



SADC SECRETARIAT

REQUEST FOR EXPRESSION OF INTEREST (INDIVIDUAL CONSULTANTS SELECTION)

COUNTRY: **BOTSWANA**

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

PROJECT ID: **P180171**

ASSIGNMENT TITLE: **INDIVIDUAL CONSULTANCY FOR THE ASSESSMENT
AND DEVELOPMENT OF OPERATIONAL AND COORDINATION MANUALS FOR
ADAPTIVE SOCIAL PROTECTION PROGRAMS IN THE SADC REGION**

REFERENCE NUMBER: **SADC/3/5/2/408**

DATE OF ISSUE: **4 July 2025**

The SADC Secretariat through the SADC Regional Climate Resilience Project (RCRP) has received a grant. 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 and intends to apply part of the proceeds for consulting services for the assessment and development of operational and coordination manuals for adaptive social protection programs in the SADC Region.

In view of the above, the SADC Secretariat is undertaking a number of interventions aimed at increasing the resilience of the SADC economies, improvement of livelihoods of the region's communities and the protection and restoration of biodiversity and the region's ecosystems. One such initiative is the Regional Climate Resilience Program (RCRP), which is a programmatic framework (structured as a series of projects or SOPs), funded by the World Bank, with the objective of strengthening the resilience to water-related climate hazards and their impacts in Eastern and Southern African countries. The first project within this program, RCRP-1 supports Madagascar, Mozambique, South Sudan, Comoros, and two regional organizations: SADC, and the Eastern Nile Technical Regional Office (ENTRO) while the second project (RCRP-2) supports Malawi and the African Union. The SOP allows for 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 infrastructure; risk adaptation and mitigation via improved early warning systems and planning; and scaling up adaptive safety nets and decentralized resilience building activities.

The SADC Secretariat intends to apply part of the proceeds of this financing to eligible payments under the contract for hiring an **INDIVIDUAL CONSULTANCY FOR THE ASSESSMENT AND DEVELOPMENT OF OPERATIONAL AND COORDINATION MANUALS FOR ADAPTIVE SOCIAL PROTECTION PROGRAMS IN THE SADC REGION**

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 FOR THE ASSESSMENT AND DEVELOPMENT OF OPERATIONAL AND COORDINATION MANUALS FOR ADAPTIVE SOCIAL PROTECTION PROGRAMS IN THE SADC REGION (1 Position)

Time Commitment : 100%

Accountable : Head DRR Unit

Duration of Assignment: 8 months

1. The Objectives of the Assignment

1.1 Overall objective

1.1. Overall objective

To strengthen institutional and operational frameworks for Adaptive Social Protection in the SADC region by developing regional guidelines for operational and coordination manuals.

1.2. Purpose (Specific Objectives)

The specific objectives of the assignment are to:

- (i) Assessment of Social Protection Systems to build climate and water related risk resilience.
- (ii) Development of Guidelines for Operational Manuals and Interinstitutional Coordination to enhance the policy and program content on risk resilience building in social protection systems.

1.3 Expected results

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

➤ Inception Report:

An Inception Report for the assignment detailing the understanding of the Terms of Reference, methodology and approach for the assignment, experts available and the expected outcomes and detailed delivery timelines in gaunt chart

➤ Assessment Report:

- Assessment of the adaptability of social protection systems (instruments and programs).

➤ Guidelines for Operational Manuals Institutional Coordination:

- Key lessons for Operational Manuals and coordination between social protection, DRM, and water sectors.

➤ Workshop Summary Report:

- Summary of workshop discussions and feedback, including key insights and recommendations.

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 the below listed requirements. The specific profile is provided below:

2.1 Qualifications and Skills

- The assignment is expected to be undertaken by a consultant with an advanced university degree (master's or PhD) in the field of economics,

disaster risk management, natural resources, Gender, environment management, or related field.

- Must be result-oriented, a team player, exhibiting high levels of enthusiasm, tact, diplomacy, and integrity.
- Excellent report writing capabilities.
- Fluent in spoken and written English. Working knowledge of French and/or Portuguese is an added advantage.
- Computer literate with good working knowledge of the standard Microsoft Office suite of programmes.
- Proven experience with virtual conferencing systems (ZOOM, WEBEX, Microsoft Teams, Google meet etc.
- familiarity with web developer technologies and ecosystems

2.2 General Professional Experience

- The Expert Must have at least ten (10) years of experience in Development of Guidelines for Operational Manuals and knowledge of Inter-institutional Coordination on policy and program on risk resilience building and social protection systems.
- Demonstrate over 10 years' knowledge on Social Protection Systems and climate and water related risk resilience.
- Demonstrate over 10 years of excellent leadership, interpersonal and professional skills in interacting with government and development partners.

2.3 Specific Professional Experience

- At least 10 Years experience in areas of social protection systems, disaster risk management, and water sector coordination.
- 10years of Experience in developing operational manuals and facilitating workshops.
- Knowledge of community engagement practices and climate risk management.
- Understanding of the humanitarian-peace and development nexus.
- Demonstrated 10 years of experience in working with governments, partners, and other stakeholders in public policy development, especially around Disaster Risk Management.
- 10 years of Experience in project management, research, training, and capacity development
- Experience in conducting trainings in related fields
- Demonstrated 10 years of experience in similar assignments including in the application of WB ESF will be a plus

3 Duration of the assignment

The Individual Consultant will work within the 8 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 **Tuesday 22 July 2025 on or before 23:59 hours, Botswana local time.** No public opening will be held.

Collab link: <https://collab.sadc.int/s/Kf9WjdoQjjXrmt5>

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

9 VALIDITY OF THE TECHNICAL PROPOSAL

Your submission should be valid for a period of **120 days** from the date of deadline for submission. The detailed Terms of Reference (TOR) for the assignment can be found at the following website: (<https://www.sadc.int/procurement-opportunities>)

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

Copy to: ndlamini@sadc.int or tchabwera@sadc.int

P.P. ~~End~~

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