



SADC SECRETARIAT

REQUEST FOR EXPRESSION OF INTEREST (INDIVIDUAL APPLICANTS SELECTION)

COUNTRY: BOTSWANA

NAME OF PROJECT: SADC REGIONAL CLIMATE RESILIENCE PROJECT (RCRP)

PROJECT ID: P180171

ASSIGNMENT TITLE: PROJECT COORDINATOR - SADC REGIONAL CLIMATE RESILIENCE PROJECT

REFERENCE NUMBER: SADC/3/5/2/375

DATE OF ISSUE: 5th February 2025

Background

The SADC Secretariat through the SADC DRR Unit is implementing a Regional Climate Resilience Project (RCRP). The Project is the first in a Series of Projects (SOP), and involves Madagascar, Mozambique, South Sudan, Comoros, and two regional organizations: SADC, and the Eastern Nile Technical Regional Office (ENTRO). The overarching development objective of the SOP is to strengthen the resilience to water-related climate impacts in Eastern and Southern African countries.

The SADC Secretariat managed share of the RCRP is being implemented over a period of five years, with an expected closing date of December 29, 2028. It is financed through a grant of US\$ 5M and will be implemented through three main components: namely; Risk Management and Climate Financing; Infrastructure Investments and Sustainable Asset Management for Climate Resilience; and Adaptive Climate Services for Resilience Communities. It will be implemented through a Project Implementation Manual and coordinated by Project Implementation Unit (PMU).

The project serves as a first step towards a regional platform to tackle climate adaptation through a common and coordinated approach, including on fund raising and consolidating multilateral and bilateral support - which is critical to ensure alignment, development, and scaled-up financing of critical adaptive interventions.

It will contribute to improved disaster risk management in support of regional resilience and the strengthening of climate change, adaptation and mitigation, under the cross-cutting issues of the SADC Vision 2050, as well as contribute towards the achievement of the aspirations of SADC as spelt out in the Regional Indicative Strategic Development Plan 2020-2030

Through the proceeds of this Project, **THE SADC SECRETARIATE INTENDS TO HIRE A SUITABLY QUALIFIED INDIVIDUAL TO COORDINATE THE IMPLEMENTATION OF THE REGIONAL CLIMATE RESILIENCE PROJECT.**

The SADC Secretariat therefore invites applications from suitably qualified individuals for **THE POSITION OF PROJECT COORDINATOR FOR THE REGIONAL CLIMATE RESILIENCE PROJECT.**

Title : CALL FOR APPLICATIONS FOR THE POSITION OF PROJECT COORDINATOR FOR THE SADC REGIONAL RESILIENCE PROJECT (1 Position)

Time Commitment : 100%

Accountable : Head of SADC DRR Unit

Duration of Assignment: 2 years

1. The Objectives of the Assignment

1.1 Overall objective

The overall objective of this assignment is to manage the implementation and coordination of the RCRP. The main responsibility of the Project Coordinator is to

ensure the effective management, and implementation of the RCRP project, including administration, financial management, procurement, reporting, monitoring & evaluation, and cross-component learning, in consultation with the SADC DRR Unit, the World Bank and other SADC Secretariat teams to ensure that the project achieves its intended objectives.

1.2 Specific objectives

The specific objectives of the assignment are to:

- (i) Ensure the effective management and implementation of the project activities in line with the Project Implementation Manual and the provisions as outlined in the Financing Agreement and the SADC and World Bank manuals, guidelines and operations manuals;
- (ii) Prepare progress reports as per the SADC results-based planning and monitoring & evaluation framework and the World Bank Special Conditions;

1.3 Expected results

The Project Coordinator is expected to achieve the following results in the following:

- implementation of the project is undertaken in line with the financial and audit procedures, procurement plans, and ensure alignment with the provisions outlined in the Financing Agreement and the guidelines of Project Operations Manual; and the SADC project management system;
- Annual Project Plans and budgets are timeously prepared in consultation with the DRR Unit and the World Bank, and facilitate approval of the same by SADC Management;
- monthly, quarterly, semi- annual and annual project reports are timeously prepared and submitted in line with the SADC results-based planning and monitoring & evaluation framework and donor requirements;
- project procurement processes are expedited in line with the Annual Procurement Plan and with the SADC Procurement and Grants Guidelines and World Bank procurement procedures;
- all project tasks take into consideration cross cutting issues such as gender and youth by drawing up and involvement from various SADC directorates and units;
- a high-level of project internal controls including internal and external Project Audits are facilitated;
- measures and actions as provided in the Project Engagement Plan, communication and the Environment and Social Commitment Plan (ESCP) plan are undertaken;

- active participation in Project Steering Committee meetings and regional events is maintained.
- Member States participating in the RCRP are periodically brought together for information sharing and exchange;
- project Technical meetings with technical partners and the SADC Project Management Support Unit are organized as may be required;
- cross cutting issues notably gender, youth and climate change are taken into account in all project activities;
- establish robust project monitoring and evaluation systems and lead the mid-term and external project evaluations;

2. QUALIFICATION AND EXPERIENCE REQUIREMENTS

This assignment is expected to be carried out by an individual consultant expert. The specific profile is provided below.

2.1 Qualifications and Skills

- At least a Master's Degree in Disaster Risk Management, Natural, Environmental or Social Sciences, with emphasis on development and climate risk management issues from a recognized institution.
- Professional qualifications in Disaster Risk Management and related disciplines including exposure to emergency management or DRR training
- 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.

2.2 General Professional Experience

- At least 10 years of work experience in disaster risk management or humanitarian programmes in the SADC region;
- At least 5 years in a project leadership, coordination or management role; and
- Minimum of 3 years in a line management position or project coordination.

2.3 Specific Professional Experience

- Atleast 5 years Knowledge of SADC development, disaster and regional economic and integration issues
- Atleast 5years Knowledge of disaster risk management and climate change

- Proficient in the use of computers and computer software relevant to the position
- 2years of Project Management skills and experience
- Knowledge of IDA rules and procedures an added advantage

3. Duration of the assignment

The Successful Individual will be engaged for a period 2 years with the possibility of extension subject to funding availability and satisfactory performance in line with the SADC principles of Performance Management, and to its annual performance review and appraisal.

4. Facilities to be provided by the Client

The SADC Secretariat through the Project will provide office space and office equipment to facilitate the Project Coordinator's work.

5. Location of Employment

The assignment will will be based at the SADC Secretariat in Gaborone, Botswana, and will involve traveling to facilitate project activities.

6. 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.

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

8. Mode of Application

Interested suitably qualified Individuals meeting the stated requirements should submit their updated detailed curriculum vitae (CVs) and copies of professional certificates to the Secretariat through **Friday 21st February 2025 on or before 23:59 hours, Botswana local time, to the link below.** No public opening will be held.

SADC Collab link: <https://collab.sadc.int/s/nSELiS8do9qyGKo>

Kindly note that only highly technically scored bidder will be contacted for negotiations meeting.

9. 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: tchabwera@sadc.int/ ndlamini@sadc.int

ANNEX 1- CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, INDIVIDUAL CONSULTANT}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Hbbbbbb, deputy minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in REOI or TORS in which the Expert will be involved)	

Experts contact information: (e-mail, phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{day/month/year}

□

Name of Expert

Signature

Date

TERMS OF REFERENCE



PROJECT POSITIONS

REGIONAL CLIMATE RESILIENCE PROJECT (RCRP)

1. Project Background

Climate change poses a major threat to the achievement of the Eastern and Southern African (ASE) region's long-term development objective. There is huge potential for a regional approach to effectively address this shared challenge at scale via collective action, and to contribute to build ASE's resilience to climate-related impacts. The Regional Climate Resilience Program for Eastern and Southern Africa Project ("RCRP") proposes a platform for coordinated action on the regional climate change challenge, for testing and expanding the use of standardized and replicable approaches on emerging good practices across countries and sectors and for mobilizing co-financing for this agenda.

The objective of the RCRP is to improve the management of water-related climate impacts in Eastern and Southern Africa. It will be implemented through the following components:

- (i) Risk Management and Climate Financing;
- (ii) Infrastructure Investments and Sustainable Asset Management for Climate Resilience;
- (iii) Adaptive Climate Services for Resilience Communities;
- (iv) Project Management;

The project is the first in a Series of Projects (SOP), and involves Madagascar, Mozambique, South Sudan, Comoros, and two regional organizations: SADC, and the Eastern Nile Technical Regional Office (ENTRO). The overarching development objective of the RCRP is to strengthen the resilience to water-related climate impacts in Eastern and Southern African countries. The SOP is structured as a programmatic framework that will allow scalability (countries can join at different times) and economies of scale. It supports catalytic medium- to large-scale investments to reduce people's exposure to climate shocks, with a focus on protective, multi-benefit water infrastructure and storage; risk mitigation via improved early warning systems and planning; and scaling up adaptive safety net.

The SADC Secretariat managed share of the RCRP is being implemented over a period of five years, with an expected closing date of December 29, 2028. The Project is financed through a grant of US\$ 5M. It is being implemented through a Project Implementation Manual and coordinated by Project Implementation Unit PMU.

These Terms of Reference aim to facilitate the recruitment of the Project Coordinator, to be housed at the SADC Secretariat in Gaborone, Botswana.

1. Project Coordinator

1.1. Main Purpose

Under the direct supervision of the Head of Unit – Disaster Risk Reduction, the Project Coordinator will lead the implementation and coordination of the RCRP. The main responsibility of the Project Coordinator is to ensure the effective implementation of the RCRP project Component including Administration, Financial Management, Procurement, Monitoring & Evaluation, cross-component learning, and Activities Management, in consultation and coordination with the World Bank and SADC teams to make sure that the project achieves its intended objectives.

1.2. Scope of Services

The scope of work for the Project Coordinator will include ensure overall coordination of the project including planning, implementation, monitoring, and reporting of the project activities and make sure that the project achieves its intended objectives and contributes to the overall strategic objectives of SADC and the World Bank.

Specifically, the Coordinator will also undertake the following:

- Prepare Annual Project Plans and budgets in consultation with the DRR Unit and the World Bank, and facilitate approval of the same by SADC Management;
- Prepare annual report on progress as per the SADC results-based planning and monitoring & evaluation framework;
- Implement the project activities listed in the project work plans, oversee the implementation of financial and audit procedures, procurement plans, and ensure alignment with the provisions outlined in the Financing Agreement and the guidelines of Project Operations Manual; and the SADC project management system.
- Review, coordinate and ensure the effective implementation of the project procurement processes as per the Annual Procurement Plan and in line with the Project Procurement Strategy and World Bank procurement procedures;
- Ensure timely and effective financial management reporting of the Project activities as per the SADC financial and audit procedures for the Project;
- Ensure the administrative and logistics preparations required for implementation of the Project activities are undertaken timely and effectively
- Manage all project tasks and draw up support from various SADC directorates and units;
- Maintain a high-level project internal control and facilitate the annual Project Audits for the project;
- Responsible for the coordination and reporting of the measures and actions of the Project Environmental and Social Commitment Plan (ESCP) as per stipulated timeframe; and the SEP.
- Participate in the Regional Steering Committee meetings of the Project and in the regional events. Bring together Member States participating in the RCRP for information sharing and exchange;
- Support the project procurement processes (draft consultancy terms of references, prepare tender and other procurement documentation);
- Ensure swift follow up on all project activities including the implementation of the procurement plan and financial management experts on effective financial management of the project;
- Prepare monthly, quarterly, semi- annual and annual project reports in line with the donor and SADC reporting requirements;
- Participate at the Project Steering Committee meetings and report progress during meetings with project partners;
- Coordinate Project Technical Committee meetings with technical partners as may be required;
- Work closely with the Project Management Support Unit to ensure project compliance with the SADC Project Management System;
- Ensure timely delivery of the project outputs in line with the Annual Operational Plan and budget;
- Ensure that cross cutting issues notably gender and climate change are taken into account in all project activities;
- Undertake project monitoring missions and document through timely reports on achievement of set targets;
- Establish robust project monitoring and evaluation systems and lead the mid-term and external project evaluations;

1.3. Qualifications and Experience

Qualifications and Experience	
Education:	<ul style="list-style-type: none"> At least a Master's Degree in Disaster Risk Management, Natural, Environmental or Social Sciences, with emphasis on development and climate risk management issues from a recognized institution.
Professional Certification:	<ul style="list-style-type: none"> Professional qualifications in Disaster Risk Management and related disciplines including exposure to emergency management or DRR training
Specialised knowledge:	<ul style="list-style-type: none"> Knowledge of SADC development, disaster and regional economic and integration issues Knowledge of disaster risk management and climate change Proficient in the use of computers and computer software relevant to the position Project Management Knowledge of IDA rules and procedures an added advantage
Experience:	<ul style="list-style-type: none"> At least 10 years of work experience in disaster risk management or humanitarian programmes in the SADC region. At least 5 years in a project leadership, coordination or management role Minimum of 3 years in a line management position or project coordination.
Skills Requirements	
<ul style="list-style-type: none"> Conflict management skills Decision-making skills International relations skills Interpersonal skills Leadership skills Negotiation, persuasion, advocacy, networking, relationship building and stakeholder management skills Organisational skills (planning, budgeting, work prioritisation, time management) Research, analytical and problem-solving skills Strategy and policy development skills Team building skills Excellent communication skills in written and spoken English; French and / or Portuguese knowledge would be an advantage. Planning and priority setting 	
Competency Requirements	

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Conceptual and practical thinking
- Customer focused
- Decisive
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- Professionalism and adherence to good work ethics
- Resilience and personal drive, self-motivation
- Results and performance driven
- Visionary, thinks and acts strategically

1.4. References

Verifiable references and membership of professional organization(s). Previous work experience in projects funded by bi-multilateral development partners including the World Bank and SADC would be an advantage.

1.5. Reporting Relationships

The Project Coordinator will report to the Head of SADC DRR Unit who will in turn be under the overall guidance of the Deputy Executive Secretary for Regional Integration (DES-RI).

1.6. Expected Deliverables

The Project Coordinator is expected achieve the following key deliverables at the minimal (list not exhaustive):

#	Activity	Key Deliverable
1.	Prepare Project Work Plan and budget	Approved Project Work Plan and budget

2.	Facilitate the develop and manage the project monitoring and evaluation plan	Project monitoring and evaluation plan with KPIs developed and implemented
3.	Develop and facilitate review all project terms of references for key project consultancies	Terms of references for key project consultancies
4.	Develop and implement the Stakeholder Coordination, Communication and Visibility Plan working with the DRR Unit Liaison Officer	Implemented Stakeholder Coordination and Communication Plan
5.	Review deliverables by project consultants	Reviewed consultancy reports
6.	Acquire appropriate goods to support project implementation	Project asset list
7.	Supervise project team members within the PIU	Performance management plans and appraisals developed, reviewed and approved

1.7 Contract Terms of Positions

The initial contractual period for the positions of this project shall be **2 years** with the possibility of extension subject to funding and satisfactory performance in line with the SADC principles of Performance Management, and to its annual performance review and appraisal. The position will be based at the SADC Secretariat in Gaborone, Botswana. The successful candidate will be provided with an office and office equipment including a computer, with access to printing facilities to facilitate his/her work.

1.8 Expected Start of Duty

It is expected that the recruited staff will report for duties as soon as the recruitment process is finalised.

1.9. Payment Terms

The Individual Consultancy will be paid on a monthly base upon submitting the invoice