SADC SECRETARIAT RESPONSES TO REQUESTS FOR CLARIFICATIONS

REFERENCE: SADC/3/5/2/447

PROCUREMENT OF CONSULTANCY FOR THE ASSESSMENT OF THE EXTENSION OF ASSIGNMENT ALLOWANCE TO REGIONALLY RECRUITED STAFF FROM HOST COUNTRIES
DATE OF ISSUE OF RESPONSES: 3rd November 2026

Question №	Question	SADC Secretariat Response
Nr.1	The Terms of Reference identify Botswana, Tanzania, Zambia and Zimbabwe as SADC host countries. Could the Secretariat please confirm whether the assessment is limited to regionally recruited staff from these four host countries, and specify the institutions, offices and duty stations covered?	The assessment is not limited to only regionally recruited staff from the host countries, but to all regionally recruited staff. For ease of reference, kindly refer to **1.4 (a) and (b) of Terms of Reference**: (a) the Secretariat to appoint an independent firm or expert to conduct an assessment of the assignment allowance in terms of equity, fair labour practices, human resources, legal and financial implications. (b) the firm or expert's recommendations may include: (i) extending the assignment allowance to all Regionally recruited staff from the host countries;

		(ii) maintaining the status quo; or (iii) withdrawing the assignment allowance from staff benefits
Nr.2	The qualifications and skills for Key Expert 1 include experience in developing automated compensation planning systems in a PeopleSoft environment and formulating recommendations on FLSA exemptions. Given the assignment's focus on assessing the policy, equity, legal and financial implications of assignment allowances, would the Secretariat accept demonstrated experience in compensation systems and remuneration-related labour compliance in regional or international organisations as satisfying these requirements, without specific PeopleSoft or FLSA experience?	The required qualifications and skills for the Key Expert 1 are those stated in the Terms of References in the published solicitation document for this consultancy work and the economic operators shall fully adhere to all the requirements.

End of Responses

Southern African Development Community
CBD Plot 54385
Phone: (267) 395 1863 | Fax: (267) 397-2 848

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