



CONSULTANCY TO DEVELOP SOCIO-ECONOMIC BENEFIT(SEB) ANALYSIS OF CLIMATE INFORMATION WITHIN THE SADC REGION.

SPECIFIC PROCUREMENT NOTICE

SELECTION OF AN INDIVIDUAL CONSULTANCY

Date: 17th February 2025

Reference Number: SADC/3/5/2/378.

Title of Assignment: CONSULTANCY TO DEVELOP SOCIO-ECONOMIC BENEFIT (SEB)
ANALYSIS OF CLIMATE INFORMATION WITHIN THE SADC REGION

Procurement entity: Southern African Development Community (SADC)
Secretariat

Location: SADC Secretariat, Western Commercial Road (near Lobatse and Siboni
Roads), CBD Plot 54385, Private Bag 0095, Gaborone, BOTSWANA.

1. The **SADC Secretariat** herewith invites individuals to submit proposals for the following contract: “**CONSULTANCY TO DEVELOP SOCIO-ECONOMIC BENEFIT (SEB) ANALYSIS OF CLIMATE INFORMATION WITHIN THE SADC REGION**” 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 **Open Bidding**, as defined in the **SADC Secretariat Guidelines for Procurement and Grants**, edition August 2021 available at the following website: www.sadc.int
3. The Request for Proposals (RFP) 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 Bids at the address indicated in the Bidding Documents is **10th March 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 and shall be returned unopened.

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5. All notifications concerning this procurement process, including modification of the *Bidding Documents*, 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 **25th February 2025 by midnight 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: tchawbera@sadc.int , sramessur@sadc.int

Copy to, pchifani@sadc.int

Responses to requests for clarifications will be posted on the SADC website by **28th February 2025**, by midnight, Botswana Time

7. Description of the assignment: CONSULTANCY TO DEVELOP SOCIO-ECONOMIC BENEFIT (SEB) ANALYSIS OF CLIMATE INFORMATION WITHIN THE SADC REGION

Mr. Thomas Chabwera

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Head of Procurement Unit

