



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 CONSULTANT TO A REGIONAL TRAINING WORKSHOP ON FIELD MANAGEMENT FOR HOUSEHOLD SURVEYS IN SADC. BW-SADC-563172-CS-INDV

REFERENCE NUMBER: SADC/3/5/2/458

DATE OF ISSUE: 25th August 2026

The SADC Secretariat, through the SADC Regional Statistics Project (RSP) (P175731), has received grant financing from the International Development Association (IDA) of the World Bank. The Project Development Objective is to strengthen the institutional capacity of SADC to produce, disseminate and use quality statistics while increasing regional harmonisation and collaboration. Under the Project, SADC is implementing Component 1: Harmonisation, Quality and Dissemination of Core Social and Economic Statistics.

In view of the above, the SADC Secretariat is undertaking several interventions aimed at strengthening the SADC Regional Statistical System (SRSS) and enhancing the production, quality, harmonisation, dissemination and use of regional statistics. These interventions include technical assistance and capacity building activities in priority statistical areas, including poverty statistics, statistical software and data processing, survey methodologies, national accounts, environment and climate change statistics, statistical communication, quality assurance and harmonised regional statistical guidelines.

The SADC Secretariat intends to apply part of the proceeds of the grant towards the consulting services for **Conduct a Regional Workshop on Field Management for Household Surveys in SADC**, in support of the objectives of the Regional Statistics Project.

The SADC Secretariate invites submissions from suitably qualified and interested individual consultants to conduct the training, recruited as individual consultants following World Bank Procurement Regulations dated September 2023.

Title : Individual Consultant to conduct Regional Workshop on Field Management for Household Surveys in SADC (1 Position)

Accountable: Senior Officer, Research and Statistics

Duration of Assignment: 90 calendar days

1. The Objectives of the Assignment

The overall objective of the assignment is to strengthen the technical and managerial capacity of Member States in organizing and managing efficient and high-quality field operations for household surveys.

2. Specific objectives

The specific objective of the assignment is to serve as a resource person for a regional training workshop on field management for household surveys. The resource person will design and deliver technical sessions and practical exercises to strengthen participants' capacity to plan, organize, supervise, and monitor efficient and high-quality field operations for household surveys. The training will cover practical tools and approaches for managing field operations in line with United Nations Statistics Division guidelines on household surveys, including strategies for data collection in crisis contexts, the use of mixed-mode and innovative data collection methods, and quality assurance systems to minimize non-sampling errors and improve data quality.

3. Expected results

The expected results of the training workshop are:

- Strengthened technical capacity of Member States NSO in practical skills in field management.
- Assessment and documentation of the status of field management practices across Member States

4. QUALIFICATION AND EXPERIENCE REQUIREMENTS

This assignment is expected to be carried out by an individual consultant as the Master Trainer and there should be evidence of in-depth knowledge covering survey methodology and field management for household surveys. The specific profile is provided below:

Qualifications and Skills

- At least a Master's Degree or equivalent in Survey Methodology or Statistics with special expertise in field management.
- Written and oral fluency in the English language is essential. Knowledge of French and Portuguese would be an asset.
- Excellent oral and written communication, analytical, presentation and report writing skills in English Language.
- Excellent time management and organizational skills to prioritize workload and deliver needful during the training week.
- Excellent communication and interpersonal skills

General Professional Experience

- The Expert Must have at least fifteen (15) years of experience in the design, implementation, and management of large-scale household surveys pertaining to Official Statistics
- The expert must have demonstrated experience in delivering training courses or capacity-building workshops on field management for household surveys.

Specific Professional Experience

- Proven experience in field management, including planning and supervision of data collection, interviewer training, logistics coordination, and quality assurance in at least 3 major surveys on Official Statistics at national level;
- Experience in delivering training or technical assistance in survey operations, including mixed-mode data collection, field monitoring, and quality control systems in at least three (3) developing countries; and

- Demonstrated experience in the use of electronic data collection platforms (e.g., Survey Solutions, CSPro, ODK, Survey CTO, or similar CAPI platforms) at national level or as a trainer/resource person.

5. Duration of the assignment

The Individual Consultant will be recruited for 90 calendar days.

6. Facilities to be provided by the Client

For the expert working on this consultancy, the Contracting Authority shall facilitate visa entry in the member states hosting the workshop, if required.

7. Location of Employment

The assignment will involve traveling to venue of the workshop.

8. 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.

9. A Consultant will be selected in accordance with the Individual Consultant Selection Method set out in the Procurement Regulations.

10. 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, 8th September 2026 on or before 00:00 hours, Botswana** local time. No public opening will be heard.

SADC Collab Link: <https://collab.sadc.int/s/BQc9R2BgggygReB>

Kindly note that only highly technically scored bidder will be contacted for negotiations meeting.

11. VALIDITY OF THE TECHNICAL PROPOSAL

Your Technical proposal should be valid for a period of **90 days** from the date of deadline for submission.

12. Additional requests for information and clarifications can be made through the address below:

The Procuring entity: **SADC Secretariat**

Head of Procurement Unit

Telephone: **+267 364 1989 / 3951863**

Fax: **3972848**

E-mail: mmikuwa@sadc.int

Copy to: djagai@sadc.int or tchabwera@sadc.int

Two handwritten signatures in black ink, one on the left and one on the right, located at the bottom right corner of the page.

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:	ae04eabc-8226-430a-917d-71af09e50da0	Timestamp:	2026-08-26 07:13:05 GMT
Signee Name:	Veronica Zulu. Chingalawa	Sender Name:	Veronica Zulu. Chingalawa
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	4 REOI for Individual Consultany for Field Mgmt.docx	Document Size:	188.4 KB
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Email Evidence

Signee Email:	vchingalawa@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:	41.175.14.194	Request Timestamp:	2026-08-26 07:12:27 GMT
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Annotations and Modifications

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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

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Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	0be8c78b-cd21-43b9-b97c-7c0898758271	Timestamp:	2026-08-27 12:42:48 GMT
Signee Name:	Thomas Chabwera	Sender Name:	Thomas Chabwera
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	4 REOI for Individual Consultany for Field Mgmt.docx.pdf	Document Size:	281.6 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:	41.87.175.154	Request Timestamp:	2026-08-27 12:42:08 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/151.0.0.0 Safari/537.36	Terms Accepted Timestamp:	2026-08-27 12:42:15 GMT

Annotations and Modifications

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Text Annotation Count:	0	Initial All Pages Count:	1
Single Initial Count:	0		

Signing Evidence

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Security Challenge:	NONE	Part of Workflow:	NONE
Action:	APPROVE	Reason for Action:	Approved

Chain Of Custody Generation

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