



SADC SECRETARIAT

REQUEST FOR EXPRESSION OF INTEREST (INDIVIDUAL CONSULTANTS SELECTION)

COUNTRY: Botswana

NAME OF PROJECT: REGIONAL STATISTICS PROJECT (RSP)

PROJECT ID: P175731

ASSIGNMENT TITLE: **CONSULTANCY TO REVISE AND UPDATE THE SADC HARMONISED CONSUMER PRICE INDEX METHODS AND PROCEDURES IN SADC REGION; BW-SADC-563158-CS-INDV**

REFERENCE NUMBER: SADC/3/5/2/470

DATE OF ISSUE: 29 September 2026

The SADC Secretariat, through the Regional Statistics Project (RSP) (P175731), has received grant financing from the International Development Association (IDA) of the World Bank. The Project Development Objective is to strengthen the institutional capacity of SADC to produce, disseminate and use quality statistics while increasing regional harmonisation and collaboration. Under the Project, SADC is implementing Component 1: Harmonisation, Quality and Dissemination of Core Social and Economic Statistics.

A..

In view of the above, the SADC Secretariat is undertaking several interventions aimed at strengthening the SADC Regional Statistical System (SRSS) and enhancing the production, quality, harmonisation, dissemination and use of regional statistics. These interventions include technical assistance and capacity building activities in priority statistical areas, including poverty statistics, statistical software and data processing, survey methodologies, national accounts, environment and climate change statistics, statistical communication, quality assurance and harmonised regional statistical guidelines.

The SADC Secretariat intends to apply part of the proceeds of the grant towards the consulting services to **revise and update the SADC Harmonised Consumer price Index Methods and Procedures in SADC region**, in support of the objectives of the Regional Statistics Project.

The SADC Secretariate invites submissions from suitably qualified and interested individual consultants to conduct the training, recruited as individual consultants following World Bank Procurement Regulations dated September 2023.

Title : Individual Consultancy to revise and update the SADC Harmonised Consumer price Index Methods and Procedures in SADC Region (1 Position)

Accountable: Senior Officer, Research and Statistics

Duration of Assignment: 90 Calendar Days

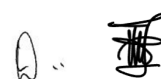
1. The Objectives of the Assignment

The overall objective of this exercise is to revise and update the Manual “Harmonised Consumer Price Index Methods and Procedures in SADC Region”.

2. Specific objectives

The specific objective of this assignment is to revise and update the SADC Harmonised Consumer Price Index (HCPI) Methods and Procedures Manual to ensure consistency with current national CPI compilation practices, incorporate emerging methodological developments and international recommendations, address issues and recommendations identified by Member States during the review process, and strengthen the harmonisation, comparability, and quality of consumer price statistics across the SADC region. In addition, they are also intended to be applied or used as a tool for undertaking subsequent methodological reviews and training in the region as part of sustainable capacity building.

3. Expected results



The consultant is expected to achieve the following results in the following chronological order:

- (i) Inception report, detailing preliminary findings, approach/methodology for the task, a work plan, gaps identified, and remedial action to be taken to fill the gaps. The structure of the revised methodological document in terms of a draft table of content should also be provided at this stage;
- (ii) Draft Harmonized SADC HCPI methods and procedures, including scope of work as stated at Section 3 in this TOR and agreed issues in inception report; and
- (iii) Final version of Harmonised Consumer Price Index Methods and Procedures in SADC Region including Validation workshop report documenting inputs from Member States and Secretariat for amending in final report.

4. QUALIFICATION AND EXPERIENCE REQUIREMENTS

This assignment is expected to be carried out by a consultant with in-depth knowledge in consumer price indices. The specific profile is provided below:

Qualifications and Skills

- A minimum of a Degree in statistics, economics or related field. A Master's degree and above shall be an advantage.
- Written and oral fluency in the English language is essential. Knowledge of French and Portuguese would be an asset.
- Excellent oral and written communication, analytical, presentation and report writing skills in English Language.
- Excellent time management and organizational skills to prioritize workload and deliver needful during the training week.

General Professional Experience

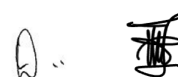
- The Consultant must have at least 15 years of specific experience in undertaking and managing statistical functions in the area of prices statistics.

Specific Professional Experience

- At least ten (10) years' experience in collection, production, dissemination, revision of weights, and rebasing of HCPI at national/international level;
- Demonstrated experience in the development of HCPI guidelines and tools at national/international level;
- Experience in undertaking at least three (3) technical assistance/capacity building in the area of HCPI in developing countries, preferably in Africa, as a resource person.

5. Duration of the assignment

The Individual Consultant will be recruited for 90 Calander Days.



6. Facilities to be provided by the Client

For the expert working on this consultancy, the Contracting Authority shall facilitate for visa entry in South Africa, if required.

7. Location of Employment

The assignment is commissioned by the SADC Secretariat based in Gaborone, Botswana. However, this Assignment will primarily be executed through desk research and virtually. Therefore, there will be no travelling to the SADC Secretariat offices in Gaborone, Botswana.

8. The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" dated September 2023 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

9. A Consultant will be selected in accordance with the Individual Consultant Selection Method set out in the Procurement Regulations.

10. Mode of Application

Interested Individuals Consultants meeting the stated requirements should submit their Expressions of interest including updated detailed curriculum vitae (CVs) and copies of professional certificates must be delivered in a written form using a drag and drop electronic tender box by **Thursday, 15th October 2026 on or before 00:00 hours, Botswana** local time. No public opening will be heard.

SADC Collab Link: <https://collab.sadc.int/s/ECKijs8GMiX5AoB>

Kindly note that only highly technically scored bidder will be contacted for negotiations meeting.

11. VALIDITY OF THE TECHNICAL PROPOSAL

Your Technical proposal should be valid for a period of **120 days** from the date of deadline for submission.

12. Additional requests for information and clarifications can be made through the address below:

Handwritten initials and a signature.

The Procuring entity: **SADC Secretariat**

Head of Procurement Unit

Telephone: **+267 364 1989 / 3951863**

Fax: **3972848**

E-mail: mmikuwa@sadc.int

Copy to: djagai@sadc.int or tchabwera@sadc.int

2



ANNEX 1- CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, INDIVIDUAL CONSULTANT}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Hbbbbbb, deputy minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

2.. 

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in REOI or TORS in which the Expert will be involved)	

Experts contact information: (e-mail, phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{day/month/year}

□

Name of Expert

Signature

Date

2..





Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	544743b2-927f-4f46-a23b-424cda6e9e24	Timestamp:	2026-09-29 14:07:12 GMT
Signee Name:	Diana Sello	Sender Name:	Diana Sello
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	4 REOI for Individual Consultany HCPI 2026 Final.pdf	Document Size:	226.8 KB
----------------	--	----------------	----------

Email Evidence

Signee Email:	dsello@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:	143.105.253.43	Request Timestamp:	2026-09-29 14:05:48 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/153.0.0.0 Safari/537.36	Terms Accepted Timestamp:	2026-09-29 14:05:57 GMT

Annotations and Modifications

Signature Count:	7	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:	NONE

Chain Of Custody Generation

Attached Document Name:	20260929T140712.329306Z 4 REOI for Individual Consultany HCPI 2026 Final.pdf	Attached Timestamp:	2026-09-29 14:07:12 GMT
-------------------------	--	---------------------	-------------------------





Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	68a8ab27-c025-471a-b3fe-a816c8e3a226	Timestamp:	2026-09-29 14:23:12 GMT
Signee Name:	Thomas Chabwera	Sender Name:	Thomas Chabwera
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	4 REOI for Individual Consultany HCPI 2026 Final 1.pdf	Document Size:	650.0 KB
----------------	--	----------------	----------

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:	2026-09-29 14:22:29 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/154.0.0.0 Safari/537.36 Edg/154.0.0.0	Terms Accepted Timestamp:	2026-09-29 14:22:37 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:	+270000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	c0db3ab7-a611-4924-94f9-bd5fb7139bec
Action:	APPROVE	Reason for Action:	Proceed

Chain Of Custody Generation

Attached Document Name:	20260929T142311.865507Z 4 REOI for Individual Consultany HCPI 2026 Final 1.pdf	Attached Timestamp:	2026-09-29 14:23:12 GMT
-------------------------	--	---------------------	-------------------------

