



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 CARRY OUT NATIONAL TRAINING ON SURVEY SOLUTION TO FIVE (5) SADC MEMBER STATES - BW-SADC-563164-CS-INDV**

REFERENCE NUMBER: SADC/3/5/2/464

DATE OF ISSUE: 5 October 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.

D. ... [Signature]

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 consulting services **to carry out national trainings on survey solution to 5 (five) SADC Member States**, in support of the objectives of the Regional Statistics Project.

The SADC Secretariat 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 : Hire of Individual Consultant to carry out national trainings on survey solution to 5 (five) SADC Member States (1 Position)

Accountable: Senior Officer, Research and Statistics

Duration of Assignment: 12 months

1. The Objectives of the Assignment

The overall objective of this exercise is to build and enhance capacity of Member State on the use of modern data collection techniques to collect and manage complex surveys/census data efficiently with in-built robust data quality checks.

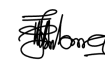
2. Specific objectives

The specific objective of the assignment is to undertake a national training on Survey Solution in five (5) SADC Member States to implement data collection tools for census and survey.

3. Expected results

The consultant is expected to achieve the following results:

- Strengthen technical capacity of National Statistics Offices in five (5) SADC Member States with the skills and knowledge to effectively design, implement, manage, and analyze census and surveys using Survey Solution, ensuring high-quality data collection.
- Implementation of the training content by the National Statistics Offices in successfully developing the 2030 census questionnaire using survey solutions and in future economic and household surveys.

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 with Survey Solution. The specific profile is provided below:

Qualifications and Skills

- A minimum of a Degree in statistics, economics, IT or related field, A Masters degree and above shall be an advantage.
- Written and oral fluency in the English language is essential.
- 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.

General Professional Experience

- The Expert Must have at least ten (10) years of experience using Survey Solution in Official Statistics, as undertaken by a National Statistics Office (NSO).

Specific Professional Experience

- Demonstrated experience in creating and managing electronic questionnaires using Survey Solution for at least 3 surveys for Official Statistics at national level;
- Experience in the design and implementation of training materials for the conduct of statistical data analysis training in Official Statistics using Survey Solution;
- Experience in as a resource person in delivering at least 5 training on Survey Solution at national/regional/international stages, particularly using household and census data.

5. Duration of the assignment

The Individual Consultant will be recruited for 12 months.

6. Facilities to be provided by the Client

For the expert working on this consultancy, the Contracting Authority shall facilitate for visa entry in the different SADC Member States, if required.

7. Location of Employment

The assignment will involve traveling to five (5) SADC Member States.

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 **Wednesday, 21st October 2026 on or before 00:00 hours, Botswana local time**. No public opening will be held.

SADC Collab Link: <https://collab.sadc.int/s/6Wj8HRDstGpFE8Q>

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**

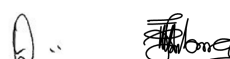
Head of Procurement Unit

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

Fax: **3972848**

E-mail: mmikuwa@sadc.int

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



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.

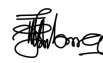
{day/month/year}

□

Name of Expert

Signature

Date



Signed with Impression - Chain of Custody



Signature Request

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Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	REQUEST FOR EXPRESSION OF INTERESTREOI for Individual Consultancy for Survey Solution1 Ex.pdf	Document Size:	159.6 KB
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Email Evidence

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Email Sent Timestamp:	Not available in Silent Mode	Email Opened Timestamp:	Not available in Silent Mode

Web Evidence

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Annotations and Modifications

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Text Annotation Count:	0	Initial All Pages Count:	0
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Signing Evidence

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Security Challenge:	NONE	Part of Workflow:	NONE

Chain Of Custody Generation

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Original Document

Document Name:	REQUEST FOR EXPRESSION OF INTERESTREOI for Individual Consultancy for Survey Solution1 Ex 1.pdf	Document Size:	538.6 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

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