



## CONSULTANCY SERVICES TO REVISE DRAFT REGIONAL STRATEGY ON YOUTH, PEACE AND SECURITY

### SPECIFIC PROCUREMENT NOTICE

#### REQUEST FOR EXPRESSION OF INTEREST

#### SELECTION OF AN INDIVIDUAL CONSULTANT

**Date:** 26 September 2025

**Reference Number:** SADC/3/5/2/424

**Title of Assignment:** Consultancy Services to revise Draft Regional Strategy on Youth, Peace and Security

**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 individual consultants to submit proposals for the following contract: “**Consultancy Services to revise Draft Regional Strategy on Youth, Peace and Security**”. 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](http://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](http://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 **17 October 2025, at or before midnight, local Botswana time**. 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.

D.

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](http://www.sadc.int).
6. Interested individual consultants may seek clarification or/and additional information concerning this contract, only in writing and by latest **7 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: [tchabwera@sadc.int](mailto:tchabwera@sadc.int)

Copy to: [bmaruping@sadc.int](mailto:bmaruping@sadc.int) and [ktunda@sadc.int](mailto:ktunda@sadc.int)

Responses to requests for clarifications will be posted on the SADC website by **10 October 2025**, by midnight, Botswana Time

7. Description of the assignment: **“Consultancy Services to revise Draft Regional Strategy on Youth, Peace and Security” - SADC/3/5/2/424**”.

**Mr. Thomas Chabwera**

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**Head of Procurement Unit**

Q.



Signed with Impression - Chain of Custody



#### Signature Request

Signature Request ID:	9ae67ef3-33bd-41e5-83b4-c06c24afab20	Timestamp:	2025-09-26 13:12:25 GMT
Signee Name:	Diana Sello	Sender Name:	Diana Sello
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

#### Original Document

Document Name:	SPN YPS Strategy.pdf	Document Size:	161.7 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

Signee IP Address:	160.242.95.226	Request Timestamp:	2025-09-26 13:11:44 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:	2025-09-26 13:11:54 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:	20250926T131225.755004Z SPN YPS Strategy.pdf	Attached Timestamp:	2025-09-26 13:12:25 GMT
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Signed with Impression - Chain of Custody



#### Signature Request

Signature Request ID:	a6b2f5e3-c78f-4178-8a31-748fcf306d27	Timestamp:	2025-09-26 13:24:12 GMT
Signee Name:	Thomas Chabwera	Sender Name:	Thomas Chabwera
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

#### Original Document

Document Name:	SPN YPS Strategy.pdf	Document Size:	320.0 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

Signee IP Address:	102.134.165.92	Request Timestamp:	2025-09-26 13:23:27 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:	2025-09-26 13:23:37 GMT

#### 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

Attached Document Name:	20250926T132412.732441Z SPN YPS Strategy.pdf	Attached Timestamp:	2025-09-26 13:24:12 GMT
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