



**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 A  
NATIONAL TRAINING ON STATA ADVANCED LEVEL TO NAMIBIA STATISTICS  
AGENCY**

**REFERENCE NUMBER: SADC/3/5/2/412**

**DATE OF ISSUE: 23 July 2025**

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 Secretariate intends to apply part of the proceeds of this financing to eligible payments under the contract for hiring an **INDIVIDUAL CONSULTANCY TO CARRY OUT A NATIONAL TRAINING ON STATA ADVANCED LEVEL TO NAMIBIA 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 A NATIONAL TRAINING ON STATA ADVANCED LEVEL TO NAMIBIA STATISTICS AGENCY**

**Time Commitment : 100%**

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

**Duration of Assignment: 3 months**

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

### **1.1**

#### **1.1. Overall objective**

The overall objective of this exercise is to train Member State on the use of statistical software.

#### **1.2. Purpose (Specific Objectives)**

The specific objective of the assignment is to undertake a national training on STATA advanced level to Namibia to process and analyse census and surveys data.

#### **1.3 Expected results**

The consultant is expected to achieve the following result:

- Strengthened technical capacity of Namibia Statistics Agency in the management and processing of data from census and surveys using STATA and dataset from Namibia Statistics Agency;

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

This assignment is expected to be carried out by an individual consultant as the Master Trainer and there should be evidence of in-depth knowledge with statistical analysis software (STATA). The specific profile is provided below:

### **2.1 Qualifications and Skills**

- A minimum of a Degree in statistics, economics, IT or related field, A Masters degree and above shall be an advantage.
- 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 ten (15) years of experience using statistics analysis software, STATA in Official Statistics.

## **2.3 Specific Professional Experience**

- Demonstrated experience in statistical data processing and analysis, spatial analysis, modelling and data visualization using STATA for at least 3 surveys for Official Statistics at national level;
- Experience in the design and implementation of training materials for the conduct of statistical data analysis training in Official Statistics using STATA;
- Extensive experience in as a resource person in delivering at least 5 training on STATA at national/regional/international stages, particularly using household and census data.

## **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 Namibia to conduct the training.

## **5 Location of Employment**

The assignment will involve traveling to the Namibia to conduct the training.

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

**Collab link: Link: <https://collab.sadc.int/s/2GSdTXCacFoZerx>**

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](mailto:mmikuwa@sadc.int)

Copy to: [djaqai@sadc.int](mailto:djaqai@sadc.int) or [tchabwera@sadc.int](mailto:tchabwera@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:**

**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



Signed with Impression - Chain of Custody



#### Signature Request

Signature Request ID:	6ec38d43-75dc-4492-ad1f-a8e22f86992f	Timestamp:	2025-07-18 15:40:09 GMT
Signee Name:	Diana Sello	Sender Name:	Diana Sello
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

#### Original Document

Document Name:	REOI for ADVANCED STATA.pdf	Document Size:	199.0 KB
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#### Email Evidence

Signee Email:	dsello@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

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Text Annotation Count:	0	Initial All Pages Count:	0
Single Initial Count:	0		

#### Signing Evidence

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Security Challenge:	NONE	Part of Workflow:	NONE

#### Chain Of Custody Generation

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Signed with Impression - Chain of Custody



#### Signature Request

Signature Request ID:	7523e03a-596d-4a9a-9b8a-69a64741963b	Timestamp:	2025-07-18 15:57:00 GMT
Signee Name:	Thomas Chabwera	Sender Name:	Thomas Chabwera
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

#### Original Document

Document Name:	REOI for ADVANCED STATAimpression.pdf	Document Size:	689.2 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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Single Initial Count:	0		

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Security Challenge:	NONE	Part of Workflow:	NONE

#### Chain Of Custody Generation

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