



SADC SECRETARIAT

REQUEST FOR EXPRESSION OF INTEREST (INDIVIDUAL CONSULTANCY)

COUNTRY: BOTSWANA

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

PROJECT ID: P180171

ASSIGNMENT TITLE: CONSULTANCY TO STRENGTHEN CAPACITY OF SADC MEMBER STATES FOR IMPLEMENTING FORESTRY GUIDELINES ON PARTICIPATORY FOREST MANAGEMENT, REGIONAL FOREST INFORMATION SYSTEM AND FOREST FIRE MANAGEMENT

REFERENCE NUMBER: SADC/3/5/2/388

DATE OF ISSUE: 7th April 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 Secretariat intends to hire an Individual **CONSULTANCY TO STRENGTHEN CAPACITY OF SADC MEMBER STATES FOR IMPLEMENTING FORESTRY GUIDELINES ON PARTICIPATORY FOREST MANAGEMENT, REGIONAL FOREST INFORMATION SYSTEM AND FOREST FIRE MANAGEMENT.**

The SADC Secretariat therefore invites applications from suitably qualified individuals for **CONSULTANCY TO STRENGTHEN CAPACITY OF SADC MEMBER STATES FOR IMPLEMENTING FORESTRY GUIDELINES ON PARTICIPATORY FOREST MANAGEMENT, REGIONAL FOREST INFORMATION SYSTEM AND FOREST FIRE MANAGEMENT.**

Title : CONSULTANCY TO STRENGTHEN CAPACITY OF SADC MEMBER STATES FOR IMPLEMENTING FORESTRY GUIDELINES ON PARTICIPATORY FOREST MANAGEMENT, REGIONAL FOREST INFORMATION SYSTEM AND FOREST FIRE MANAGEMENT

Time Commitment : 100%

Accountable : Senior Programme Officer – Natural Resources and Wildlife

Duration of Assignment: 3 months

1. The Objectives of the Assignment

1.1 Overall objective

The overall objective of this assignment is to capacitate and equip Member States with skills and knowledge to implement the regional forestry guidelines.

1.2 Specific objectives

The specific objectives of the assignment are to:

- Provide training to a total of 32 technical officers from sixteen SADC Member States on the regional forestry guidelines on Participatory Forest Management, Regional Forest Information System and Forest Fire Management.
- Facilitate introduction of the guidelines to Member States articulating the significance and practical usage of the guidelines as a tool in implementing the SADC Forestry Strategy.
- Develop participant handout package and supporting materials for an integrated capacity building program which will serve to enhance the knowledge base and skills of Member States in the implementation of the regional forestry guidelines.

1.3 Expected results.

The main output of the consultancy is provision of training to a total of 32 technical officers from sixteen SADC Member States on the regional forestry guidelines on Participatory Forest Management, Regional Forest Information System and Forest Fire Management. Specific deliverables include the following:

- (i) Inception report and proposed methodology or approach to meeting the objectives of the assignment.
- (ii) Participant's handout packages that include.
 - a) summarized version of information covered in each of the Guidelines.
 - b) template for an Action Plan to be developed by participants to strengthen implementation of the Guidelines.
- (iii) Conduct training of SADC Member States.
- (iv) Report from the training with concrete recommendations on the way forward.

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

- A minimum of a Master's degree or equivalent level in Natural Resources Management including forest resources.
- A minimum of 10 years' working experience at least five of which should be in developing training materials or teaching guides.
- Experience as a team leader in a related assignment.
- Experience in working with SADC regional projects would be an added advantage.
- Excellent interpersonal and strong communication skills, in both written and verbal English.
- Ability to complete tasks efficiently and handling tight deadlines. Excellent time management and organizational skills to prioritize workload and deliver the needful during the training week.
- Proof of satisfactory completion of previous related assignments.

2.2 General Professional Experience

- At least 10 years of work experience in sustainable natural resources management or forestry ecosystem related 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

- At least 5 years Knowledge of SADC development, regional economic and integration issues.
- At least 5 years' experience in Sustainable Forest Resources Management
- At least 5 years' experience in forest resources governance and administration.
- At least 2 years knowledge of forest inventory, biomass assessment and monitoring.
- At least 2 years knowledge of forest/wildland fire management.
- At least 2 years knowledge of Community Based Natural Resources Management (CBNRM) including participatory forest management.
- At least 2 years of Project Management skills and experience
- Experience having undertaken forestry related work with SADC would be an added advantage.

- Knowledge of the SADC Protocol on Forestry and associated regional strategies and programmes will be an added advantage.

3. Duration of the assignment

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 90 calendar days from the date of signing the agreement. The consultancy will run for the period 01 July to 30 September 2025 including **3** days of training.

4. Facilities to be provided by the Client.

The SADC Secretariat, as the Contracting Authority will provide the following.

- Venue for training
- Electronic copies of the Regional Forestry Guidelines (PFM, RFIS and FFM).
- Interpretation for three (3) days (French and Portuguese)

5. Location of Employment

The assignment is commissioned by the SADC Secretariat based in Gaborone, Botswana. However, the training of SADC Member States shall take place in Johannesburg, at a place and venue to be determined by the SADC Secretariat.

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 and financial proposal to the Secretariat through **Tuesday 22nd April 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/rio3HbSgnqj4nF9>

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/ smokgwathi@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



REGIONAL CLIMATE RESILIENCE PROJECT (RCRP)

**CONSULTANCY TO STRENGTHEN CAPACITY OF SADC MEMBER STATES
FOR IMPLEMENTING FORESTRY GUIDELINES ON PARTICIPATORY FOREST
MANAGEMENT, REGIONAL FOREST INFORMATION SYSTEM AND FOREST
FIRE MANAGEMENT**

1. BACKGROUND INFORMATION

1.1 Background

The Southern Africa Development Community (SADC) is the Regional Economic Community (REC) comprising 16 Member States, namely: Angola, Botswana, Comoros, Democratic Republic of Congo, Eswatini, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, Tanzania, Zambia, Zimbabwe. Established in 1992, SADC is committed to promote Regional Integration as a vehicle for achieving regional development Agenda. The SADC Regional Indicative Strategic Development Plan (RISDP 2020-2030) provides coherent and comprehensive ten-year development agenda on social, economic, peace, security, political and governance issues with a major goal of improving the standard and quality of life of people of the SADC region. The RISDP 2020-30 covers six strategic priorities:

Pillar 1: Peace, Security and Good Governance which is the foundation.

Pillar 2: Industrial development and market integration.

Pillar 3: Infrastructure development in support of regional integration.

Pillar 4: Social and human capital development.

Pillar 5: Crosscutting issues, including Gender and Youth; Environment, Climate change and Disaster Risk Management; and

Pillar 6: Strategic management of the RISDP.

Under the Cross-cutting Pillar 5, **Strategic Objective 6** focuses on the “*sustainable utilization and conservation of the natural resources and effective management of environment*” with expected **Outcome** of “*improved management of the environment and sustainable utilization of natural resources*”.

1.2 Current situation in the Sector

Forests are an important natural resource in the Southern African Development Community (SADC) region, as they provide environmental goods and services, which comprise soil protection, water conservation, habitat for wildlife, food, and climate change mitigation through carbon sequestration. The SADC Forestry Strategy has put emphasis on the extent and potential offered by regional forest resources, which are currently estimated to cover 41% of total area in the SADC region.

The focus on forestry and operations by SADC are mandated and guided by the Protocol on Forestry (2002), which entered into force in 2009. The goal of the strategy

is that, by 2030, Member States should have the capacity to sustainably manage and use both national and transboundary forest resources through unilateral, bilateral, regional, and international frameworks to provide for economic development and ecosystem services for the SADC region.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1 Overall objective

To capacitate and equip Member States with skills and knowledge to implement the regional forestry guidelines.

2.2 Specific Objectives (Purpose)

- Provide training to a total of 32 technical officers from sixteen SADC Member States on the regional forestry guidelines on Participatory Forest Management, Regional Forest Information System and Forest Fire Management.
- Facilitate introduction of the guidelines to Member States articulating the significance and practical usage of the guidelines as a tool in implementing the SADC Forestry Strategy.
- Develop participant handout package and supporting materials for an integrated capacity building program which will serve to enhance the knowledge base and skills of Member States in the implementation of the regional forestry guidelines.

2.3 Results to be achieved by the contractor.

The main output of the consultancy is provision of training to a total of 32 technical officers from sixteen SADC Member States on the regional forestry guidelines on Participatory Forest Management, Regional Forest Information System and Forest Fire Management. Specific deliverables include the following:

- (v) Inception report and proposed methodology or approach to meeting the objectives of the assignment.
- (vi) Participant's handout packages that include.
 - c) summarized version of information covered in each of the Guidelines.
 - d) template for an Action Plan to be developed by participants to strengthen implementation of the Guidelines.
- (vii) Conduct training of SADC Member States.
- (viii) Report from the training with concrete recommendations on the way forward.

3. SCOPE OF WORK

3.1 General

The consultancy is estimated to be conducted within 20 working days. Payments will be tied to presentation of the Inception report, provision of training and then upon submission of the Report from the training with concrete recommendations on the way forward. The consultant shall comply with the SADC Secretariat Terms of Contract and shall be mindful of his/her duty of loyalty and confidentiality connected to this contractual relationship.

3.2 Geographical area to be covered.

The training will be offered to SADC Member States to implement the regional forestry guidelines on Participatory Forest Management (PFM), Regional Forest Information System (RFIS) and Forest Fire Management (FFM). The SADC is a regional inter-governmental organisation comprising of 16 Southern African countries, headquartered in Gaborone, Botswana. The Community's sixteen-member countries are Angola, Botswana, Comoros, Democratic Republic of Congo (DRC), Eswatini, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Tanzania, Zambia, and Zimbabwe.

3.3 Target groups

The targeted people to be trained are the forestry officials particularly the technical staff responsible for implementing forestry related programmes. In capacitating Member States, the consultant will work closely with the SADC Secretariat, Natural Resources and Wildlife Unit, responsible for Forestry. At Member States level, the consultant will work with authorities responsible for forest resources management.

3.4 Specific Work

The assignment will be carried out primarily through desk top research and requires intellectual thinking.

In particular, the consultant will be required to:

- (i) Produce and present inception report and proposed methodology or approach to meeting the objectives of the assignment.
- (ii) Prepare participant's handout packages that include.
 - a) summarized version of information covered in each of the Guidelines.
 - b) template for an Action Plan to be developed by participants to strengthen implementation of the Guidelines.

- (iii) Conduct training of SADC Member States
- (iv) Produce and present a report from the training with concrete recommendations on the way forward.

4. QUALIFICATIONS AND EXPERIENCE

This assignment is expected to be carried out by an individual consultant expert and should be competent in natural resources management. The specific profile is provided below:

Qualifications and Skills

- A minimum of a Master's degree or equivalent level in Natural Resources Management including forest resources.
- A minimum of 10 years' working experience at least five of which should be in developing training materials or teaching guides.
- Experience as a team leader in a related assignment.
- Experience in working with SADC regional projects would be an added advantage.
- Excellent interpersonal and strong communication skills, in both written and verbal English.
- Ability to complete tasks efficiently and handling tight deadlines. Excellent time management and organizational skills to prioritize workload and deliver the needful during the training week.
- Proof of satisfactory completion of previous related assignments.

General Professional Experience

- (ii) At least 10 years of work experience in sustainable natural resources management or forestry ecosystem related programmes in the SADC region.
- (iii) At least 5 years in a project leadership, coordination, or management role; and
- (iv) Minimum of 3 years in a line management position or project coordination.

Specific Professional Experience

- At least 5 years Knowledge of SADC development, regional economic and integration issues.
- At least 5 years' experience in Sustainable Forest Resources Management
- At least 5 years' experience in forest resources governance and administration.
- At least 2 years knowledge of forest inventory, biomass assessment and monitoring.
- At least 2 years knowledge of forest/wildland fire management.

- At least 2 years knowledge of Community Based Natural Resources Management (CBNRM) including participatory forest management.
- At least 2 years of Project Management skills and experience
- Experience having undertaken forestry related work with SADC would be an added advantage.
- Knowledge of the SADC Protocol on Forestry and associated regional strategies and programmes will be an added advantage.

The expert must be independent and free from conflicts of interest in the responsibilities they take on.

5. REPORTING REQUIREMENTS AND TIME SCHEDULED FOR DELIVERABLES

5.1 Reporting requirements

The consultant shall operate under the direct supervision of the Senior Programme Officer – Natural Resources and Wildlife.

The following deliverables shall be delivered to the Senior Programme Officer – Natural Resources and Wildlife.

- a) Inception report
- b) Participant's handout.
- c) Training of SADC Member States.
- d) End of training report with concrete recommendations on the way forward.

5.2 Submission & approval of reports

A copy of the report must be written in English and the project manager is responsible for approving the report.

5.3 Project Management

Overall responsibility for supervision of the Consultancy will lie with the Senior Programme Officer – Natural Resources and wildlife. 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 Senior Programme Officer – Natural Resources and Wildlife (nkanime@sadc.int) and perform the assigned tasks under the direct supervision of the Programme Officer – Forestry (smokgwathi@sadc.int). The

consultant will continuously as per schedule of work update the Secretariat on progress of the consultancy.

6. LOGISTICS AND START DATE

6.1 Location

The assignment is commissioned by the SADC Secretariat based in Gaborone, Botswana. However, the training of SADC Member States shall take place in Johannesburg, at a place and venue to be determined by the SADC Secretariat.

6.2 Office accommodation

Not required

6.3 Facilities to be provided by the contracting authority.

The SADC Secretariat, as the Contracting Authority will provide the following.

- Venue for training
- Electronic copies of the Regional Forestry Guidelines (PFM, RFIS and FFM) – **Annex 1**.
- Interpretation for three (3) days (French and Portuguese)

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 provision of training material. Moreover, the Consultant is expected to be fully self-sufficient in terms of international travel associated expenses and laptop and related device connectivity for projector for this consultancy.

6.5 Equipment

No equipment is required.

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 90 calendar days from the date of signing the agreement**. The consultancy will run for the period 01 July to 30 September 2025 including **3** days of training.

7. MONITORING AND EVALUATION

7.1 Definition of indicators

Not required

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 of 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 time - frame and implemented within the schedule provided of 90 calendar days.

8.2 Risks

The nature of the assignment presents risks associated with the consultant charging amount of money that the SADC Secretariat can't afford due to budgetary constraints:

Possible risk	Risk Level	Mitigation Measures
The consultant charging amount of money that the SADC Secretariat can't afford due to budgetary constraints.	Medium	Disclosure of the budget to the potential bidders.

9. Payment Schedule

100% payment will be done upon submission of End of training report with concrete recommendations on the way forward, and acceptance of report by SADC.