



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 AND TECHNICAL ASSISTANCE ON EUROTRACE TO
NAMIBIA

REFERENCE NUMBER: SADC/3/5/2/418

DATE OF ISSUE: 19 August 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 AND TECHNICAL ASSISTANCE ON EUROTRACE TO NAMIBIA

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 AND TECHNICAL ASSISTANCE ON EUROTRACE TO NAMIBIA

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. Purpose (Specific Objectives)

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

1.3 Expected results

The consultant is expected to achieve the following result:

- Strengthened technical capacity of Namibia Statistics Agency 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
- Namibia Statistics Agency 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

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

- (iv) Excellent oral and written communication, analytical, presentation and report writing skills in English Language.
- (v) 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 Namibia to conduct the training and technical assistance.

5 Location of Employment

The assignment will involve traveling to Namibia to the venue of 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 **Tuesday 9 September 2025 on or before 23:59 hours, Botswana local time.** No public opening will be held.

Collab link: <https://collab.sadc.int/s/fxtGwMygsmTq8Lb>

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: djagai@sadc.int or tchabwera@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



Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	0bc0e0e8-322b-4aa7-a6d0-7efb47f01bd6	Timestamp:	2025-08-18 07:34:08 GMT
Signee Name:	Lebogang Tawana	Sender Name:	Lebogang Tawana
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	REOI for EURO TRACE NAMIBIA_.pdf	Document Size:	198.3 KB
----------------	----------------------------------	----------------	----------

Email Evidence

Signee Email:	ltawana@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

Signee IP Address:	143.105.49.192	Request Timestamp:	2025-08-18 07:33:05 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/138.0.0.0 Safari/537.36	Terms Accepted Timestamp:	2025-08-18 07:33:22 GMT

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

Signee Mobile:	+270000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	NONE
Action:	APPROVE	Reason for Action:	Approved

Chain Of Custody Generation

Attached Document Name:	20250818T073408.099640Z REOI for EURO TRACE NAMIBIA_.pdf	Attached Timestamp:	2025-08-18 07:34:08 GMT
-------------------------	--	---------------------	-------------------------





Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	84f1435c-0460-4256-9b67-9166fb1753a2	Timestamp:	2025-08-18 12:16:33 GMT
Signee Name:	Purpose Chifani	Sender Name:	Purpose Chifani
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	CONSULTANCY FOR EUROTRACE NAMIBIA.pdf	Document Size:	303.6 KB
----------------	---------------------------------------	----------------	----------

Email Evidence

Signee Email:	pchifani@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

Signee IP Address:	160.242.95.226	Request Timestamp:	2025-08-18 12:15:09 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64; rv:141.0) Gecko/20100101 Firefox/141.0	Terms Accepted Timestamp:	2025-08-18 12:15:17 GMT

Annotations and Modifications

Signature Count:	0	Form Fields Filled Count:	0
Text Annotation Count:	0	Initial All Pages Count:	0
Single Initial Count:	7		

Signing Evidence

Signee Mobile:	+270000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	NONE
Action:	APPROVE	Reason for Action:	Done

Chain Of Custody Generation

Attached Document Name:	20250818T121633.085584Z CONSULTANCY FOR EUROTRACE NAMIBIA.pdf	Attached Timestamp:	2025-08-18 12:16:33 GMT
-------------------------	---	---------------------	-------------------------

