



CONSULTANCY FOR PROGRAMME ADMINISTRATIVE OFFICER FOR THE TRIPARTITE TRANSPORT AND TRANSIT FACILITATION PROGRAMME –PHASE 2 (TTTFP2)

SPECIFIC PROCUREMENT NOTICE

REQUEST FOR EXPRESSION OF INTEREST

SELECTION OF AN INDIVIDUAL CONSULTANT

Date: 22 September 2025

Reference Number: SADC/3/5/2/402

Title of Assignment: CONSULTANCY FOR PROGRAMME ADMINISTRATIVE OFFICER FOR THE TRIPARTITE TRANSPORT AND TRANSIT FACILITATION PROGRAMME –PHASE 2 (TTTFP2)

Procurement entity: Southern African Development Community (SADC) Secretariat

Location: SADC Secretariat, Western Commercial Road (near Lobatse and Siboni Roads), CBD Plot 54385, Private Bag 0095, Gaborone, BOTSWANA.

1. The **SADC Secretariat** herewith invites individuals to submit proposals for the following contract: “**CONSULTANCY FOR PROGRAMME ADMINISTRATIVE OFFICER FOR THE TRIPARTITE TRANSPORT AND TRANSIT FACILITATION PROGRAMME –PHASE 2 (TTTFP2)**”. More details on the scope of the contract(s) are provided in the Bidding Documents which can be downloaded, free of charge, from the following website: www.sadc.int
2. The procurement method used for this contract is **Selection of an Individual Consultant**, as defined in the **SADC Secretariat Guidelines for Procurement and Grants**, 2021 available at the following website: www.sadc.int
3. The Request for Expression of Interest (REOI) is open to individuals who satisfy the eligibility and qualification requirements stated in the Bidding Documents.
4. The date and time of submission of the Bids at the address indicated in the Bidding Documents is **13 October 2025, at or before midnight, local Botswana time.**

D..

Proposals received after this time and date, or submitted otherwise than indicated in the Bidding Documents shall not be considered and shall be returned unopened.

5. All notifications concerning this procurement process, including modification of the *Bidding Documents*, results of the evaluation or cancellation notices, will be published on the following website www.sadc.int.
6. Interested individual consultants may seek clarification or/and additional information concerning this contract, only in writing and by latest **2 October 2025 at or before 00:00 midnight local Botswana time**, from the following contact points.

Attention: **Mr. Thomas Chabwera**

Address: SADC Secretariat, Plot No. 54385, New CBD, Private Bag 0095
Gaborone, Botswana, Telephone: +267 395 1863

E-mail: tchawbera@sadc.int, cnsusa@sadc.int, and dtimbo@sadc.int

Copy to, pchifani@sadc.int and ymadzinga@sadc.int

Responses to requests for clarifications will be posted on the SADC website by **6 October 2025**, by midnight, Botswana Time

7. Description of the assignment: **“CONSULTANCY FOR PROGRAMME ADMINISTRATIVE OFFICER FOR THE TRIPARTITE TRANSPORT AND TRANSIT FACILITATION PROGRAMME –PHASE 2 (TTTFP2) - SADC/3/5/2/402”**.

Mr. Thomas Chabwera

Head of Procurement Unit

D.



Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	a65f8f17-00d1-4c77-873c-e9831dfc6e39	Timestamp:	2025-09-22 17:33:00 GMT
Signee Name:	Diana Sello	Sender Name:	Diana Sello
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	SPN ADMINSTRATION OFFICER revised ExAnte.docx	Document Size:	230.1 KB
----------------	---	----------------	----------

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

Signee IP Address:	143.105.49.162	Request Timestamp:	2025-09-22 17:32:14 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/140.0.0.0 Safari/537.36	Terms Accepted Timestamp:	2025-09-22 17:32:25 GMT

Annotations and Modifications

Signature Count:	2	Form Fields Filled Count:	0
Text Annotation Count:	0	Initial All Pages Count:	0
Single Initial Count:	0		

Signing Evidence

Signee Mobile:	+270000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	NONE

Chain Of Custody Generation

Attached Document Name:	20250922T173259.839678Z SPN ADMINSTRATION OFFICER revised ExAnte.docx	Attached Timestamp:	2025-09-22 17:33:00 GMT
-------------------------	---	---------------------	-------------------------





Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	6540fca5-82bc-47a7-9a07-5df71997218c	Timestamp:	2025-09-23 03:00:31 GMT
Signee Name:	Thomas Chabwera	Sender Name:	Thomas Chabwera
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	SPN ADMINSTRATION OFFICER revised ExAntesigned.pdf	Document Size:	377.5 KB
----------------	--	----------------	----------

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

Signee IP Address:	41.87.162.171	Request Timestamp:	2025-09-23 02:59:44 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/140.0.0.0 Safari/537.36	Terms Accepted Timestamp:	2025-09-23 02:59:51 GMT

Annotations and Modifications

Signature Count:	2	Form Fields Filled Count:	0
Text Annotation Count:	0	Initial All Pages Count:	0
Single Initial Count:	0		

Signing Evidence

Signee Mobile:	+270000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	df7e7fa1-8f7a-4df6-81b3-e1947e5ff3b2

Chain Of Custody Generation

Attached Document Name:	20250923T030030.863215Z SPN ADMINSTRATION OFFICER revised ExAntesigned.pdf	Attached Timestamp:	2025-09-23 03:00:31 GMT
-------------------------	--	---------------------	-------------------------

