



SADC – EU REGIONAL POLITICAL COOPERATION (RPC) PROGRAMME

REQUEST FOR EXPRESSIONS OF INTEREST CONSULTING SERVICES – INDIVIDUAL CONSULTANT

DEVELOPMENT AND DELIVERY OF DIPLOMATIC COMMUNICATION, PROTOCOL AND ETIQUETTE TRAINING

Gaborone, Botswana

The Directorate of the Organ on Politics, Defence and Security Affairs under its mandate to promote effective regional integration in the SADC political and security sectors, is implementing with the support of European Union a programme titled: “SADC Regional Political Cooperation”. The programme is designed to strengthen the capacity of the SADC Secretariat and more specifically the Directorate of the Organ on Politics, Defence and Security Affairs (“the Organ”) in implementing its mandate.

Through activities at the regional and national levels, the programme addresses the needs of Member States depending on national priorities under the areas of democratic elections, conflict prevention and mediation, disaster risk reduction, management and humanitarian assistance and combating trafficking in persons, among other major evolving priorities.

The overall objectives, purpose and result areas of the programme of Support to SADC Regional Political Cooperation are as follows:

Overall Programme Objective:

To promote peace and security, as a basis for economic growth and poverty reduction in the SADC Region

Purpose:

To strengthen the capacity of the SADC Secretariat to perform its mandate in facilitating the pursuit of the SADC’s objectives the area of politics, governance, peace, defence and security.

SADC Secretariat with financial support from European Union (EU) now invites eligible Individual Consultants to indicate their interest in *“the Development and Delivery of Diplomatic Communication, Protocol and Etiquette Training.”* The training will primarily target staff in the Directorate of the Organ on Politics, Defence and Security Cooperation

Interested Individual Consultants must provide information indicating that they are qualified to perform the services (expression of interest cover letter, curriculum vitae, certified copies of evidence of professional and academic qualifications, etc).

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the SADC Procurement Policy and Regulations, March 2014 on “Selection of Individual Consultants” which are available on the SADC Secretariat’s website at <http://www.sadc.int>

Interested bidders can download Terms of Reference from the SADC Website: <http://www.sadc.int/opportunities/procurement/> and/or may obtain Terms of Reference (ToR) or any further information at the address below during office hours:

Programme Officer: Procurement and Supply Chain Management
SADC Secretariat
CBD Plot 54385
Private Bag 0095
City: Gaborone
Country: Botswana
Ground Floor/Room number DGP21
Telephone: +267 364 1842 or 395 1863

Electronic mail address: ggwaza@sadc.int *Attention: Mr. Gift Mike Gwaza*

Expressions of interest and CVs must be delivered to the address below by **Friday, 26th June 2015 at 10.00 hours Botswana time** and clearly marked *“the Development of SADC Regional Mediation Training Curriculum”* on the envelope or email to individualconsultants@sadc.int , with a copy to ggwaza@sadc.int and smmadi@sadc.int .

Submission Address:

Attention: Head of Procurement
SADC Secretariat
CBD Plot 54385
Private Bag 0095
Gaborone
Botswana