



INDIVIDUAL CONSULTANT- CONSULTANCY TO PROVIDE TECHNICAL ADVICE TO THE EXECUTIVE SECRETARY

SPECIFIC PROCUREMENT NOTICE REQUEST FOR EXPRESSION OF INTEREST SELECTION OF AN INDIVIDUAL CONSULTANT

Date: 29th May 2026

Reference Number: SADC/3/5/2/448

Title of Assignment: CONSULTANCY TO PROVIDE TECHNICAL ADVICE TO THE
EXECUTIVE SECRETARY

Procurement entity: Southern African Development Community (SADC) Secretariat

Location: SADC Secretariat, Western Commercial Road CBD Plot 54385, Private
Bag 0095, Gaborone, BOTSWANA.

1. The **SADC Secretariat** herewith invites individuals to submit proposals for the following contract: “**CONSULTANCY PROVIDE TECHNICAL ADVICE TO THE EXECUTIVE SECRETARY**”. 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**, edition June 2025 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 Expression of Interest is **29 June 2026, 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.

2

5. All notifications concerning this procurement process, including modification of the Request for Expression of Interest, 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 **17 June 2026 by 16:00hours 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 and nkambule@sadc.int

Copy to ymadzinga@sadc.int

Responses to requests for clarifications will be posted on the SADC website by **22 June 2026**, by midnight, Botswana Time.

7. Description of the assignment: **“CONSULTANCY TO PROVIDE TECHNICAL ADVICE TO THE EXECUTIVE SECRETARY”- SADC/3/5/2/448**”.

Mr. Thomas Chabwera

Head of Procurement Unit

2



Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	488a5add-efe0-4fef-bee9-b7226dc711ae	Timestamp:	2026-05-29 15:13:26 GMT
Signee Name:	Thomas Chabwera	Sender Name:	Thomas Chabwera
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	SPNIndividual Consultant TA ES Office.pdf	Document Size:	211.7 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:	160.242.95.226	Request Timestamp:	2026-05-29 15:12:28 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/148.0.0.0 Safari/537.36 Edg/148.0.0.0	Terms Accepted Timestamp:	2026-05-29 15:12:37 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:	47faf043-42ef-4b5f-a244-60bfd4bc0034

Chain Of Custody Generation

Attached Document Name:	20260529T151326.229928Z SPNIndividual Consultant TA ES Office.pdf	Attached Timestamp:	2026-05-29 15:13:26 GMT
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