

REQUEST FOR EXPRESSION OF INTEREST



SELECTION OF INDIVIDUAL CONSULTANT

CONSULTANCY FOR SENIOR ADVISOR- DISASTER RISK REDUCTION

REFERENCE NUMBER: SADC/3/5/2/429

21st November 2025

1. **The SADC Secretariat** is inviting Individual Consultants to submit their CV and Financial Proposal for **CONSULTANCY FOR A SENIOR ADVISOR ON DISASTER RISK REDUCTION**. The Terms of Reference defining the minimum technical requirements for these services are attached as Annex 1 to this Request for Expression of Interest.
2. **Only Individual Consultants are eligible for this assignment provided that they fulfil the following eligibility criteria:**
 - a) *they are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are being subject of proceedings concerning those matters, or are being in any similar situations arising from similar procedures provided for in the national legislation or regulations of the SADC member states.*
 - b) *they have not been convicted of offences concerning their professional conduct by a judgment which has the force of res judicata; (i.e. against which no appeal is possible);*
 - c) *they have not been declared guilty of grave professional misconduct proven by any means which SADC Secretariat can justify.*
 - d) *they have fulfilled obligations related to the payments of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those countries where the contract is to be performed.*
 - e) *they have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the SADC Secretariat' financial interests;*
or
 - f) *they are not being currently subject to an administrative penalty.*
3. This is a global priced contract.
4. Your Expression of Interest must be presented as per Standard Expression of Interest Forms attached as Annex 2 to this REOI, in the English language and be accompanied by copies of all the indicated supporting documents. If the supporting documents are not in English, these shall be accompanied by a certified translation into English.
5. Proposals clearly marked **“CONSULTANCY FOR SENIOR ADVISOR-DISASTER RISK REDUCTION: Reference Number SADC/3/5/2/429”**, should be submitted through the virtual link below:
<https://collab.sadc.int/s/FHCGj8a6MPnX88>

6. The deadline for submission of your proposal, to the address indicated in Paragraph 5 above, is: **20th December 2025 at or before midnight local (Botswana) time.**
7. Your CV will be evaluated against the following criteria.

No.	CRITERIA	Total Points (%)
1	Qualifications and Skills	25
2	General Experience	25
3	Specific professional experience of expert	50
4	Total	100

Technical Evaluation

The minimum technical score required to pass is 70 points. Bids not reaching 70 points shall be considered not compliant. Out of the 70 points threshold, the best technical offer is awarded 100 points. The others receive points calculated using the following formula: $\text{Technical score} = (\text{final score of the technical offer in question} / \text{final score of the best technical offer}) \times 100$

Financial evaluation

The Evaluation Committee shall proceed with the financial comparisons of the fees between the different financial offers (fee based are established in the main Contract while for Global Price specific offers will be considered). Both the provisions for reimbursable and expenditure verification shall be excluded from the comparison of the financial bids. The offer with the lowest total fees shall receive 100 points. The others are awarded points by means of the following formula: $\text{Financial score} = (\text{lowest total fees} / \text{total fees of the tender being considered}) \times 100$.

The best value for money is established by weighing technical quality against price on an 80/20 basis. This is done by multiplying:

- the scores awarded to the technical offers by 0.80
- the scores awarded to the financial offers by 0.20

8. Your proposal should be submitted as per the following instructions and in accordance with the Terms and Conditions of the Standard Contract attached as Annex 3 to this REOI:

(i) **PRICES:**

The financial proposal shall be inclusive of all expenses deemed necessary by the Individual Consultant for the performance of the contract.

(ii) **EVALUATION AND AWARD OF THE CONTRACT:**

Expressions of Interest determined to be formally compliant to the requirements will be further evaluated technically.

An Expression of Interest is considered compliant to the requirements if:

- It fulfils the formal requirements (see Paragraphs 2,3,4,5,6,7 and 8 above),
- The financial proposal (professional fees) does not exceed the maximum available budget for the contract as indicated under Para 3.

The award will be made to the applicant who obtained the highest technical score and with the financial offer within the budget as indicated under Para 3. Expressions of Interest not obtaining a minimum technical score of 70 points will be rejected.

(iii) **VALIDITY OF THE EXPRESSION OF INTEREST:**

Your Expression of Interest should be valid for a period of **120 days** from the date of deadline for submission indicated in Paragraph 6 above.

9. The assignment is expected to commence from the date of the last signature of the contract.
10. Additional requests for information and clarifications can be made through the email below;

The Procuring entity: **SADC Secretariat**

Contact person: Mr Thomas Chabwera

Telephone: **3951863**

Fax: **3972848**

E-mail: tchabwera@sadc.int

Copy to: ymadzinga@sadc.int and ndlamini@sadc.int

The closing date for receipt of requests for clarification shall be **9th December 2025 at 16.00 hours' local time Botswana.**

The closing date for responding to requests for information and clarification shall be **15th December 2025 at or before midnight local (Botswana) time.**

All questions received as well as the answer(s) to them will be sent to all pre-selected consultants participating in this procurement process.

ANNEXES:

ANNEX 1: Terms of References

ANNEX 2: Expression of Interest Forms

ANNEX 3: Standard Contract for Individual Consultants

Sincerely,

Mr Thomas Chabwera
Head of Procurement Unit
21th November 2025



ANNEX 1: TERMS OF REFERENCE



(Global Price)

**CONSULTANCY FOR SHORT TERM CONSULTANCY
FOR SENIOR ADVISOR- DISASTER RISK REDUCTION**

REFERENCE NUMBER: SADC/3/5/2/429

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BACKGROUND INFORMATION

1.0 BACKGROUND INFORMATION

1.1 Partner country and procuring entity.

Southern African Development Community (SADC)

1.2 Contracting authority

Southern African Development Community Secretariat (SADC Secretariat)

1.3 Country background

The Southern African Development Community (SADC) is a Regional Economic Community comprising 16 Member States, namely; Angola, Botswana, Comoros, Democratic Republic of Congo, Eswatini, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, Tanzania, Zambia, Zimbabwe. Established in 1992, SADC is committed to Regional Integration and poverty eradication within Southern Africa through economic development and ensuring peace and security.

The Southern African Development Community (SADC) is vulnerable to a range of natural disasters and many disaster events affect several countries simultaneously. A regional approach to managing the risks is appropriate and necessary. The SADC Secretariat DRR Unit is mandated to strengthen the resilience of SADC economies and to take proactive preparedness measures to ensure accurate and timely early warning, response, rescue and recovery actions in order to minimise the loss of lives, disruption of livelihoods, damage to property and infrastructure, as well as the degradation of the environment and natural resources. The Unit focuses on developing capacity enhancement interventions for SADC Member States, assisting them to develop and implement the national DRR/DM strategies that are harmonized with the SADC Regional Indicative Strategic Development Plan (RISDP).

1.4 Current situation in the sector

Disaster risks and associated impact is on increase in frequency and magnitude, globally and in the SADC region. The SADC Secretariat Disaster Risk Reduction Unit (DRR Unit) coordinates the disaster risk management (DRM) agenda, ensuring the translation of global disaster risk reduction (DRR) instruments into actions that can prevent losses and damage to vulnerable people's livelihoods and lives in the region and the 16 Member States. The Regional Economic Communities' (REC) risk rating under the INFORM Index has increased from 4.4 in 2020 to 5.7 in 2022, indicating aggravated vulnerability amongst people most at risk, deteriorating coping capacities and augmented exposure to disaster risks.

The 2024/25 rainfall season in the SADC region was characterized by complex and severe weather conditions, heavily influenced by the residual effects of El Niño and the gradual onset of La Niña. The period saw heightened tropical cyclone activity and widespread extreme weather events that triggered significant humanitarian and infrastructural impacts. A total of 13 tropical systems developed, with 9 directly affecting SADC Member States. Among these were Tropical Cyclones Chido, Dikeledi, and Jude. Cyclone Chido made landfall in Mozambique in December 2024, unleashing destructive winds of up to 260 km/h and torrential rainfall that led to 118 deaths, 888 injuries, and widespread infrastructure destruction affecting over 453,000 people. Malawi was also impacted, with 46,571 affected individuals and 13 deaths. In January 2025, Cyclone Dikeledi struck Madagascar and later Mozambique, leaving at least 16 people dead, over 283,000 affected, and significant

damage to homes, schools, health facilities, and crops. Tropical Cyclone Jude followed in March 2025, devastating Mozambique, Madagascar, and Malawi, and affecting more than 1 million people in Mozambique alone, with severe damage to housing, schools, bridges, telecommunications, and public infrastructure.

Beyond cyclones, the region experienced extensive flooding and other hydrometeorological disasters. In February 2025, Botswana and southern Zambia endured severe floods that displaced thousands, while Tanzania faced repeated flooding in March and May, resulting in 21 deaths and the displacement of over 3,000 people. The Democratic Republic of Congo experienced continuous rainfall, causing flooding and landslides that killed 33 people and affected 13 municipalities in Kinshasa. Namibia also reported flooding in the Oshana region, affecting more than 11,000 people. In South Africa, heavy rainfall, strong winds, and the Riverland dam wall failure in the Western Cape caused multiple casualties and infrastructure damage, with at least seven deaths recorded. Collectively, the 2024/25 season underscored the increasing frequency and intensity of climate-induced disasters across SADC, straining national response capacities and highlighting the urgent need for enhanced regional preparedness and resilience measures.

Within the past decade, the region has experienced varying impacts across sectors emanating from disasters including the 2015/2016 El-Nino-induced drought, which resulted in the declaration of a regional disaster and establishment of an El Nino Response Coordination Mechanism. The worst torrential rains and flooding from Tropical Cyclones Idai, Kenneth in 2018/2019 that affected three Member States Malawi, Mozambique and Zimbabwe, wild-fires, 2020/2022 migratory locusts that affected 9 Member States, earth tremors/quakes, and disease outbreaks and epidemics such as malaria, cholera, EBOLA etc. These risks and hazards are escalating in terms of scale and impact and occur simultaneously and across borders.

Since January 2020, the global community including the SADC region experienced serious socio-economic dents of the devastating global COVID-19 pandemic impacts that affected almost all development sectors, communities, and households, however. recovery initiatives are underway in different countries.

1.5 Related programmes and other donor activities

Africa's cities face exponential growth, unplanned urbanization trends and unfolding vulnerabilities threatening to also undo SADC's urban development gains and increasing inequality. The significantly large urban population directly contributes to the exposure to and disaster losses experienced. This trend can also be observed in the Southern African Development Community (SADC) region. The SADC Region continues to facilitate coordinated disaster risk management through the entrenchment of Risk Informed Development (RID), among other. RID is an area that requires critical attention and its integration in current SADC policies, strategies and programmes is essential. While Disaster Risk Reduction (DRR) has become an important topic on the SADC agenda, its integration at the local government level and general organisational competencies is still lagging. Building capacity for integrated risk-informed decision-making by emphasizing horizontal and vertical dimensions and enhancing the necessary structures of risk governance at regional, national and local levels has been considered as key by the Midterm Review of the Sendai Framework 2015–2030 (UNDRR 2023). The SADC Secretariat developed the SADC Regional Resilience Framework 2020–2030 which focuses mainly on priorities like “Robust and Connected Infrastructure” and “Sustainable Urban Centres”. This places particular importance on understanding the linkages between infrastructures, their interdependencies, and possible failure mechanisms, as well as

supporting the adoption of resilience in urban planning and integration of nature-based solutions into urban planning and development.

This project focuses on the “Sustainable Urban Centres” component of the SADC Regional Resilience Framework 2020–2030, which considers urban centers in SADC as important hubs for the provision of shelter and basic services for catalyzing and securing development gains. The political, social and economic problems that result from rapid and unplanned urbanization is one of the most pressing governance challenges confronting Member States in the SADC region. Noting that urbanization is arguably inevitable, yet may yield positive outcomes, also has the potential to greatly increase risk. Regional economic organizations and/or communities (REC) like the SADC, can provide leadership in promoting the multi-dimensional cross-cutting principle of RID to manage disaster risks. Further to the increasing risks, and recurring disaster incidences, which compromise sustained regional development and integration efforts, the SADC Secretariat DRR Unit is challenged by its understaffing to attain or fulfil its mandate.

This intervention will support the enhancement of the capacity of the DRR Unit.

2.0 OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1 Overall objective

This project will support the operationalization of the Regional Indicative Strategic Development Plan (RISDP) and its DRM cross-cutting pillar, as well as and the SADC Regional Resilience Framework 2020–2030 through the strengthening of the DRR Unit. Through the extension of the existing temporary position of a Senior Advisor on Disaster Risk Reduction the project will support the SADC DRR Unit in promoting the inclusion of risk-informed based approaches the operationalization of the SADC Humanitarian and Emergency Operations Centre (SHOC). It will further contribute to the attainment of the priorities of the SADC Regional Resilience Framework 2020–2030. The Senior Advisor on DRR will contribute to enhancing the capacity of the SADC and the DRR Unit for risk-informed development in disaster risk management by:

- Identifying areas for support and interventions within the thematic/sectoral areas assigned in disaster risk management;
- Designing and formulating programmes within the area of responsibility, translating the RISDP and DRR priorities into regional interventions to support Member States in the implementation of the Regional Resilience Framework and Regional Disaster Risk Management Strategy;
- Coordinating, facilitating and monitoring the adoption, harmonization and implementation of DRR regional Strategies and Programmes in Member States and stakeholders;
- Promoting DRR Mainstreaming in Sectoral Policies and Programmes including the Gender Protocol, Climate Change Strategy and other thematic frameworks for the integration of DRR interventions in disaster prone thematic areas;
- Supporting disaster risk identification, early warning, preparedness and response;
- Supporting national disaster management offices in information management, including loss and damage, and needs assessments, response planning, coordination of relief operations, and preparation of regional appeals to mobilize resources from international partners.
- Establishing and maintaining contacts, collaboration, and partnerships with key officials in Member States, partner organizations and regional and multilateral partners.
- Coordinating implementation of DRR programmes in collaboration with international corporation partners;
- Liaising closely with other Directorates involved in DRR;
- Undertaking any other duties as may be assigned from time to time by the Head of DRR, DESRI and/or ES;
- Support the region and Member States in the development, coordination and harmonization of national practices and capacities in disaster risk reduction and management, in line with i.e., the African Regional Strategy for Disaster Risk Reduction.

2.2 Purpose (Specific Objective)

The role of the Senior Advisor-Disaster Risk Management is to support the DRR Unit towards the delivery of the Unit mandate, including to:

- Support the GIZ funded GIDRM and RIA projects in facilitating and making the SADC Secretariat's decision-making processes more risk informed.
- Provide quality advice towards effective management and implementation of the Disaster Risk Reduction programmes focussing on early warning preparedness, response and recovery;

- Develop strategic partnerships and implement the resource mobilization strategy; and
- Provide quality advisory services and facilitate DRR Mainstreaming Knowledge Building and Management; and
- Facilitate project management and management of service contracts.

2.3 Results to be achieved by the contractor.

The outputs expected of the assignment are as follows:

- i. Barriers to information dissemination through learning and information exchange through the platform for risk-informed urban development addressed.
 - a. To ensure sharing of experiences, methodological approaches', on risk-informed urban development; digital, social media, and/or printed communicational material on events, news, briefs, etc. through the SADC webpage, SADC/PRU national media networks and or/social channels to disseminate regional, national, or local actors
- ii. Alignment of regional, national and subnational linkages and Agenda coherence i.e. through the Sendai Framework, SDG, MCR2030, New Urban Agenda, Paris Agreement, SADC Regional Resilience Framework 2020–2030, etc. supported;
 - a. To provide specific thematic inputs to learning including opening & closing remarks and exchange processes on risk-informed urban development are provided
- iii. Contribution to the development and/or roll-out of participatory risk analysis' and/or roadmaps in selected Southern African countries, i.e. the “Disaster Resilience Scorecard for Cities” and/or the INFORM Risk subnational model is enhanced
 - a. To engage and covey SADC DRR Focal Points to take active part in events related and/or of relevance to the operationalization of the SADC Regional Resilience Framework 2020–2030.

* The language for all outputs is English.

3.0 ASSUMPTIONS & RISKS

3.1 Assumptions underlying the project.

Refer to 3.2 below.

3.2 Risks

The following risks and assumptions have been considered: -

Risks	Level	Mitigating measures	Assumptions
Lack of commitment from SADC Secretariat	Low	The SADC Secretariat has made commitment to support disaster risk management by requesting for support with this project proposal	The capacity gap to be filled by the service provider has been identified
SADC Secretariat may not have adequate capacity to effectively manage the Project	Medium	The project application / the SADC Secretariat has vast experience in handling and	The Secretariat has adequate project

Risks	Level	Mitigating measures	Assumptions
		reporting on GIZ Financing Agreements.	management support
Project objectives not matching with the Regional Priorities	Low	Project is fully aligned with the regional priorities as outlined in the RISDP and as approved by the SADC Council.	Project activities underscored by strategic priorities
Delays in the contracting/updating the ToRs for the Senior Advisor	Low	The request is for extension of the contract of the Senior Advisor, not delays are anticipated.	SADC Secretariat will fast-track the facilitation of the extension of the contract.

4.0 SCOPE OF THE WORK

4.1 General

4.1.1 Project description

This project will support the operationalization of the Regional Indicative Strategic Development Plan (RISDP) and its DRM cross-cutting pillar, as well as and the SADC Regional Resilience Framework 2020–2030 through the strengthening of the DRR Unit. Through the extension of the existing temporary position of a Senior Advisor on Disaster Risk Reduction the project will support the SADC DRR Unit in promoting the inclusion of risk-informed based approaches the operationalization of the SADC Humanitarian and Emergency Operations Centre (SHOC). It will further contribute to the attainment of the priorities of the SADC Regional Resilience Framework 2020–2030. The Senior Advisor on DRR will contribute to enhancing the capacity of the SADC and the DRR Unit for risk-informed development in disaster risk management by:

- b. Identifying areas for support and interventions within the thematic/sectoral areas assigned in disaster risk management;
- c. Designing and formulating programmes within the area of responsibility, translating the RISDP and DRR priorities into regional interventions to support Member States in the implementation of the Regional Resilience Framework and Regional Disaster Risk Management Strategy;
- d. Coordinating, facilitating and monitoring the adoption, harmonization and implementation of DRR regional Strategies and Programmes in Member States and stakeholders;
- e. Promoting DRR Mainstreaming in Sectoral Policies and Programmes including the Gender Protocol, Climate Change Strategy and other thematic frameworks for the integration of DRR interventions in disaster prone thematic areas;
- f. Supporting disaster risk identification, early warning, preparedness and response;
- g. Supporting national disaster management offices in information management, including loss and damage, and needs assessments, response planning, coordination of relief operations, and preparation of regional appeals to mobilize resources from international partners.
- h. Establishing and maintaining contacts, collaboration, and partnerships with key officials in Member States, partner organizations and regional and multilateral partners.

- i. Coordinating implementation of DRR programmes in collaboration with international corporation partners;
- j. Liaising closely with other Directorates involved in DRR;
- k. Undertaking any other duties as may be assigned from time to time by DESRI and/or ES; and
- l. Support the region and Member States in the development, coordination and harmonization of national practices and capacities in disaster risk reduction and management, in line with i.e., the African Regional Strategy for Disaster Risk Reduction.

4.1.2 Geographical area to be covered.

The Senior Advisor on DRR will be based at the SADC Secretariat in Gaborone, Botswana, working within the SADC Secretariat Disaster Risk Reduction Unit (DRR Unit). The Consultant will be required to facilitate the regional engagement with the Secretariat, Member States and International Cooperating Partners (ICPs) and Stakeholders for disaster risk management, through hybrid means (virtually and face-to-face) except when there is validation of the draft report by Member States, Technical Committee for DRM and the Committee of Ministers responsible for DRM is held face to face.

4.1.3 Target groups

The project will specifically support the work of the SADC Secretariat DRR Unit, the SADC Humanitarian and Emergency Operations Ce and work with all SADC Member States and regional partners, as well as all SADC Secretariat Directorates and Units, the African Union and International Cooperating Partners (e.g. GIZ, EU, IFRC, AAI, UCLG, etc). As the body that facilitates the implementation of SADC programmes and activities to meet its objectives and overall goal of poverty eradication and regional integration, the project will contribute to the provision of strategic expertise and co-ordinated harmonisation of policies and strategies to accelerate Regional Integration and Sustainable Development through the SADC DRR Unit's mandate. The project's target group includes SADC's 16 Member States namely: Angola, Botswana, Comoros, Democratic Republic of Congo, Eswatini, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, United Republic Tanzania, Zambia and Zimbabwe. Involved actors of this project are inter alia, the DRR Focal Points at Member States, the Thematic Working Group on DRR (composed by different directorate's representatives and units) as well other actors which contributes to SADC's Regional Indicative Strategic Development Plan 2020-2030 mainly through the RISDP's cross-cutting issue: "Gender, Youth, Environment and Climate Change, and Disaster Risk Management" and those identified as further relevant for the roll-out of the SADC Regional Resilience Framework 2020–2030 during implementation.

4.2 Specific work

The following are the specific key outputs:

- 1. Provide quality advice towards effective management and implementation of the Disaster Risk Reduction programmes focusing on early warning preparedness, response and recovery;**
 - Translation of global, continental and instruments for effective disaster risk management in the region in the identification of risks, early warning, preparedness and response and recovery including promoting linkages within the regional integration sectors;

- Promote mainstreaming of Disaster Risk Reduction in all development/sectoral interventions;
- Identify opportunities for joint project/programme implementation with regional and global institutions;
- Liaise regularly with the Member States Government counterparts and keep the management (ES and DES-RI) informed on the strategic direction of the Disaster Risk Reduction in the region and report to the Head of DRR Unit; and
- Provide technical advice to the Unit personnel for effective day-to-day operations on the DRR Unit.

2. Develop strategic partnerships and implement the resource mobilization strategy

- Develop strategic partnerships with donors, UN and non-UN system organizations and regional NGOs to ensure effective management and implementation of the Disaster Management Programs;
- Prepare funding proposals working with PPRM and organize donor briefings for resource mobilization;
- Ensure compliance with the donor reports both physical and financial as per the reporting requirements;
- Coordinate with Government counterparts and various stakeholders for effective coordination and policy dialogue in the field of Disaster Risk Reduction;
- Promote international cooperation and assist SADC to be an active player in the international community in the area of Disaster Risk Reduction and implementation of the regional instruments in line with the AU Africa Strategy for DRR and Programme of Action and the Sendai Framework on Disaster Risk Reduction.

3. Provide quality advisory services and facilitate DRR Mainstreaming Knowledge Building and Management:

- Advocate for the role of Disaster Risk Reduction in development programming promoting DRR mainstreaming within SADC;
- Liaise with regional and international organizations specializing in DRR in support of best practices for knowledge building and sharing;
- Identify training needs and organize training for the key stakeholders on the Disaster Risk Reduction Mainstreaming and Reporting;
- Enhance Disaster Risk Reduction capacity within the unit and amongst Secretariat staff and Member States; and
- Identify and document best practices and lessons learned, linked to the Disaster Risk Reduction and mainstream the lessons in the broader corporate DRM knowledge networks.

4. Facilitate project management and management of service contracts.

- Design, formulate and implement Disaster Risk Reduction programmes and projects, translating SADC's priorities into regional and national interventions;
- Coordinate programme and project implementation with the executing/implementing agencies and monitor project progress, delivery and results; and
- promote effective Risk Informed Development in programme and project management execution and monitoring and evaluation;
- undertake financial and substantive monitoring and evaluation of DRR projects, identification of operational and financial problems and development of solution;

- Support effective programme and projects oversight through management of audit and risk management registers; and
- Promote effective programme and project reporting.

4.3 Project management

4.3.1 Responsible body

The Reports referred to above shall be submitted to the Deputy Executive Secretary responsible for Regional Integration (DES-RI) through the Head of the Disaster Risk Reduction Unit.

4.3.2 Management Structure

The Senior DRR Advisor shall be responsible for the operational day-to-day management and coordination of the consultancy reporting to the Head of the DRR Unit with overall guidance provided by the Deputy Executive Secretary responsible for Regional Integration (DES-RI). The DRR Unit shall be responsible for the operational day-to-day management and coordination of the consultancy work.

4.3.3 Facilities to be provided by the contracting authority and/or other parties.

For all experts working on the project SADC Secretariat, as the Contracting Authority, will facilitate residence and work permit, as well as residence permits for the immediate family members if required.

5.0 LOGISTICS AND TIMING

5.1 Location

The Senior Advisor on DRR will be based at the SADC Secretariat in Gaborone, Botswana, working within the SADC Secretariat Disaster Risk Reduction (DRR) Unit.

5.2 Start date & period of implementation.

The intended start date is as soon the contract agreement has been signed by both parties and the period of implementation of the contract will be 12 months from this date.

6.0 REQUIREMENTS

6.1 Qualifications and skills

- Post-graduate degree (Masters) in disaster risk management, environment and climate change management, development planning, rural and urban planning, environmental management, international development, or other relevant field.
- Demonstrates commitment to SADC's mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- In-depth knowledge on development issues as may be impacted by disasters;
- Ability to advocate and provide policy advice on DRR issues;
- IT skills;

- Fluency in spoken and written English an absolute requirement.
- Working knowledge of Portuguese and French an added advantage.
- Excellent communication and interpersonal skills, team-oriented work style, interest and experience of working in multi-cultural environment.

General professional experience

- Minimum seven (7) years of relevant work experience
- Excellent ability to quickly grasp and synthesize inputs from a range of disciplines related to disaster management and development;
- Proficient in using the prevalent computer applications (word processing, presentations, email, etc.)
- Self-motivated, ability to work with minimum supervision;

Specific professional experience

- 10 years experience in Disaster Risk Management or related field.
- Sensitivity to and responsive, respectful and helpful relations to all partners, with all SADC staff and Member States;
- Ability to lead strategic planning, results-based management and reporting;
- Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects;
- Ability to formulate and manage workplans, budgets, as well as manage donor contributions;
- Ability to develop concept notes and proposals for mobilizing resources in liaison with the Directorate of Policy Planning and Resource Mobilisation; and
- Ability to adapt and lead the adoption of new systems including IT based systems, and influence staff behavioural /attitudinal change in line with new systems.

The expert must be independent and free from conflicts of interest in the responsibilities take on.

6.2 Support staff & backstopping

As appropriate, the contractor will provide support services for the implementation of the consultancy, during the implementation of the contract. Backstopping and support staff costs is included in the global price.

6.3 Office accommodation

The Senior DRR Advisor will be provided with an office at the SADC Secretariat.

6.4 Facilities to be provided by the contractor.

The Secretariat will ensure that the Senior DRR Advisor is adequately supported and equipped for optimal performance of duties assigned.

6.5 Equipment

The Secretariat will provide working equipment to the Senior DRR Advisor including laptop computer and printer.

6.6 Incidental expenditure

There will be no incidental expenditure incurred by the Senior DRR Advisor in the execution of this consultancy.

6.7 Expenditure verification

There will be no expenditure verification for this project.

7.0 REPORTS

7.1 Reporting requirements

The Senior DRR Advisor will provide progress reports monthly, providing update on all the project outputs. Payment schedule will be made on equal instalments paid monthly 30 days after submission and approval of invoice and monthly report.

7.2 Submission & approval of reports

Copies of the reports referred to above must be submitted to Deputy Executive Secretary – Regional Integration (DES-RI) through the Head of the DRR Unit. The reports must be written in English. The DES-RI Unit is responsible for approving the reports.

8.0 MONITORING AND EVALUATION

8.1 Definition of indicators

Monitoring will be based on the submitted monthly reports in relation to outputs as detailed in the Terms of Reference.

8.2 Special requirements

None.

ANNEX 2: Expression of Interest Forms

A.	<u>COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT</u>	..20
B.	<u>CURRICULUM VITAE</u>	22
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COVER LETTER FOR THE EXPRESSION OF INTEREST FOR CONSULTANCY OF SENIOR
ADVISOR ON DISASTER RISK REDUCTION
REFERENCE NUMBER: SADC/3/5/2/429

[Location, Date]

To: SADC Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the **CONSULTANCY OF SENIOR ADVISOR ON DISASTER RISK REDUCTION**, in accordance with your Request for Expression of Interests number **SADC/3/5/2/429**, dated **21th November 2025** for the sum of USD[..... US Dollars]. This amount is inclusive of all expenses deemed necessary for the performance of the contract in accordance with the Terms of Reference requirements, and [*“does” or “does not” delete as applicable*] include any of the following taxes in Procuring Entity’s country: value added tax and social charges or/and income taxes on fees and benefits.

I hereby declare that all the information and statements made in my CV are true and accept that any misinterpretation contained in it may lead to my disqualification.

I take note that under the provisions of the SADC Procurement Policy applicable to this Request for Expression of Interest, a contract cannot be awarded to applicants who are in any of the following situations:

- a) *they are being bankrupt or wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are being subject of proceedings concerning those matters, or are being in any similar situations arising from a similar procedure provided for in the national legislation or regulations of the SADC member states;*
- b) *they have been convicted of offences concerning their professional conduct by a judgment which has the force of res judicata; (i.e. against which no appeal is possible);*
- c) *they have been declared guilty of grave professional misconduct proven by any means which SADC Secretariat can justify;*
- d) *they have not fulfilled obligations related to the payments of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those countries where the contract is to be performed;*
- e) *they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the SADC Secretariat' financial interests; or*
- f) *they are being currently subject to an administrative penalty.*

I confirm that I am not in any of the situations described above, and I hereby declare that at any point in time, at the SADC Secretariat’s request, I will provide certified copies of documents to prove so.

I am aware that the penalties set out in the Procurement Policy may be applied in the case of a false declaration, should the contract be awarded to me.

My proposal is binding upon me for the period indicated in Paragraph 9(iii) of this Request for Expression of Interest.

I undertake, if my Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph 6 of the Request for Expression of Interest, and to be available for the entire duration of the contract as specified in the Terms of Reference.

I understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature [*In full and initials*]: _____

Name and Title of Signatory: _____



B. CURRICULUM VITAE

[insert full name]

- 1. Family name: *[insert the name]*
- 2. First names: *[insert the names in full]*
- 3. Date of birth: *[insert the date]*
- 4. Nationality: *[insert the country or countries of citizenship]*

- 5. Physical address: *[insert the physical address]*
- 6. Postal address
- 7. Phone: *[Insert Postal Address]*
- 8. E-mail: *[insert the phone and mobile no.]*
[Insert E-mail address(es)]

- 9. Education:

Institution: [Date from – Date to]	Degree(s) or Diploma(s) obtained:
<i>[indicate the month and the year]</i>	<i>[insert the name of the diploma and the specialty/major]</i>
<i>[indicate the month and the year]</i>	<i>[insert the name of the diploma and the specialty/major]</i>

10. Language skills: (Indicate competence on a scale of 1 to 5) (1 – excellent; 5 – basic)

Language	Reading	Speaking	Writing
<i>[insert the language]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>
<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>

- 11. Membership of professional bodies: *[indicate the name of the professional body]*
- 12. Other skills: *[insert the skills]*
- 13. Present position: *[insert the name]*
- 14. Years of experience: *[insert the no.]*
- 15. Key qualifications: (Relevant to the assignment)
[insert the key qualifications]
- 16. Specific experience in the region:

Country	Date from - Date to
<i>[insert the country]</i>	<i>[indicate the month and the year]</i>
.....



<i>[insert the country]</i>	<i>[indicate the month and the year]</i>
-----------------------------	--



17. Professional experience:

Date from – Date to	Location of the assignment	Company & reference person (name & contact details)	Position	Description
<i>[indicate the month and the year]</i>	<i>[indicate the country and the city]</i>	Name of the Company: Address of the company: Phone: Fax: Email: Name and title of the reference person from the company:	<i>[indicate the exact name and title and if it was a short term or a long term position]</i>	Name of the Assignment: Beneficiary of the Assignment: Brief description of the Assignment: Responsibilities:
<i>[indicate the month and the year]</i>	<i>[indicate the country and the city]</i>	Name of the Company: Address of the company: Phone: Fax: Email: Name and title of the reference person from the company:	<i>[indicate the exact name and title and if it was a short term or a long term position]</i>	Name of the Assignment: Beneficiary of the Assignment: Brief description of the Assignment: Responsibilities:
<i>[indicate the</i>	<i>the</i>	Name of the Company:	<i>[indicate the exact</i>	Name of the Assignment: Beneficiary of the Assignment:

Date from – Date to	Location of the assignment	Company & reference person (name & contact details)	Position	Description
<i>month and the year]</i>	<i>country and the city]</i>	<i>Address of the company: Phone: Fax: Email: Name and title of the reference person from the company:</i>	<i>name and title and if it was a short term or a long term position]</i>	<i>Brief description of the Assignment: Responsibilities:</i>
.....
<i>[indicate the month and the year]</i>	<i>[indicate the country and the city]</i>	<i>Name of the Company: Address of the company: Phone: Fax: Email: Name and title of the reference person from the company:</i>	<i>[indicate the exact name and title and if it was a short term or a long term position]</i>	<i>Name of the Assignment: Beneficiary of the Assignment: Brief description of the Assignment: Responsibilities:</i>



18. Other relevant information: (e.g. Publications)

[insert the details]

19. Statement:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I hereby declare that at any point in time, at the SADC Secretariat's request, I will provide certified copies of all documents to prove that I have the qualifications and the professional experience as indicated in points 9 and 17 above¹, documents which are attached to this CV as photocopies.

By signing this statement, I also authorize the SADC Secretariat to contact my previous or current employers indicated at point 14 above, to obtain directly reference about my professional conduct and achievements.

_____ Date: _____

- ATTACHMENTS:**
- 1) Proof of qualifications indicated at point 9
 - 2) Proof of working experience indicated at point 17

¹ The proof of stated qualifications shall be in the form of the copies of the degrees and diploma obtained, while for the professional experience the proof shall be either acknowledgement letters from the previous employers or copies of the Purchase Order/ Contract signed with them.



C. FINANCIAL PROPOSAL

CONSULTANCY FOR SENIOR ADVISOR DISASTER RISK REDUCTION
SADC/3/5/2/429.

N°	Description ¹	Total (in US\$)
TOTAL FINANCIAL OFFER (All-inclusive lump sum)		

Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

¹ Delete items that are not applicable or add other items as the case may be.

ANNEX 3: STANDARD CONTRACT FOR INDIVIDUAL CONSULTANTS

STANDARD TERMS OF CONTRACT

(Individual Consultant)

CONSULTANCY FOR SENIOR ADVISOR ON DISASTER RISK REDUCTION: SADC/3/5/2/429.

This Contract (“Contract”) is made, between

The **SADC Secretariat**, having its principal place of business at the SADC Headquarters, Plot No. 54385, Central Business District, Private Bag 0095, Gaborone, Botswana (hereinafter referred to as the “Procuring Entity”),

and, on the other hand,

(.....); (hereinafter referred to as the “Individual Consultant”), with residence at, , with email contact: ; Tel: Passport Number issued on by the Government of...

WHEREAS, the Procuring Entity wishes to have the Individual Consultant perform the Services hereinafter referred to as; **CONSULTANCY FOR SENIOR ADVISOR ON DISASTER RISK REDUCTION.**

AND WHEREAS the Individual Consultant represents and affirms that he possesses the requisite experience, qualifications, capability and skill to perform the said Services and is willing to perform these Services;

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Definitions

For the purpose of this contract the following definitions shall be used:

- 1.1 **Contract** means the agreement covered by these terms including the Annexes and documents incorporated and/or referred to therein, and attachments thereto.
- 1.2 **Contract Value** means the total price of the Financial Proposal included in the Individual Consultant’s quotation dated (.....) for the project **CONSULTANCY FOR SENIOR ADVISOR ON DISASTER RISK REDUCTION -Reference Number: SADC/3/5/2/429** and reflected as such in Annex 2 of this Contract.

- 1.3 **Data Subject** means a natural person (i.e., an individual) who can be identified, directly or indirectly, by reference to Personal Data.
- 1.4 **Individual Consultant** means ..., the individual to whom the Procuring Entity has awarded this contract following the Request for Expression of Interest for **CONSULTANCY FOR SENIOR ADVISOR ON DISASTER RISK REDUCTION-Reference Number: SADC/3/5/2/429**
- 1.5 **Personal Data** means any information relating to an identified or identifiable living natural person. This may include an identifier such as a name or audio-visual materials, an identification number, location data or an online identifier; it may also mean information that is linked specifically to the physical, physiological, genetic, mental, economic, cultural, or social identity of a Data Subject. The term also includes data identifying or capable of identifying human remains.
- 1.6 **Procuring Entity** means the legal entity, namely the SADC Secretariat who procures the Services described in Annex 1 to this Contract.
- 1.7 **Project Director** means the Procuring Entity's authorised representative who may exercise authority attributable to her in this Contract and her details are as follows:

Deputy Executive Secretary – Regional Integration
Southern African Development Community (SADC)
Plot 54385 New CBD.
Private Bag 0095 Gaborone,
BOTSWANA.
Telephone: +267 395 1863

- 1.8 **Services** means the Services to be performed by the Individual Consultant in this Contract.

2. THE SERVICES

The Individual Consultant shall undertake the performance of the Services in accordance with the provisions of the Annex 1 of this Contract and shall, in the performance of the Services, exercise all the reasonable skill, care and diligence to be expected of an Individual Consultant carrying out such services.

3. EFFECTIVE DATE AND DURATION

- 3.1 This Contract shall enter into force on the date of its last signature by either of the Parties or the date that the Procuring Entity specifies in the notice to the Individual Consultant instructing the Individual Consultant to begin carrying out the Services.

3.2 The duration of the Contract shall be upto end of March 2026 and subject to extension.

4. PAYMENT

4.1 The Individual Consultant shall be paid for the Services at the rates and upon the terms set out in Annex 2 to this Contract.

4.2 The Individual Consultant shall be paid a total amount of **USD (United States Dollars only)**, fixed cost, in accordance with the provisions of Annex 2 to this Contract.

4.3 Payment shall be made to the Individual Consultant in US Dollars unless otherwise provided for under this Contract.

4.4 Unless otherwise provided in this Contract, invoices shall be delivered to and made out to the Procuring Entity and shall be paid within 30 days of receipt by the Project Director, subject to the Individual Consultant having complied with his/her obligations hereunder in full as stated in the Annex 1 and 2 to this Contract.

4.5 The Procuring Entity reserves the right to delay and/or withhold, fully or partially, payments that have not been supported by full and appropriate supporting evidence that the Services provided were delivered and accepted by the Procuring Entity.

5. STATUS OF THE INDIVIDUAL CONSULTANT

5.1 Nothing contained herein shall be construed as establishing or creating a relationship of master and servant or principal and agent or employer and employee or a partnership or a joint venture as between the Parties, it being agreed that the position of the Individual Consultant under this Contract is that of an independent contractor.

5.2 The Individual Consultant shall be responsible for paying any tax and social security contributions in his/her country of residence, for any activity deriving from this Contract. Such costs shall be assumed included in the Individual Consultant's fees.

6. SUPERVISION OF THE SERVICES

The Individual Consultant undertakes to deliver the Services in compliance with a system of quality assurance acceptable to the Procuring Entity which shall include any steps to comply with the standards operated by the Procuring Entity. The Individual Consultant shall be informed of the specific requirements in relation to this, and at the request of the Procuring Entity he shall allow access to information, records and other materials during normal office working hours as the Procuring

Entity may require in order to confirm that the work in progress is in accordance with these quality procedures.

7. COMPLIANCE WITH THIS CONTRACT

The Procuring Entity shall be entitled to seek confirmation from the Individual Consultant, at any time during the delivery of this Contract, and for a period of 1 year after its completion, that the Individual Consultant has complied with the terms of this Contract. The Procuring Entity may also request the provision of reasonable documentary evidence to support this.

8. ASSIGNMENT AND SUBCONTRACTING

8.1 The Individual Consultant shall under no circumstances sub-contract, assign or transfer the Contract or any part share or interest in it. Where the Individual Consultant considers it necessary to use the services of a third party, he shall inform the Procuring Entity's Project Director in writing, and only once written approval is provided can the Consultant proceed to use a third party.

8.2 When the Project Director agrees that the activities under the Contract may be performed by a third party, the third party involved in the delivery of Services in this Contract, will be under the direct control of the Individual Consultant. The Procuring Entity shall not be responsible for the third party's performance of duties or Services assigned to it, and neither for ensuring that conditions of employment are met nor for any other employment obligations relating to that person including, but not restricted to, taxation and insurance including professional indemnity insurance, employer's liability insurance and public liability insurance.

9. BREACH OF THE TERMS

In the event of a breach of any terms of the Contract, a Party may serve a notice on the Party alleged to be in breach requiring the breach to be remedied within a period specified in the notice, not being longer than 30 days. If the breach has not been remedied before the expiry of the specified period, the Party not in breach may then terminate the Contract in writing and may take appropriate steps to remedy the breach.

10. LIABILITY OF THE INDIVIDUAL CONSULTANT

10.1 The Procuring Entity will be relying on the Individual Consultant's skills, expertise and experience in relation to the performance of the Services in accordance with this Contract and also upon the accuracy of all representations

and statements made and the advice given in connection with the provision of the Services.

10.2 In view of the reliance by the Procuring Entity set out in clause 10.1 above, the Individual Consultant agrees to indemnify at its own expense, protect and defend the Procuring Entity, its agents and employees, from and against all actions, claims, losses or damages arising out of the Individual Consultant's performance of this Contract provided that:

- a) the Individual Consultant is notified of such actions, claims, losses or damages not later than 30 days after the Procuring Entity becomes aware of them;
- b) the ceiling on the Individual Consultant's liability to the Procuring Entity shall be limited to an amount equal to the contract value but such ceiling shall not apply to any losses or damages caused to third parties by the Individual Consultant's willful misconduct; and
- c) the Individual Consultant's liability shall be limited to actions, claims, losses or damages directly caused by such failure to perform its obligations under the Contract and shall not include liability arising from unforeseeable occurrences incidental or indirectly consequential to such failure.

10.3 At its own expense, the Individual Consultant shall, upon request of the Procuring Entity, remedy any defect in the performance of the Services in the event of the Individual Consultant's failure to perform its obligations under the Contract.

10.4 The Individual Consultant shall have no liability whatsoever for actions, claims, losses or damages occasioned by the Procuring Entity omitting to act on any recommendation or overriding any act or decision of the Individual Consultant, or requiring the Individual Consultant to implement a decision or recommendation with which the Individual Consultant disagrees or on which he expresses a serious reservation.

11. INSURANCE

11.1 The Individual Consultant shall ensure that full and appropriate professional indemnity insurance and third-party liability insurance, is in place for all Services provided.

11.2 Where national requirements or practices provide for different regulations/practices concerning insurance, the Individual Consultant may provide written confirmation of all insurances held and a signed declaration that

these are in line with regulations/practices in their country of operation. Only if such confirmation has been provided, and written confirmation of its acceptance provided to the Individual Consultant by the Procuring Entity, will this remove the obligation to meet the requirements of clause 11.1 of this Contract in full.

- 11.3 All insurances effected by the Individual Consultant shall be effected with an insurer of good repute and the Individual Consultant agrees to maintain such insurances for a period of 1 year from the completion of the Services under this Contract so long as such insurance continues to be available upon reasonable terms at reasonable commercial rates failing which the Procuring Entity shall be entitled to take out insurance itself to cover any potential liability to its own Procuring Entity in relation to the performance of the Services under this Contract. The cost of such insurance shall be a debt immediately due from the Individual Consultant.
- 11.4 The provisions of this clause shall remain in full force and effect notwithstanding the completion of the performance of the Services hereunder and the satisfaction of all other provisions of this Contract.

12. COPYRIGHT

- 12.1 Unless otherwise specified in the Contract, the title of the copyright and any other intellectual property rights arising out of the performance of this Contract shall be vested in the Procuring Entity which shall have the unfettered right to assign and grant sub-licences in respect of the same. Except as permitted by the terms of this Contract, the said materials shall not be reproduced or disseminated without proper consultation with, and written permission from, the Procuring Entity. This provision shall apply to the title to rights arising from the performance under this Contract but shall not apply to the internal systems or rights in relation to the Individual Consultant's own systems not created specifically for this purpose and where the same are an important part of the Services. The Individual Consultant shall grant a free and irrevocable licence to the Procuring Entity and its assigns for the use of the same in that connection.
- 12.2 The Individual Consultant warrants that it is free of any duties or obligations to third parties which may conflict with this Contract and, without prejudice to the generality of clause 12.1 above, agrees to indemnify the Procuring Entity against any and all actions, costs damages, direct, indirect or consequential, and other expenses of any nature whatsoever which the Procuring Entity may incur or suffer as a result of the breach by the Individual Consultant of this warranty.
- 12.3 The Individual Consultant warrants that it is free of any duties or obligations to third parties which may conflict with this Contract and, without prejudice to the generality of clause 12.1 above, agrees to indemnify the Procuring Entity

against any and all actions, costs damages, direct, indirect or consequential, and other expenses of any nature whatsoever which the Procuring Entity may incur or suffer as a result of the breach by the Individual Consultant of this warranty.

13. LIABILITY FOR PERSONAL DATA BREACH

- 13.1 The Individual Consultant shall indemnify or hold harmless, the Procuring Entity, from and against all loss, costs, harm, claims, fines, group actions, liabilities, damages, expenses (including legal fees) suffered or incurred by the Procuring Entity or for which the Procuring Entity may become liable due to any failure by the Individual Consultant to lawfully process Personal Data under the Contract.
- 13.2 The aggregate liability of the Contractor in respect of the indemnity set out in Paragraph 13.1 above shall in no event exceed the total Contract Price.
- 13.3 The Contractor shall adhere to data protection requirements as set in this Contract.

13.3.1 Processing of Personal Data

1. References to the term Personal Data shall only apply to Personal Data processed in the course of the performance of the obligations imposed on the Individual Consultant pursuant to or under the Contract.
2. The Individual Consultant shall:
 - (a) process Personal Data provided by the Procuring Entity for fulfilling specific obligations and instructions from the Procuring Entity as set out in the Contract;
 - (b) comply with all Applicable Data Protection Laws when Processing Personal Data.
 - (c) not utilize Personal Data transferred to it by the Contracting Authority for any other purpose than provided in the Contract; and
 - (d) keep the Personal Data confidential and not disclose it to third parties or in any other way use the Personal Data in contravention of the provisions of the Contract; and ensure that any of its personnel, agent, or sub-contractor who may have access to the Personal Data, commit themselves to confidentiality of the Personal Data processed under the Contract unless they are under an appropriate statutory obligation of confidentiality.

13.3.2 Data Subject Rights

1. The Individual Consultant shall assist the Procuring Entity by implementing appropriate technical and organisational measures for the fulfilment of the Procuring Entity's obligations to respond to requests by Data Subjects in respect of Personal Data.
2. The Contractor shall:
 - (a) promptly notify the Procuring Entity if it receives a request from a Data Subject in respect of the Personal Data;
 - (b) ensure that it does not respond to any request except on the documented instructions of the Procuring Entity.
 - (c) promptly notify the Procuring Entity if it receives any communication from any Supervisory or Regulatory Authority in connection with the Personal Data; and
 - (d) promptly notify the Contracting Authority if it receives a request from any third party for disclosure of Personal Data where compliance with such request is required or purported to be required by law.

13.3.3 Transfer of Personal Data

1. The Individual Consultant shall not transfer or authorize the transfer of Personal Data outside the country of the Procuring Entity without prior written authorization of the Procuring Entity.
2. Subject to Clause 13.3.3.1 above, Personal Data may only be transferred to a jurisdiction or international organization that ensures adequate level of protection. If Personal Data processed under the Contract is transferred outside of the country of the Procuring Entity, the Individual Consultant as Data Processor shall ensure that there are appropriate safeguards to protect the Personal Data.
3. The Individual Consultant shall ensure the following before transferring Personal Data:
 - (a) the party receiving the Personal Data will apply a protection level equivalent to or higher than the measures set out in the Applicable Data Protection Laws; the party receiving the Personal Data has appropriate safeguards if the third country does not provide adequate level of

protection; processing of Personal Data by the party receiving it is restricted to the purpose authorised by the Procuring Entity;

(b) and the transfer of Personal Data is compatible with the reasonable expectations of the Data Subject.

13.3.4 Information Security

13.3.4.1 The Procuring Entity must implement all appropriate technical and organisational measures necessary to ensure a level of security as required under the SADC Protection of Personal Data Policy and Applicable Law.

13.3.4.2 The Individual Consultant undertakes to inform the Contracting Authority of the technical and organisational measures it will implement to protect the Personal Data processed on behalf of the Procuring Entity.

13.3.4.3 The Individual Consultant must inform the Contracting Authority of any changes that could affect the protection of Personal Data before implementing such changes.

13.3.5 Personal Data Breach

13.3.5.1 The Individual Consultant must immediately notify the Procuring Entity of any security compromise or data breach which involves Personal Data.

13.3.5.2 The Personal Data breach notification from the Individual Consultant must provide sufficient information to allow the Procuring Entity to meet any obligations or to report or inform the affected Data Subjects.

13.3.5.3 The notification must provide the following information: a description of the nature of the data breach; a list of Data Subjects affected; and the security measures implemented or to be implemented to address the data breach. The Individual Consultant shall cooperate with the Procuring Entity and take reasonable steps as directed by the Procuring Entity to assist the investigation, mitigation, and remediation of such Personal Data breach.

13.3.6 Records

13.3.6.1 The Individual Consultant shall maintain complete, accurate and up-to-date written records of all Data Processing carried out under or in connection with the Contract.

13.3.6.2 The records maintained by the Individual Consultant shall contain the following information: the name and contact details of the Procuring Entity's representative or the Data Protection Officer, if any; the categories of Data

Processing carried out on behalf of the Procuring Entity; where applicable, details of any transfers of Personal Data, including the identity of the recipient of such transferred Personal Data and the countries to which such Personal Data is transferred together with details of the appropriate safeguards put in place; and a general description of the security measures implemented by the Individual Consultant.

13.3.7 Sub-Processing

The Individual Consultant shall ensure that any Sub-Contractors processing Personal Data shall do so lawfully and in line with this Clause, where applicable.

13.3.8 Deletion or Return of Personal Data

13.3.8.1 Upon the expiration of the Contract, or termination of the Contract, the Individual Consultant shall immediately cease processing Personal Data under its possession or control.

13.3.8.2 Within 10 (ten) days following the date of expiration or termination of the Contract, the Individual Consultant shall, at the written direction of the Procuring Entity, securely return or delete Personal Data including any copies of it.

13.3.8.3 The Individual Consultant shall provide the Procuring Entity with written certification that has fully complied with the provisions of this Clause.

13.3.8.4 If the Individual Consultant is required by law to retain the Personal Data, the Individual Consultant shall advise the Procuring Entity accordingly.

14 SUSPENSION OR TERMINATION

14.1 In response to any factors out of the control of the Procuring Entity and/or to breaches of contract by the Consultant, the Procuring Entity may at any time, by giving 30 days' notice in writing, terminate in whole or in part or suspend the Individual Consultant's performance of the Services. In such event, the Individual Consultant shall be entitled to payment pursuant to sub-clause 14.4 below. If such suspension continues for a period in excess of twelve months, then either party may terminate this contract forthwith by written notice to the other.

- 14.2 The Individual Consultant may also terminate the contract unilaterally, without providing any reasons for such decision, if (s) he gives a 30 days' prior written notice to the Project Director.
- 14.3 In the event of early termination of the Contract under sub-clauses 14.1, 14.2 and 14.3 of this clause, the Individual Consultant shall be entitled to a fair and reasonable proportion of the fees payable for that part of the Services carried out up to the date of such termination or suspension but this shall not include any loss of profit or contracts or any other expenses, losses or claims arising out of such termination or suspension or consequential thereupon.
- 14.4 Either Party may terminate this Contract, by giving not less than 30 days' written notice to the other Party, if, as a result of Force Majeure, either Party is unable to perform a material portion of its obligation for a period exceeding 30 days.
- 14.5 Termination shall be without prejudice to the Procuring Entity's obligation to pay for the work satisfactorily completed, or all reasonable expenses incurred, by the Individual Consultant under this Contract prior to such termination.

15 NO WAIVER

No forbearance shown or granted to the Individual Consultant, unless in writing by an authorised officer of the Procuring Entity, shall in any way affect or prejudice the rights of the Procuring Entity or be taken as a waiver of any of these terms.

16 VARIATIONS

Any variation to these terms or the provisions of the Annexes shall be subject to a written addendum and be signed by duly authorised signatories on behalf of the Individual Consultant and the Procuring Entity respectively.

17 GOVERNING LAW

This Contract shall be governed by and shall be construed in accordance with Botswana laws.

18 SETTLEMENT OF DISPUTES

- 18.1 The Parties shall use all their best efforts to settle all disputes arising out of, or in connection with, this Contract or its interpretation amicably.

- 18.2 In the event that, through negotiation, the Parties fail to solve a dispute arising from the conclusion, interpretation, implementation or termination of this Agreement, the Parties shall settle the dispute by arbitration.
- 18.3 The arbitral tribunal shall consist of three arbitrators. Each Party to the dispute shall appoint one arbitrator. The two arbitrators so appointed shall appoint the third arbitrator, who shall be the Chairperson. If within fifteen (15) days of receipt of the request for arbitration either Party has not appointed an arbitrator, or within seven (7) days of the appointment of the arbitrators the third arbitrator has not been appointed, either Party may request an appointing authority agreed by the Parties to appoint an arbitrator.
- 18.4 If no appointing authority has been agreed upon by the Parties, or if the appointing authority agreed upon refuses to act or fails to appoint the arbitrator within thirty (30) days of the receipt of a Party's request therefor, either Party may request the Chairperson of the Law Society of Botswana, to appoint the third arbitrator.
- 18.5 The appointing authority shall, at the request of one of the Parties, appoint the sole arbitrator as promptly as possible.
- 18.6 The procedure of arbitration shall be fixed by the arbitral tribunal, which shall have full power to settle all questions of procedure in any case of disagreement with respect thereto.
- 18.7 The decisions of the arbitral tribunal shall be final and binding upon the Parties.
- 18.8 The arbitration shall take place in Botswana and substantive law of Botswana shall apply.

19. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Contract shall be deemed as a waiver, express or implied, of any of the privileges and immunities of SADC Secretariat.

20. ENTIRE AGREEMENT

This Contract and any annexes hereto shall constitute the entire agreement between the Parties and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written. There are no conditions, understandings or other agreements, oral or written, express, implied or collateral between the Parties in connection with the subject matter of this Contract except as specifically set forth in this Contract and any attachments hereto.

The following Annexes are integral part of this Contract:

Annex 1: Terms of Reference

Annex 2: Payment Schedule and Requirements

Signed in the English language by:

For the Procuring Entity		For the Individual Consultant	
Name:	Mrs Angele Makombo N'tumba	Name:	
Position:	Deputy Executive Secretary-Regional Integration		
Place:	Gaborone	Place:	
Date:		Date:	
Signature:		Signature:	



Annex 2: Payment Schedule and Requirements

1. For Services rendered pursuant to Annex 1, the Procuring Entity shall pay the Individual Consultant an amount not to exceed the ceiling of US Dollars *[insert amount]*, which shall be considered the contract value. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Individual Consultant in his/her country of residence.

2. The breakdown of prices is:

N°	Description ¹	Total (in US\$)
TOTAL FINANCIAL OFFER (All-inclusive lump sum)		

3. Payment schedule is related to reports and their approvals, as follows:

- a) The Senior DRR Advisor will provide progress reports monthly, providing update on all the project outputs. Payment schedule will be made on equal instalments paid monthly 30 days after submission and approval of invoice and monthly report.

4. **Payment Conditions:** Payment shall be made in US Dollars not later than 30 days following submission of the original invoice by the Individual Consultant, in duplicate, accompanied by the requested supporting documents. All payments under the contract shall be made by bank transfer into the bank account indicated by the Individual Consultant in her/his invoices.



Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	bebb659b-d6b4-4921-bbb7-2b5fdbb547a8	Timestamp:	2025-11-21 14:04:54 GMT
Signee Name:	Veronica Zulu. Chingalawa	Sender Name:	Veronica Zulu. Chingalawa
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	03 REOIINDIVIDUAL CONSULTANT OF THE SENIOR ADVISOR DRR final.pdf	Document Size:	552.9 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:	160.242.95.226	Request Timestamp:	2025-11-21 14:04:22 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/140.0.0.0 Safari/537.36 Edg/140.0.0.0	Terms Accepted Timestamp:	2025-11-21 14:04:29 GMT

Annotations and Modifications

Signature Count:	0	Form Fields Filled Count:	0
Text Annotation Count:	0	Initial All Pages Count:	1
Single Initial Count:	0		

Signing Evidence

Signee Mobile:	+27000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	NONE
Action:	APPROVE	Reason for Action:	cleared

Chain Of Custody Generation

Attached Document Name:	20251121T140454.526813Z 03 REOIINDIVIDUAL CONSULTANT OF THE SENIOR ADVISOR DRR final.pdf	Attached Timestamp:	2025-11-21 14:04:54 GMT
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Signature Request

Signature Request ID:	e39fce33-0863-4064-96bd-d482a037816b	Timestamp:	2025-11-21 14:24:11 GMT
Signee Name:	Thomas Chabwera	Sender Name:	Thomas Chabwera
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	03 REOIINDIVIDUAL CONSULTANT OF THE SENIOR ADVISOR DRR final.pdf	Document Size:	772.2 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:	2025-11-21 14:20:21 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/142.0.0.0 Safari/537.36	Terms Accepted Timestamp:	2025-11-21 14:20:27 GMT

Annotations and Modifications

Signature Count:	30	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:	cc10f607-6ee8-44e5-a479-026ae9fd38d4

Chain Of Custody Generation

Attached Document Name:	20251121T142411.391598Z 03 REOIINDIVIDUAL CONSULTANT OF THE SENIOR ADVISOR DRR final.pdf	Attached Timestamp:	2025-11-21 14:24:11 GMT
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