



CONSULTANCY TO DEVELOP THE SADC REGIONAL STRATEGIC PLAN AND FRAMEWORK FOR WATER AND CLIMATE SERVICES AND THE COSTED ACTION PLAN

SPECIFIC PROCUREMENT NOTICE

REQUEST FOR EXPRESSION OF INTEREST

SELECTION OF AN INDIVIDUAL CONSULTANT

Date: 18th October 2024

Reference Number: SADC/3/5/2/368

Title of Assignment: CONSULTANCY TO DEVELOP THE SADC REGIONAL STRATEGIC PLAN AND FRAMEWORK FOR WATER AND CLIMATE SERVICES AND THE COSTED ACTION PLAN

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. The **SADC Secretariat** herewith invites individuals to submit proposals for the following contract: “**CONSULTANCY TO DEVELOP THE SADC REGIONAL STRATEGIC PLAN AND FRAMEWORK FOR WATER AND CLIMATE SERVICES AND THE COSTED ACTION PLAN**”. 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
2. 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
3. The Request for Expression of Interest (REOI) is open to individuals who satisfy the eligibility and qualification requirements stated in the Bidding Documents.
4. The date and time of submission of the Bids at the address indicated in the Bidding Documents is **8th November 2024, 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.

5. 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.
6. Interested individual consultants may seek clarification or/and additional information concerning this contract, only in writing and by latest **28th October 2024 at or before 00:00 midnight 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: tchawbera@sadc.int and tenders@sadc.int

Copy to, pchifani@sadc.int and sramessur@sadc.int

Responses to requests for clarifications will be posted on the SADC website by **4th November 2024**, by midnight, Botswana Time

7. Description of the assignment: **“CONSULTANCY TO DEVELOP THE SADC REGIONAL STRATEGIC PLAN AND FRAMEWORK FOR WATER AND CLIMATE SERVICES AND THE COSTED ACTION PLAN-SADC/3/5/2/368”**.

Mr. Thomas Chabwera



Head of Procurement Unit