SADC SECRETARIAT

REQUEST FOR EXPRESSION OF INTEREST (INDIVIDUAL CONSULTANTS SELECTION)

COUNTRY: Botswana

NAME OF PROJECT: SADC REGIONAL STATISTICS PROJECT (RSP)

PROJECT ID: P175731

ASSIGNMENT TITLE: **INDIVIDUAL CONSULTANCY TO ASSESS AND IMPLEMENT TISSTAT FOR TRADE IN SERVICES DATA PERTAINING TO STATISTICAL DATA OF 2 MEMBER STATES IN SADC REGION. BW-SADC-563174-CS-INDV**

REFERENCE NUMBER: SADC/5/2/478

DATE OF ISSUE: 17 November 2026

The SADC Secretariat, through the SADC 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.

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 assess and implement TISSAT for Trade in service data pertaining to statistical data of 2 member states 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 Consultant to assess and implement TISSAT for Trade in service data pertaining to statistical data of 2 member states in SADC region (1 Position)

Accountable: Senior Officer, Research and Statistics

Duration of Assignment: 8 months

1. The Objectives of the Assignment

The overall objective of this exercise is to capacitate two Member States in the region towards production of disaggregated trade in services (TIS) statistics to support regional integration priorities on trade policies.

2. Specific objectives

The specific objective of this assignment is to undertake a comprehensive scoping and assessment exercise within the respective national statistical systems (NSSs) of 2 Member States and to implement TISSTAT tool for production and dissemination of detailed TIS statistics in one Member State.

3. Expected results

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

- Scoping and Assessment Reports for 2 Member States (one for each) on statistical and institutional matters; and
- Findings Report of TISSTAT in one Member State for collection of TIS statistics based on pilot exercise pertaining to statistical matters.

4. QUALIFICATION AND EXPERIENCE REQUIREMENTS

This assignment is expected to be carried out by a consultant with in-depth knowledge in trade in services statistics and TISSTAT tool management. The specific profile is provided below:

Qualifications and Skills

- A minimum of a Degree in statistics, economics or related field. A Masters degree and above shall be an advantage.

General Professional Experience

- The Consultant must have at least 15 years of specific experience in production and dissemination in economic statistics, in particular on external sector statistics such as Balance of Payments and TIS statistics.

Specific Professional Experience

- Demonstrated experience of doing a scoping and assessment of countries for implementation of TISSTAT on statistics and institutional factors in at least 2 countries;
- Demonstrated experience in providing training to developing countries on TISSTAT tool pertaining to core statistical matters in at least 2 countries; and
- Demonstrated experience in implementation of TISSTAT tool with validated results in at least 2 countries as technical assistance.

5. Duration of the assignment

The Individual Consultant will be recruited for 8 months. *Note: the 8 months is the duration of the assignment and not the number of days required to undertake it. It caters for coordination of work to be done by recipients of the assignment and to a certain extent, flexibility for the consultant to deliver on the outputs.*

6. Facilities to be provided by the Client

For the expert working on this consultancy, the Contracting Authority shall facilitate visa entry in the member states hosting the workshop, if required.

7. Location of Employment

The assignment will involve traveling to 2 Member States and shall also be done remotely by the Consultant.

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 **Friday, 4th December 2026 on or before 00:00 hours, Botswana** local time. No public opening will be held.

SADC Collab Link: https://collab.sadc.int/s/Epm6QXHMkM9qm9B

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

11. VALIDITY OF THE TECHINICAL 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:

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

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. Hbbbbb, deputy minister]		

Membership in Professional Associations and Publications: _____

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

_____

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

Signed with Impression - Chain of Custody

Signature Request			
Signature Request ID:	65b5828a-5857-4c59-82b2-17ce4a206363	Timestamp:	2026-11-17 11:27:49 GMT
Signee Name:	Veronica Zulu. Chingalawa	Sender Name:	Veronica Zulu. Chingalawa
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED
Original Document			
Document Name:	4 REOI for Individual Consultany for TISSTAT STATISTICS EX.docx	Document Size:	235.5 KB
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:	102.134.171.249	Request Timestamp:	2026-11-17 11:26:55 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/155.0.0.0 Safari/537.36	Terms Accepted Timestamp:	2026-11-17 11:27:11 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:	20261117T112749.321807Z 4 REOI for Individual Consultany for TISSTAT STATISTICS EX.docx	Attached Timestamp:	2026-11-17 11:27:49 GMT



www.impression-signatures.com

Copyright © 2026 Impression Signatures (Pty) Ltd

Signed with Impression - Chain of Custody

Signature Request			
Signature Request ID:	68e553eb-031b-4d7f-a7fc-d4b16ce9a248	Timestamp:	2026-11-17 15:18:33 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 for TISSTAT STATISTICS EXdocx.pdf	Document Size:	339.8 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:	41.87.175.208	Request Timestamp:	2026-11-17 15:17:52 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/157.0.0.0 Safari/537.36 Edg/157.0.0.0	Terms Accepted Timestamp:	2026-11-17 15:17:58 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:	Proceed
Chain Of Custody Generation			
Attached Document Name:	20261117T151833.010913Z 4 REOI for Individual Consultany for TISSTAT STATISTICS EXdocx.pdf	Attached Timestamp:	2026-11-17 15:18:33 GMT

Copyright © 2026 Impression Signatures (Pty) Ltd