	
.....
<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 14 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 FOR DEVELOPMENT OF A COSTED STRATEGIC BUSINESS PLAN AND IMPLEMENTATION PLAN FOR THE SADC WOMEN IN SCIENCE, ENGINEERING AND TECHNOLOGY ORGANISATION

-REFERENCE NUMBER: SADC/3/5/2/349.

N°	Description¹	Total (in US\$)
TOTAL FINANCIAL OFFER (All-inclusive lump sum)		

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.

ANNEX 3: STANDARD CONTRACT FOR INDIVIDUAL CONSULTANTS

STANDARD TERMS OF CONTRACT

(Individual Consultant)

CONSULTANCY FOR DEVELOPMENT OF A COSTED STRATEGIC BUSINESS PLAN AND IMPLEMENTATION PLAN FOR THE SADC WOMEN IN SCIENCE, ENGINEERING AND TECHNOLOGY ORGANISATION - REFERENCE NUMBER: SADC/3/5/2/349. This Contract ("Contract") is made, between

The **SADC Secretariat**, having its principal place of business at the SADC Headquarters, Plot No. 54385, Central Business District, Private Bag 0095, Gaborone, Botswana (hereinafter referred to as the "Procuring Entity"),

and, on the other hand,

(.....); (hereinafter referred to as the "Individual Consultant"), with residence at , , with email contact: ; Tel: Passport Number issued on by the Government of...

WHEREAS, the Procuring Entity wishes to have the Individual Consultant perform the Services hereinafter referred to as; Consultancy to develop methodological guidelines for computation of informal cross border trade statistics (ICBTS) in SADC Region,

AND WHEREAS the Individual Consultant represents and affirms that he possesses the requisite experience, qualifications, capability and skill to perform the said Services and 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 **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 quotation dated (.....) for the project "**Consultancy For Development of a Costed Strategic Business Plan and Implementation Plan for the SADC Women In Science, Engineering and Technology Organization - Reference Number: SADC/3/5/2/349**" and reflected as such in Annex 2 of this Contract.

1.2 **Data Subject** means a natural person (i.e., an individual) who can be identified, directly or indirectly, by reference to Personal Data.

Individual Consultant means ..., the individual to whom the Procuring Entity has awarded this contract following the Request for Expression of Interest for **Consultancy for Development of a Costed Strategic Business Plan and Implementation Plan for the SADC Women in Science, Engineering and Technology Organization - Reference Number: SADC/3/5/2/349.**"

1.3 **Personal Data** means any information relating to an identified or identifiable living natural person. This may include an identifier such as a name or audio-visual materials, an identification number, location data or an online identifier; it may also mean information that is linked specifically to the physical, physiological, genetic, mental, economic, cultural, or social identity of a Data Subject. The term also includes data identifying or capable of identifying human remains.

1.4 **Procuring Entity** means the legal entity, namely the SADC Secretariat who procures the Services described in Annex 1 to this Contract.

1.5 **Project Director** means the Procuring Entity's authorised representative who may exercise authority attributable to her in this Contract and her details are as follows:

Mr. Reaboka Morakabi
Programme Officer - Science, Technology and Innovation
Directorate of Industrial Development and Trade (IDT)
Southern African Development Community (SADC)
Plot 54385 New CBD
Private Bag 0095 Gaborone,
BOTSWANA
Tel: +267 364 1966
rmorakabi@sadc.int

1.6 **Services** means the Services to be performed by the Individual Consultant in this Contract.

2. THE SERVICES

The Individual Consultant shall 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. EFFECTIVE DATE AND DURATION

- 3.1 This Contract shall enter into force on the date of its last signature by either of the Parties or the date that the Procuring Entity specifies in the notice to the Individual Consultant instructing the Individual Consultant to begin carrying out the Services.
- 3.2 The duration of the Contract shall be 3 months.

4. PAYMENT

- 4.1 The Individual Consultant shall be paid for the Services at the rates and upon the terms set out in Annex 2 to this Contract.
- 4.2 The Individual Consultant shall be paid a total amount of **US\$..... (State Dollars only)**, fixed cost, in accordance with the provisions of Annex 2 to this Contract.
- 4.3 Payment shall be made to the Individual Consultant in US dollars unless otherwise provided for under this Contract.
- 4.4 Unless otherwise provided in this Contract, invoices shall be delivered to and made out to the 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 1 and 2 to this Contract.
- 4.5 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.

5. STATUS OF THE INDIVIDUAL CONSULTANT

- 5.1 Nothing contained herein shall be construed as establishing or creating a relationship of master and servant or principal and agent or employer and employee or a partnership or a joint venture as between the Parties, it being agreed that the position of the Individual Consultant under this Contract is that of an independent contractor.
- 5.2 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.

6. SUPERVISION OF THE SERVICES

The Individual Consultant undertakes delivering 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 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.

7. COMPLIANCE WITH THIS CONTRACT

The Procuring Entity shall 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. The Procuring Entity may also request the provision of reasonable documentary evidence to support this.

8. ASSIGNMENT AND SUBCONTRACTING

8.1 The Individual Consultant shall under no circumstances sub-contract, 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, 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.

8.2 When the Project Director agrees that the activities under the Contract may 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 shall 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.

9. BREACH OF THE TERMS

In the event of a breach of any terms of the Contract, a Party may serve a notice on the Party alleged to be in breach requiring the breach to be remedied within a period specified in the notice, not 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.

10. LIABILITY OF THE INDIVIDUAL CONSULTANT

10.1 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.

10.2 In view of the reliance by the Procuring Entity set out in clause 10.1 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.

10.3 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.

10.4 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 he expresses a serious reservation.

11. INSURANCE

11.1 The Individual Consultant shall ensure that full and appropriate professional indemnity insurance and third-party liability insurance, is in place for all Services provided.

11.2 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.

- 11.3 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 the 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.
- 11.4 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.

12. COPYRIGHT

- 12.1 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-licences 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 licence to the Procuring Entity and its assigns for the use of the same in that connection.
- 12.2 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 clause 12.1 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.
- 12.3 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 clause 12.1 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.

13. LIABILITY FOR PERSONAL DATA BREACH

13.1 The Individual Consultant shall indemnify or hold harmless, the Procuring Entity, from and against all loss, costs, harm, claims, fines, group actions, liabilities, damages, expenses (including legal fees) suffered or incurred by the Procuring Entity or for which the Procuring Entity may become liable due to any failure by the Individual Consultant to lawfully process Personal Data under the Contract.

13.2 The aggregate liability of the Contractor in respect of the indemnity set out in Paragraph 13.1 above shall in no event exceed the total Contract Price.

13.3 The Contractor shall adhere to data protection requirements as set in this Contract.

13.3.1 Processing of Personal Data

- . References to the term Personal Data shall only apply to Personal Data processed in the course of the performance of the obligations imposed on the Individual Consultant pursuant to or under the Contract.
- . The Individual Consultant shall:
 - (a) process Personal Data provided by the Procuring Entity for fulfilling specific obligations and instructions from the Procuring Entity as set out in the Contract;
 - (b) comply with all Applicable Data Protection Laws when Processing Personal Data.
 - (c) not utilize Personal Data transferred to it by the Contracting Authority for any other purpose than provided in the Contract; and
 - (d) keep the Personal Data confidential and not disclose it to third parties or in any other way use the Personal Data in contravention of the provisions of the Contract; and ensure that any of its personnel, agent, or sub-contractor who may have access to the Personal Data, commit themselves to confidentiality of the Personal Data processed under the Contract unless they are under an appropriate statutory obligation of confidentiality.

13.3.2 Data Subject Rights

- . The Individual Consultant shall assist the Procuring Entity by implementing appropriate technical and organisational measures for the fulfilment of the Procuring Entity's obligations to respond to requests by Data Subjects in respect of Personal Data.
- . The Contractor shall:
 - (a) promptly notify the Procuring Entity if it receives a request from a Data Subject in respect of the Personal Data;
 - (b) ensure that it does not respond to any request except on the documented instructions of the Procuring Entity.
 - (c) promptly notify the Procuring Entity if it receives any communication from any Supervisory or Regulatory Authority in connection with the Personal Data; and
 - (d) promptly notify the Contracting Authority if it receives a request from any third party for disclosure of Personal Data where compliance with such request is required or purported to be required by law.

13.3.3 Transfer of Personal Data

- . The Individual Consultant shall not transfer or authorize the transfer of Personal Data outside the country of the Procuring Entity without prior written authorisation of the Procuring Entity.
- . Subject to Clause 13.3.3.1 above, Personal Data may only be transferred to a jurisdiction or international organisation that ensures adequate level of protection. If Personal Data processed under the Contract is transferred outside of the country of the Procuring Entity, the Individual Consultant as Data Processor shall ensure that there are appropriate safeguards to protect the Personal Data.
- . The Individual Consultant shall ensure the following before transferring Personal Data:
 - (a) the party receiving the Personal Data will apply a protection level equivalent to or higher than the measures set out in the Applicable Data Protection Laws; the party receiving the Personal Data has appropriate safeguards if the third country does not provide adequate level of protection; processing of Personal Data by the party receiving it is restricted to the purpose authorised by the Procuring Entity;
 - (b) and the transfer of Personal Data is compatible with the reasonable expectations of the Data Subject.

13.3.4 Information Security

13.3.4.1 The Procuring Entity must implement all appropriate technical and organisational measures necessary to ensure a level of security as required under the SADC Protection of Personal Data Policy and Applicable Law.

13.3.4.2 The Individual Consultant undertakes to inform the Contracting Authority of the technical and organisational measures it will implement to protect the Personal Data processed on behalf of the Procuring Entity.

13.3.4.3 The Individual Consultant must inform the Contracting Authority of any changes that could affect the protection of Personal Data before implementing such changes.

13.3.5 Personal Data Breach

13.3.5.1 The Individual Consultant must immediately notify the Procuring Entity of any security compromise or data breach which involves Personal Data.

13.3.5.2 The Personal Data breach notification from the Individual Consultant must provide sufficient information to allow the Procuring Entity to meet any obligations or to report or inform the affected Data Subjects.

13.3.5.3 The notification must provide the following information: a description of the nature of the data breach; a list of Data Subjects affected; and the security measures implemented or to be implemented to address the data breach. The Individual Consultant shall cooperate with the Procuring Entity and take reasonable steps as directed by the Procuring Entity to assist the investigation, mitigation, and remediation of such Personal Data breach.

13.3.6 Records

13.3.6.1 The Individual Consultant shall maintain complete, accurate and up-to-date written records of all Data Processing carried out under or in connection with the Contract.

13.3.6.2 The records maintained by the Individual Consultant shall contain the following information: the name and contact details of the Procuring Entity's representative or the Data Protection Officer, if any; the categories of Data Processing carried out on behalf of the Procuring Entity; where applicable, details of any transfers of Personal Data, including the identity of the recipient of such transferred Personal Data and the countries to which such Personal Data is transferred together with details of the appropriate safeguards put in place; and a general description of the security measures implemented by the Individual Consultant.

13.3.7 Sub-Processing

The Individual Consultant shall ensure that any Sub-Contractors processing Personal Data shall do so lawfully and in line with this Clause, where applicable.

13.3.8 Deletion or Return of Personal Data

- 13.3.8.1 Upon the expiration of the Contract, or termination of the Contract, the Individual Consultant shall immediately cease processing Personal Data under its possession or control.
- 13.3.8.2 Within 10 (ten) days following the date of expiration or termination of the Contract, the Individual Consultant shall, at the written direction of the Procuring Entity, securely return or delete Personal Data including any copies of it.
- 13.3.8.3 The Individual Consultant shall provide the Procuring Entity with written certification that it has fully complied with the provisions of this Clause.
- 13.3.8.4 If the Individual Consultant is required by law to retain the Personal Data, the Individual Consultant shall advise the Procuring Entity accordingly.

14 SUSPENSION OR TERMINATION

- 14.1 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 14.4 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.
- 14.2 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.
- 14.3 In the event of early termination of the Contract under sub-clauses 14.1, 14.2 and 14.3 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.
- 14.4 Either Party may terminate this Contract, by giving not less than 30 days' written notice to the other Party, if, as a result of Force Majeure, either Party is unable to perform a material portion of its obligation for a period exceeding 30 days.

14.5 Termination shall be without prejudice to the Procuring Entity's obligation to pay for the work satisfactorily completed, or all reasonable expenses incurred, by the Individual Consultant under this Contract prior to such termination.

15 NO WAIVER

No forbearance shown or granted to the Individual Consultant, unless in writing by an authorised 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.

16 VARIATIONS

Any variation to these terms or the provisions of the Annexes shall be subject to a written addendum and be signed by duly authorised signatories on behalf of the Individual Consultant and the Procuring Entity respectively.

17 GOVERNING LAW

This Contract shall be governed by and shall be construed in accordance with Botswana laws.

18 SETTLEMENT OF DISPUTES

- 18.1 The Parties shall use all their best efforts to settle all disputes arising out of, or in connection with, this Contract or its interpretation amicably.
- 18.2 In the event that, through negotiation, the Parties fail to solve a dispute arising from the conclusion, interpretation, implementation or termination of this Agreement, the Parties shall settle the dispute by arbitration.
- 18.3 The arbitral tribunal shall consist of three arbitrators. Each Party to the dispute shall appoint one arbitrator. The two arbitrators so appointed shall appoint the third arbitrator, who shall be the Chairperson. If within fifteen (15) days of receipt of the request for arbitration either Party has not appointed an arbitrator, or within seven (7) days of the appointment of the arbitrators the third arbitrator has not been appointed, either Party may request an appointing authority agreed by the Parties to appoint an arbitrator.
- 18.4 If no appointing authority has been agreed upon by the Parties, or if the appointing authority agreed upon refuses to act or fails to appoint the arbitrator within thirty (30) days of the receipt of a Party's request therefor, either Party may request the Chairperson of the Law Society of Botswana, to appoint the third arbitrator.
- 18.5 The appointing authority shall, at the request of one of the Parties, appoint the sole arbitrator as promptly as possible.

- 18.6 The procedure of arbitration shall be fixed by the arbitral tribunal, which shall have full power to settle all questions of procedure in any case of disagreement with respect thereto.
- 18.7 The decisions of the arbitral tribunal shall be final and binding upon the Parties.
- 18.8 The arbitration shall take place in Botswana and substantive law of Botswana shall apply.

19. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Contract shall be deemed as a waiver, express or implied, of any of the privileges and immunities of SADC Secretariat.

20. ENTIRE AGREEMENT

This Contract and any annexes hereto shall constitute the entire agreement between the Parties and supersedes all prior agreements, understandings, negotiations, and discussions, whether oral or written. There are no conditions, understandings, or other agreements, oral or written, express, implied, or collateral between the Parties in connection with the subject matter of this Contract except as specifically set forth in this Contract and any attachments hereto.

The following Annexes are integral part of this Contract:

Annex 1: Terms of Reference

Annex 2: Payment Schedule and Requirements

Signed in the English language by:

For the Procuring Entity		For the Individual Consultant	
Name	Dr Judith Kateera	Name	
Position	Deputy Executive Secretary- Corporate Affairs		
Place	Gaborone	Place	
Date		Date	
Signature		Signature	

Annex 2: Payment Schedule and Requirements

- . 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 **[insert amount]**, 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.

. The breakdown of prices is:

N°	Description ¹	Total (in US\$)
TOTAL FINANCIAL OFFER (All-inclusive lump sum)		

- . The payment shall be made in accordance with the following schedule:
 - a) a) 30% of the contract price shall be paid upon submission and approval of the Inception report.
 - b) b) 70% of the contract price shall be paid upon submission and approval of final 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.

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