



SADC SECRETARIAT RESPONSES TO REQUESTS FOR CLARIFICATIONS

REFERENCE: SADC/3/5/2/429

INDIVIDUAL CONSULTANCY FOR SENIOR ADVISOR ON DISASTER RISK REDUCTION

DATE OF ISSUE OF RESPONSES: 15 December 2025

Question N <sup>o</sup>	Question	SADC Secretariat Response
Nr.1	<p>In the Terms of Reference Table of Contents, there is Section 10 depicting <b>Budget as a Sub</b> Item on page 10, but there is no budget sub-item in the ToRs.</p> <p>Item 8 (page 4), which in part reads: <b><i>The financial proposal (professional fees) does not exceed the maximum available budget for the contract</i></b></p>	<p>There is no indicative budget, hence, applicants are expected to quote as per their actual pricing. It should be noted that the tender is a global price, therefore applicants are expected to indicate an all-inclusive amount.</p>
Nr.2	<p>Please clarify how the Travel Expenses and other related reimbursables to the consultancy will be administered considering that Article 6.6 of the ToRs states that there are no Incidental expenditures.</p>	<p>The tender is globally priced so there will be no indicative budget, the total price is inclusive of all your costs including all taxes, travel expenses and other related reimbursable to the consultancy.</p>

Nr.3	<p><b>Would I be eligible to apply as individual consultant, but make the contractual arrangements via a consulting firm where I am partner?</b></p> <p>The application would still be for me to fulfil all requested duties as described in the REOI, but with the added benefit of administrative support and technical backstopping possibilities from the consultancy firm if needed.</p>	<p>The Request for Expression is for an individual consultant; hence, the expectation is that the contract will be signed by an individual in their capacity as an individual. Therefore, arrangements with a consulting firm are not acceptable.</p>
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### End of Responses

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*Signature Request*

Signature Request ID:	96791fb9-3fb2-43fd-8f93-f7728992cbc9	Timestamp:	2025-12-12 14:21:03 GMT
Signee Name:	Veronica Zulu. Chingalawa	Sender Name:	Veronica Zulu. Chingalawa
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

*Original Document*

Document Name:	Responses to Clarifications DRR Senior Advisor Exante.pdf	Document Size:	223.8 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*

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*Annotations and Modifications*

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Text Annotation Count:	0	Initial All Pages Count:	1
Single Initial Count:	0		

*Signing Evidence*

Signee Mobile:	+270000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	NONE
Action:	APPROVE	Reason for Action:	Cleared

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*Signature Request*

Signature Request ID:	0bd79f2d-eee0-472e-9eed-4d00a8edb138	Timestamp:	2025-12-13 06:08:58 GMT
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Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

*Original Document*

Document Name:	Responses to Clarifications DRR Senior Advisor Exante.pdf	Document Size:	309.3 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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*Annotations and Modifications*

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*Signing Evidence*

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