



SADC SECRETARIAT

REQUEST FOR EXPRESSION OF INTEREST (INDIVIDUAL CONSULTANTS SELECTION)

COUNTRY: Botswana

NAME OF PROJECT: REGIONAL STATISTICS PROJECT (RSP)

PROJECT ID: P175731

ASSIGNMENT TITLE: **CONSULTANCY TO REVISE AND UPDATE THE SADC METHODOLOGICAL GUIDELINES AND HARMONISED DATA COLLECTION INSTRUMENTS FOR DISAGGREGATED TRADE IN SERVICES STATISTICS IN SADC REGION; BW-SADC-563170-CS-INDV**

REFERENCE NUMBER: SADC/3/5/2/469

DATE OF ISSUE: 2 October 2026

The SADC Secretariat, through the 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.

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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 to **revise and update the SADC methodological guidelines and harmonised data collection instruments for disaggregated Trade in services Statistics in SADC region**, 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 Consultancy to revise and update the SADC methodological guidelines and harmonised data collection instruments for disaggregated Trade in services Statistics in SADC Region (1 Position)

Accountable: Senior Officer, Research and Statistics

Duration of Assignment: 90 Calendar Days

1. The Objectives of the Assignment

The overall objective of this exercise is to develop practical guidelines to assist Member States for collection of disaggregated trade in services statistics.

2. Specific objectives

The specific objective of this assignment is to revise and update the current drafts of the SADC Trade in Services (TIS) practical methodological guidelines and harmonised data collection instruments to align with emerging developments in international trade in services statistics and evolving policy needs within the SADC region. In particular, the revised guidelines should incorporate the recommendations obtained from international organizations and experts from Member States, which will be shared with the consultant.

3. Expected results

The consultant is expected to achieve the following results in the following chronological order:



- i. Final version of SADC Trade in Services practical methodological guidelines and harmonised data collection instruments validated.

4. QUALIFICATION AND EXPERIENCE REQUIREMENTS

This assignment is expected to be carried out by a consultant with in-depth knowledge in trade in services statistics. The specific profile is provided below:

Qualifications and Skills

- a) A minimum of a Degree in statistics, economics or related field. A Master's degree and above shall be an advantage.

General Professional Experience

- a. The Consultant must have at least 15 years of specific experience in undertaking and managing statistical functions in the area of statistics, in particular on external sector statistics.

Specific Professional Experience

- b. At least ten (10) years' experience in collection, production, and dissemination of SITS at national/international level.
- c. Experience in the conduct of foreign affiliates surveys and practical experience on using the Manual on Statistics of International Trade in Services 2010 (MSITS 2010), Balance of Payments Manuals up to version 6 (BPM 6) and Extended Balance of Payments Services Classification (EBOPS);
- d. Demonstrated experience in the development of SITS guidelines and tools at national/international level;
- e. Experience in undertaking at least one (1) technical assistance/capacity building in the area of SITS in developing countries, preferably in Africa, as a 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

No facilities will be provided since the assignment will be done remotely.

7. Location of Employment

The assignment is commissioned by the SADC Secretariat based in Gaborone, Botswana. However, this Assignment will primarily be executed through desk research and virtually. Therefore, there will be no travelling to the SADC Secretariat offices in Gaborone, Botswana.



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 in a written format 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 heard.

SADC Collab Link: <https://collab.sadc.int/s/cEqHMqFtYzeFb9H>

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 calendar 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. Hbbbbb, deputy minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

A. J. J. J.

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

Handwritten signature and date



Signature Request

Signature Request ID:	a9d0c37d-8b50-4e2d-9724-a68c96e69b00	Timestamp:	2026-10-02 09:49:02 GMT
Signee Name:	Diana Sello	Sender Name:	Diana Sello
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	REQUEST FOR EXPRESSION OF INTEREST REOI for Individual Consultany Trade in Services.pdf	Document Size:	193.5 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:	2026-10-02 09:48:00 GMT
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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

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Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	cafb3dc7-59fa-43ef-b5ba-c406b83abaaa	Timestamp:	2026-10-02 10:32:27 GMT
Signee Name:	Thomas Chabwera	Sender Name:	Thomas Chabwera
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Document Name:	REQUEST FOR EXPRESSION OF INTEREST REOI for Individual Consultancy Trade in Services 1.pdf	Document Size:	568.5 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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Chain Of Custody Generation

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