



CONSULTANCY FOR SENIOR ADVISOR ON DISASTER RISK REDUCTION

SPECIFIC PROCUREMENT NOTICE REQUEST FOR EXPRESSION OF INTEREST SELECTION OF AN INDIVIDUAL CONSULTANT

Date: 21st November 2025

Reference Number: SADC/3/5/2/429

Title of Assignment: CONSULTANCY FOR SENIOR ADVISOR ON DISASTER RISK REDUCTION

Procurement entity: Southern African Development Community (SADC) Secretariat

Location: SADC Secretariat, Western Commercial Road CBD Plot 54385, Private Bag 0095, Gaborone, BOTSWANA.

1. The **SADC Secretariat** herewith invites individuals to submit proposals for the following contract: “**CONSULTANCY FOR SENIOR ADVISOR ON DISASTER RISK REDUCTION**. More details on the scope of the contract(s) are provided in the Bidding Documents which can be downloaded, free of charge, from the following website: www.sadc.int
2. The procurement method used for this contract is **Selection of an Individual Consultant**, as defined in the **SADC Secretariat Guidelines for Procurement and Grants**, edition June 2025 available at the following website: www.sadc.int
3. The Request for Expression of Interest (REOI) is open to individuals who satisfy the eligibility and qualification requirements stated in the Bidding Documents.
4. The date and time of submission of the Expression of Interest is **20 December 2025, at or before midnight, local Botswana time**. Proposals received after this

time and date or submitted otherwise than indicated in the Bidding Documents shall not be considered.

5. All notifications concerning this procurement process, including modification of the Request for Expression of Interest, results of the evaluation or cancellation notices, will be published on the following website www.sadc.int.
6. Interested individual consultants may seek clarification or/and additional information concerning this contract, only in writing and by latest **9 December 2025 by 16:00hours local Botswana time**, from the following contact points.

Attention: **Mr. Thomas Chabwera**

Address: SADC Secretariat, Plot No. 54385, New CBD, Private Bag 0095
Gaborone, Botswana, Telephone: +267 395 1863

E-mail: tchabwera@sadc.int and ndlamini@sadc.int
Copy to ymadzinga@sadc.int

Responses to requests for clarifications will be posted on the SADC website by **15 December 2025**, by midnight, Botswana Time.

7. Description of the assignment: **“CONSULTANCY FOR SENIOR ADVISOR ON DISASTER RISK REDUCTION REPORT- SADC/3/5/2/429”**.

Mr. Thomas Chabwera

Head of Procurement Unit



Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	fe1140de-332f-4aa5-a934-080a9640bc3e	Timestamp:	2025-11-21 13:59:46 GMT
Signee Name:	Veronica Zulu. Chingalawa	Sender Name:	Veronica Zulu. Chingalawa
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	SPN SENIOR ADVISOR DISASTER RISK REDUCTION.pdf	Document Size:	204.2 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 13:59:14 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 13:59:23 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:	20251121T135945.868625Z SPN SENIOR ADVISOR DISASTER RISK REDUCTION.pdf	Attached Timestamp:	2025-11-21 13:59:46 GMT
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Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	f96398c0-c56a-4f49-a4ca-59dbe69f4529	Timestamp:	2025-11-21 14:20:14 GMT
Signee Name:	Thomas Chabwera	Sender Name:	Thomas Chabwera
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	SPNSENIOR ADVISOR DISASTER RISK REDUCTION.pdf	Document Size:	291.8 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 14:19:23 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 14:19:29 GMT

Annotations and Modifications

Signature Count:	2	Form Fields Filled Count:	0
Text Annotation Count:	0	Initial All Pages Count:	0
Single Initial Count:	0		

Signing Evidence

Signee Mobile:	+270000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	cc10f607-6ee8-44e5-a479-026ae9fd38d4

Chain Of Custody Generation

Attached Document Name:	20251121T142014.382839Z SPNSENIOR ADVISOR DISASTER RISK REDUCTION.pdf	Attached Timestamp:	2025-11-21 14:20:14 GMT
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