



## **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 CONSULTANCY TO CARRY OUT  
NATIONAL TRAINING AND TECHNICAL ASSISTANCE ON EUROTRACE TO  
BOTSWANA STATISTICS AGENCY

**REFERENCE NUMBER:** SADC/3/5/2/393

**DATE OF ISSUE:** 22 April 2025

#### **Background**

The SADC Secretariat through the SADC Regional Statistics Project has received a grant. The aim of this grant is to strengthen the institutional capacity of SADC and participating countries to produce, disseminate and use quality statistics while increasing regional harmonization and collaboration.

The Regional Infrastructure Development Master Plan (RIDMP), the SADC Regional Agricultural Policy (RAP), the Industrialisation Strategy and the Roadmap, among others, are complementary guiding frameworks for achieving the regional integration agenda. SADC has also developed various Protocols for domestication and implementation by Member States including the most recent one, the Protocol on Statistics, to enhance harmonization of statistics. The operating framework for implementing statistical activities as priorities for the region is the Regional Strategy for Development of Statistics (RSDS) and is aligned to SADC Vision 2050 and RISDP 2020-30.

Demand for quality and harmonized statistics has been on the rise to monitor progress in developmental agendas at national, regional, continental, and global level. The scope of data demand cuts across economic, social, and on emerging issues such as climate change, disaster-risk, environment and others related.

The SADC Secretariat intends to apply part of the proceeds of this financing to eligible payments under the contract for hiring an **INDIVIDUAL CONSULTANCY TO CARRY OUT NATIONAL TRAINING AND TECHNICAL ASSISTANCE ON EUROTRACE TO BOTSWANA STATISTICS AGENCY**

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 CONSULTANCY TO CARRY OUT NATIONAL TRAINING AND TECHNICAL ASSISTANCE ON EUROTRACE TO BOTSWANA STATISTICS AGENCY (1 Position)**

**Time Commitment : 100%**

**Accountable : Senior Officer, Research and Statistics**

**Duration of Assignment: 3 months**

## **1. The Objectives of the Assignment**

### **1.1 Overall objective**

The overall objective of this exercise is to train Member States on the use of statistical software for merchandise trade statistics.

### **1.2 Specific objectives**

The specific objective of the assignment is to undertake an advance national training on EUROTRACE, especially Structured Query Language (SQL)server based EUROTRACE to Statistics Botswana to process and analyse trade data. Another objective is to provide technical assistance on assessment of the EUROTRACE system challenges faced by Statistics Botswana.

### **1.3 Expected results**

The consultant is expected to achieve the following results in the following:

- Strengthened technical capacity of Statistics Botswana in the effectively and efficiently management and processing of trade data using SQL Server based EUROTRACE;
- Sources of challenges with EUROTRACE identified, documented and resolved; and
- Statistics Botswana to process and disseminate trade statistics using Eurotrace (SQL).

## **2. QUALIFICATION AND EXPERIENCE REQUIREMENTS**

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

### **2.1 Qualifications and Skills**

- A minimum of a Degree in statistics, economics, IT, Data Science or related field, A Masters degree and above shall be an advantage.
- Certificate in trainings on EUROTRACE
- Written and oral fluency in the English 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.

### **2.2 General Professional Experience**

- The Expert Must have at least fifteen (15) years of experience in merchandise trade statistics compilation and dissemination.

### **2.3 Specific Professional Experience**

- Demonstrated experience for at least 10 years using EUROTRACE for processing and dissemination of merchandise trade statistics at national, regional or continental level;
- Demonstrated experience as a resource person in delivering at least 5 trainings/technical assistance activities to developing countries at national, regional and continental level in Eurotrace software
- The expert must be independent and free from conflicts of interest in the responsibilities they take on.

### **3. Duration of the assignment**

The Individual Consultant will work within the 3 months from the date of signing the agreement.

### **4. Facilities to be provided by the Client**

The assignment will mostly be home-based and shall require travel to the Botswana to conduct the training and technical assistance.

### **5. Location of Employment**

The assignment will involve traveling to the Botswana to conduct the training and technical assistance.

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 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 **Friday 9 May 2025 on or before 23:59 hours, Botswana** local time. No public opening will be held.

**SADC Collab link:** <https://collab.sadc.int/s/e86ZoLGT2dQACnC>

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

**9. VALIDITY OF THE TECHNICAL PROPOSAL**

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

10. 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](mailto:mmikuwa@sadc.int)  
Copy to: [zruth@sadc.int](mailto:zruth@sadc.int)

## ANNEX 1- CURRICULUM VITAE (CV)

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

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

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**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:**

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**Language Skills (indicate only languages in which you can work):** \_\_\_\_\_

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**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

**ANNEX 2      DETAILED TORs  
TERMS OF REFERENCE**



**CONSULTANCY TO CARRY OUT A NATIONAL TRAINING AND TECHNICAL  
ASSISTANCE ON EUROTRACE TO BOTSWANA STATISTICS AGENCY**



## BACKGROUND INFORMATION

### 1.1 Background

The Southern African Development Community (SADC) is a Regional Economic Community comprising 16 Member States, namely; Angola, Botswana, Comoros, Democratic Republic of Congo, Eswatini, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Tanzania, Zambia, Zimbabwe. Established in 1992, SADC is committed to Regional Integration and poverty eradication within Southern Africa through economic development and ensuring peace and security.

Article 14 of the SADC Treaty establishes the SADC Secretariat as the principal executive institution of SADC. The Secretariat performs its mandate and functions within the policy, strategic and programme provisions outlined in the Regional Indicative Strategic Development Plan (RISDP) and the Vision 2050. The SADC Vision 2050 earmarks Statistics a priority cross-cutting sector whereby by 2050, the region strategic objective in statistics is to realize a robust and responsive regional statistical system to underpin regional integration processes, including measurement of progress and impact.

### 1.2 Current situation in the sector

Secretariat is prioritizing statistical capacity building as part of its implementation plan guided by the Regional Strategy for Development of Statistics (RSDS) 2020-30. With the Regional Statistics Project funded by the World Bank, capacity building shall basically come in the form of development of practical guidelines in specific domains; rolling out national and regional training programmes and; assisting Member States through technical assistance. Data management and processing is within the sub-component 1.1 on improving capacity for data production, management and dissemination of the Regional Statistics World Bank project.

Article 16 of the Protocol on Statistics stipulates that Member States shall produce and disseminate monthly, quarterly and annual merchandise trade statistics. The use of specialized software is also essential in the handling of large volume of trade data flows for processing and dissemination of merchandise trade statistics. In this regard, there is a need to capacitate Member States to process and analyse trade data.

The EUROTRACE software package is an open-source software that was originally developed by Eurostat as generic data management system, but it is now used mostly by trade statisticians to compile *International Merchandise Trade Statistics (IMTS)*. EUROTRACE is a modular software for processing international trade statistics, featuring a database management system (EUROTRACE DBMS) for data compilation, an editor for data entry (EUROTRACE Editor) and a visualization tool (Comext standalone)

Statistics Botswana uses EUROTRACE system for the processing and analysis of International Merchandise Trade Statistics (IMTS). It has received assistance from the Pan African Statistics Programme (PAS I) to migrate from ACCESS based platform to Structured Query Language/SQL based EUROTRACE. As the system requires frequent upgrading and continuous configuration that involves IT expertise, Trade Unit of Statistics Botswana faces complex challenges using the software with limited expertise on SQL.

Statistics Botswana has hereby requested a national training and technical assistance on EUROTRACE SQL based to process and analyse Trade data given that they are experiencing challenges in its use. It is within this context that Secretariat is looking for an individual consultant to deliver training and technical assistance on EUROTRACE to train Trade Unit of Statistics Botswana on important features of SQL server based EUROTRACE and to assist them to address the challenges encountered with the software.

## **2. OBJECTIVES OF THE ASSIGNMENT AND EXPECTED RESULTS**

### **2.1 Overall objective**

The overall objective of this exercise is to train Member States on the use of statistical software for merchandise trade statistics.

### **2.2 Specific objectives**

The specific objective of the assignment is to undertake an advance national training on EUROTRACE, especially SQL server based EUROTRACE to Statistics Botswana to process and analyse trade data. Another objective is to provide technical assistance on assessment of the EUROTRACE system challenges faced by Statistics Botswana.

### **2.3 Expected results**

The consultant is expected to achieve the following results:

- Strengthened technical capacity of Statistics Botswana in the effectively and efficiently management and processing of trade data using SQL Server based EUROTRACE;
- Sources of challenges with EUROTRACE identified, documented and resolved; and
- Statistics Botswana to process and disseminate trade statistics using Eurotrace (SQL).

### **3. SCOPE OF WORK**

#### **3.1 Scope of work**

This assignment has two components, one on national training and another one on technical assistance. First, it primarily consists of undertaking and servicing a national basic to advanced training on EUROTRACE, especially SQL Server based EUROTRACE to process and analyze trade data as a resource person.

The second part is to deliver technical assistance as a resource person to identify challenges with EUROTRACE System, document them and provide sustainable solutions.

It is estimated an approximate 2 weeks intervention (10 working days) for undertaking the training of 5 days and the technical of 5 days in the Headquarters of Statistics Botswana.

The training must provide for basic and advanced level knowledge on EUROTRACE. The training report should contain summary of topics covered during training week, and training materials as annexes. A technical assistance report is also expected within this assignment.

#### **3.2 Geographical area to be covered**

The assignment will be carried out in the SADC Member States, namely Botswana.

#### **3.3 Target groups**

This consultancy is expected to target the Merchandise Trade Statistics of Statistics Botswana, in particular, trade statisticians involved in processing and analysis of trade statistics using EUROTRACE. It is also a requirement for IT experts of Statistics Botswana to be part of the training and technical assistance to gain knowledge and ensure sustainability in handling the tool when required and without any support.

### 3.4 Specific work

The consultant is required to undertake the following tasks amongst others in executing the assignment:

1. Produce a Inception Report demonstrating how the training will be organised and its effectiveness towards impactful results. It should have the objectives and expected outcome of the training, a structured agenda and programme to cater for practical training on EUROTRACE.
2. Conduct basic refresher and advanced Training on Eurotrace SQL Based Eurotrace data management and Comext Standalone applications.
3. Perform basic and advanced training on SQL scripts to ensure that the staff can adequately manage the database
4. To review the current System Dictionaries and create/ review their relations;
  - Harmonised System (HS )and other classifications (Broad Economic Category/BEC, Standard International Trade Classification-/SITC)
  - Import the Relation table into the relation.
  - CPC and associated relations
5. To test System validation rules (Both Constraints and non- Constraints) to ensure functionality for both Algorithms and to introduce new validation rules to ensure data quality
  - To check Backend Interface (BKI )files for all the algorithms
  - To review BotsDomain Structure and Improvement of the Eurotrace DBMS for utmost effective and efficient operation to yield quality data.
6. Adjust the current structure by adding more variables of relevance to the domain, such as:
  - Second partner country for both imports and exports;
  - Country of export for imports and country of first destination for exports.
7. Adjust any challenging features

8. Produce a Training Report that should include the following:
  - Summary of topics covered during training week; and
  - Training Materials as annexes for use by Trade Unit and IT Unit of Statistics Botswana.
9. Produce a Technical Assistance Report covering the technical problems identified in the current system being used by Statistics Botswana and the methods used for rectifying them. Furthermore, the report should also have a results-based matrix to ensure ownership of the beneficiary and implementation to ensure and reap impactful results.

#### **4. QUALIFICATION AND EXPERIENCE REQUIREMENTS**

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

##### **Qualifications and Skills**

- A minimum of a Degree in statistics, economics, IT, Data Science or related field, A Masters degree and above shall be an advantage.
- Certificate in trainings on EUROTRACE
- Written and oral fluency in the English 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.

##### **General Professional Experience**

- The Expert Must have at least fifteen (15) years of experience in merchandise trade statistics compilation and dissemination.

##### **Specific Professional Experience**

- Demonstrated experience for at least 10 years using EUROTRACE for processing and dissemination of merchandise trade statistics at national, regional or continental level;

- Demonstrated experience as a resource person in delivering at least 5 trainings/technical assistance activities to developing countries at national, regional and continental level in Eurotrace software
- The expert must be independent and free from conflicts of interest in the responsibilities they take on.

Note that civil servants and other staff of the public administration, of the partner country or of international/regional organizations 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.

## 5. REPORTING REQUIREMENTS AND TIME SCHEDULED FOR DELIVERABLES

### 5.1 Reporting requirements

The consultant shall operate under the guidance of the Senior Officer – Research & Statistics and direct supervision of Officer – Research and Statistics.

All the deliverables shall be delivered to the Officer – Research and Statistics who shall assess and review the deliverables in line with the requirement of the Terms of Reference; and approved by the Senior Officer- Research and Statistics.

All reports / training materials shall be in electronic format, will be shared to SADC Secretariat. They will be the property of SADC Secretariat and will be used for additional training if required. The Expert shall work with the Secretariat up to the end of the assignment, shall have delivered the following in electronic format within three (3) months:

Name of report	Content	Time of submission
Inception Report	<p>The Inception Report should demonstrate how the training will be organised and its effectiveness towards impactful results. It should have the following:</p> <ul style="list-style-type: none"> <li>- Objectives and expected outcome of the training; and</li> <li>- structured agenda and programme to cater for practical training on EUROTRACE</li> </ul>	No later than 7 calendar days after the signing of the contract.

Training report	The report should cover: - summary of topics covered during training week; and - Training Materials as annexes for use by Botswana	No later than 7 calendar days after the completion of the national training workshop.
Technical Assistance Report	The Technical Assistance Report should cover: - technical problems identified in the current system being used by Statistics Botswana and the methods used for rectifying them - a results-based matrix to ensure ownership and implementation by the beneficiary	No later than 10 days after the technical assistance completion date

## 5.2 Submission and approval of report

The reports referred to above must be submitted to the project manager identified in the contract. The reports must be written in English. The project manager is responsible for approving the reports.

## 5.3 Project management

Overall responsibility for supervision of the Consultancy will lie with the Officer – Research and Statistics. The Consultant shall be responsible for the operational day-to-day management and coordination of the consultancy work.

## 5.4 Management structure

The Consultant shall report to the Officer – Research and Statistics and perform the assigned tasks.

# 6. LOGISTICS AND START DATE

## 6.1 Location

The assignment will involve traveling to Botswana.

## 6.2 Office accommodation

None required

## 6.3 Facilities to be provided by the contracting authority

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

#### **6.4 Facilities to be provided by the contractor**

The contractor must ensure he/she is adequately prepared and equipped for delivery of the training and drafting of deliverables. Moreover, the Consultant is expected to be fully self-sufficient in terms of international travel associated expenses in Botswana, laptop and related device connectivity for projector for this consultancy.

#### **6.5 Equipment**

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

#### **6.6 Start date and period of implementation**

The intended start date is as soon as both parties have signed the contract agreement and the period of implementation of the contract will be 60 calendar days from the date of signing the agreement.

### **7. MONITORING AND EVALUATION**

#### **7.1 Definition of indicators**

The indicators to be used are timeliness, technical coverage and analytical quality of the 3 Reports as detailed in 5 above.

#### **7.2 Special requirements**

The Consultant must declare any potential conflict of interest between the provision of the requested services, and other activities in which, a member of their consortium or group (s), or any expert proposed in their offer is engaged.

### **8. ASSUMPTIONS AND RISKS**

#### **8.1 Assumptions underlying the project**

It is assumed that the consultant would be procured within the reasonable timeframe and activities implemented within the schedule provided above spread over 3 months.



## 8.2 Risks

The nature of the assignment presents negligible risks associated with the consultancy. Some of the foreseen risks are the following:

Possible risks	Risk Level	Mitigation Measures
1. Unavailability of key stakeholders to provide relevant information due to change in the working environment	Medium	Plan and communicate ahead with key stakeholders; have more than one communication means

## 9. FINANCIAL PROPOSAL

### 9.1 Financial proposal

The financial proposal should be a lumpsum that include all consultancy fees and all costs .

### 9.2 Schedule of payment

Payments for the assignment shall be related to the reports and their approval as follows:

**20%** of the contract price shall be paid upon submission and approval of the Inception report

**40%** of the contract price shall be paid upon submission and approval of the Training Report

**40%** of the contract price shall be paid upon submission and approval of the Technical Assistance Report



Signed with Impression - Chain of Custody



#### Signature Request

Signature Request ID:	64563150-b0c3-40c8-8f0b-12305c7a6648	Timestamp:	2025-04-22 14:01:20 GMT
Signee Name:	Veronica Zulu. Chingalawa	Sender Name:	Veronica Zulu. Chingalawa
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

#### Original Document

Document Name:	REOI for EUROTRACE BOTSWANA_.docx	Document Size:	257.9 KB
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#### Email Evidence

Signee Email:	vchingalawa@sadc.int	Email Subject:	Not available in Silent Mode
Email Sent Timestamp:	Not available in Silent Mode	Email Opened Timestamp:	Not available in Silent Mode

#### Web Evidence

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#### Annotations and Modifications

Signature Count:	0	Form Fields Filled Count:	0
Text Annotation Count:	0	Initial All Pages Count:	1
Single Initial Count:	0		

#### Signing Evidence

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Security Challenge:	NONE	Part of Workflow:	NONE
Action:	APPROVE	Reason for Action:	approved

#### Chain Of Custody Generation

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Signed with Impression - Chain of Custody



#### Signature Request

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Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

#### Original Document

Document Name:	REOI for EUROTRACE BOTSWANA_docx.pdf	Document Size:	411.2 KB
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#### Email Evidence

Signee Email:	tchabwera@sadc.int	Email Subject:	Not available in Silent Mode
Email Sent Timestamp:	Not available in Silent Mode	Email Opened Timestamp:	Not available in Silent Mode

#### Web Evidence

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#### Chain Of Custody Generation

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