



CONSULTANCY FOR EVALUATION OF THE INTRA ACP CLIMATE SERVICES AND RELATED APPLICATION PROGRAMME FOR THE SADC REGION (SADC CLIMSA)

SPECIFIC PROCUREMENT NOTICE SELECTION OF A FIRM CONSULTANCY

Date: 8th October 2025

Reference Number: SADC/3/5/2/426.

Title of Assignment: CONSULTANCY FOR EVALUATION OF THE INTRA ACP CLIMATE SERVICES AND RELATED APPLICATION PROGRAMME FOR THE SADC REGION (SADC CLIMSA)

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 EVALUATION OF THE INTRA ACP CLIMATE SERVICES AND RELATED APPLICATION PROGRAMME FOR THE SADC REGION (SADC CLIMSA)**” 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 **Negotiated Procedure with Publication**, as defined in the **SADC Secretariat Guidelines for Procurement**, edition August 2021 available at the following website: www.sadc.int
3. The Request for Proposals (RFP) is open to firms which 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 **21st 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.

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 consultant firm may seek clarification or/and additional information concerning this contract, only in writing and by latest **14th October 2025 by 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

Email: tchabwera@sadc.int and sramessur@sadc.int

With copy to pchifani@sadc.int

Responses to requests for clarifications will be posted on the SADC website by **16th October 2025**, by midnight, Botswana Time

7. Description of the assignment: CONSULTANCY FOR EVALUATION OF THE INTRA ACP CLIMATE SERVICES AND RELATED APPLICATION PROGRAMME FOR THE SADC REGION (SADC CLIMSA)

Mr. Thomas Chabwera

Head of Procurement Unit



Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	2e08096a-29c6-496a-b0e8-7c7922a3db99	Timestamp:	2025-10-08 16:31:36 GMT
Signee Name:	Diana Sello	Sender Name:	Diana Sello
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	06 SPNCLIMSA PROJECT.pdf	Document Size:	69.4 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:	143.105.49.201	Request Timestamp:	2025-10-08 16:30:58 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:	2025-10-08 16:31:12 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:	+27000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	NONE

Chain Of Custody Generation

Attached Document Name:	20251008T163136.226255Z 06 SPNCLIMSA PROJECT.pdf	Attached Timestamp:	2025-10-08 16:31:36 GMT
-------------------------	--	---------------------	-------------------------





Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	9c4c4f4a-f873-4043-8c8d-b4a575458fa1	Timestamp:	2025-10-09 04:27:42 GMT
Signee Name:	Thomas Chabwera	Sender Name:	Thomas Chabwera
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	06 SPNCLIMSA PROJECT.pdf	Document Size:	224.7 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:	41.87.162.250	Request Timestamp:	2025-10-09 04:27:04 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/141.0.0.0 Safari/537.36	Terms Accepted Timestamp:	2025-10-09 04:27:14 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:	+27000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	NONE

Chain Of Custody Generation

Attached Document Name:	20251009T042742.668038Z 06 SPNCLIMSA PROJECT.pdf	Attached Timestamp:	2025-10-09 04:27:42 GMT
-------------------------	--	---------------------	-------------------------

