



**Ministry of Civil Service and Administrative Reforms**

10 November 2005

Ministry of Civil Service and Administrative Reforms  
Circular Letter No.47 of 2005  
E/75/92/01/02

**IMMEDIATE**

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments

**SADC: Secondment of a Young Professional to**  
**SADC Secretariat, November 2005 – October 2006**

We have been invited by the SADC Secretariat to send a Young Professional from Mauritius to be attached to the Secretariat for a period of one year from November 2005 to October 2006 under the SADC-EU Young National Trainees Programme.

2. Applications are invited from qualified officers who should:-
  - (a) not be more than 35 years of age;
  - (b) have as a minimum a first Degree;
  - (c) be in Government employment, and
  - (d) have Government undertaking that he/she will return to Government employment after completion of attachment at the SADC Secretariat.
3. Please find enclosed at Annex A details of the SADC-EU Young National Trainees Programme.
4. A panel will be set up to carry out the selection of the nominee for the above-mentioned post.
5. I should be grateful if this circular could be urgently brought to the notice of qualified officers serving in your Ministry. Interested candidates are requested to forward their application **at latest by 15 November, 2005** to the following address:

Ministry of Civil Service & Administrative Reforms  
Human Resource Development Division  
(Attn.: Mr S. Ramasawmy)  
4<sup>th</sup> Floor, Atom House  
Royal Street  
Port Louis

  
(P. Jhugroo)  
for Senior Chief Executive



## TERMS OF REFERENCE FOR SADC YOUNG NATIONAL TRAINEES

### 1. INTRODUCTION

Appreciation and understanding of regional integration within the national governments are preconditions for successful implementation of the SADC Common Agenda. Likewise, regional programmes and priorities must be incorporated in the national development programmes to ensure that they are implemented timely and effectively.

SADC has realized the importance of a training attachment programme for SADC nationals, in order to enhance the general knowledge, benefits, understanding and importance of regional integration. It is also acknowledged that it is important to build capacity amongst young professionals for whom it is often difficult but essential to acquire the necessary experiences and exposure. Thus, in order to improve the national capacity and understanding of regional issues, an attachment programme for young SADC nationals to the SADC Secretariat has been developed. This is aimed at providing them with an opportunity to gain practical experience and field exposure to the operations of SADC.

The programme is build on a successful pilot programme in 1999/2000, the long-term objective being an institutionalized attachment programme for SADC nationals involved in regional matters.

### 2. OBJECTIVES

The main objectives of the attachment are to:

- i improve the Trainees' knowledge and understanding of SADC operational procedures and systems such as the roles, functions and reporting;
- ii strengthen the capacity at the national level to effectively implement SADC decisions;
- iii Enhance effective collaboration and relations between the sending Government, the SADC Secretariat, and other SADC institutions and Member States.

### 3. PROGRAMME OF ATTACHMENT

The Trainee will be attached to all directorates in the Secretariat. The attachment will last for one year and will be divided into main phases:

- i **General Induction and Orientation.** The initial phase will be devoted to general induction and orientation of the operations of the Secretariat. After being briefly introduced to all the directorates and units of the Secretariat, the Trainee will be

taken through the various directorates of the Programmes Departments to obtain an overall appreciation of major functions of the Organisation. The phases will be under the coordination of the Chief Director.

- ii **Directorate Specific Focus.** During this phase, the Trainee will be attached to directorates to gain detailed understanding of their policies, strategies and programmes. In this regard, the Trainee will work closely with the respective Directors. The work will include going through the policy and strategy documents and reports as well as preparation of reports and papers for Council meetings. This phase will take up the majority of the attachment.
- iii **Field work and missions.** The Trainee will also be accorded an opportunity to gain practical experience of the operations of various institutions of SADC through undertaking missions to some Member States, as well as SADC meetings (Council and Summit) and where appropriate, other SADC affiliate institutions.

#### 4. **ADMINISTRATION AND FINANCIAL ARRANGEMENTS**

Being on official attachment, the Trainee will be treated as being on active duty at the Secretariat and will, therefore, be expected to devote her/his full time and attention to the attachment programme. The Trainee will be bound by the SADC Administration Rules and Procedures Handbook.

#### 5. **EXPECTED RESULTS AND EVALUATION**

- i At the end of the attachment, the Trainee is expected to have gained knowledge and understanding of SADC's operations and procedures to be able to effectively perform her/his tasks with regard to SADC activities.
- ii The Trainee will produce a report on the attachment, indicating, amongst other things, the benefits of the attachment and how she/he intends to apply the experience and knowledge gained when she/he returns to her/his home country. The training programme will be evaluated within the framework of the SADC Capacity Building Project.

**SADC Secretariat**  
**EUROPEAN DEVELOPMENT FUND**  
**SERVICE CONTRACT**

Amount of Contract : P289,300.00  
Date of Notification :  
Financing : Eight European Development Fund  
Accounting Number : 8 ACP RAU 013  
Title : SADC Trainee

**LIST OF ANNEXES**

Annex A : Terms of Reference  
Annex B : Cost Estimate  
Annex C : General Conditions for Service Contracts  
Annex D : Tax and Customs Arrangements  
Annex E : SADC Administration, Rules and Procedures Handbook



**BETWEEN**

The Executive Secretary, SADC Secretariat as  
Regional Authorising Officer

hereinafter called **THE CONTRACTING AUTHORITY**  
of the one part,

**AND**

hereinafter called **THE TRAINEE**

**PREAMBLE**

The Contracting authority Commissions the Project Manager, who accepts the terms set out in this Contract and in the Annexes, which form an integral part thereof, to perform the duties of the trainee programme as specified in the TORs

The Services to be provided by the Project Manager under this Contract are described in the Terms of Reference set out in Annex A to this Contract.

This Contract is financed by the 8th European Development Fund of the European Communities under project No 8 ACP RAU 0013.

The numbering of the Articles in these Special Conditions is not continuous but, except for this Preamble, follows the numbering of the Articles in the "**GENERAL CONDITIONS FOR SERVICE CONTRACTS FINANCED BY THE EUROPEAN DEVELOPMENT FUND' GVIII/E/439/90-EN**) which is attached as **ANNEX C** to this Contract.

For matters not specifically covered by these **Special Conditions** the relevant Article of the "**GENERAL CONDITIONS FOR SERVICE CONTRACTS FINANCED BY THE EUROPEAN DEVELOPMENT FUND**" shall apply.

**ARTICLE 1**

**Definitions**

Add to 1.1 the following definitions:

Contracting Authority:	Southern African Development Community
Delegate:	Head of Delegation, Delegation of the Commission of the European Communities in Botswana
EDF:	European Development Fund



**ARTICLE 2 : Law and Language of the Contract**

In all matters that are not governed by this Contract, or by the General Conditions as read with the Special Conditions, or by SADC Administrative Rules and Procedures (as specified in Article 3), the law of Botswana shall apply.

The language of this Contract shall be English

**ARTICLE 3 : Order of Precedence of Contract Document**

The order of precedence of the contract documents is as follows:

1. Special Conditions take precedence.
2. General Conditions
3. SADC Administrative Rules and Procedures
4. Terms of Reference
5. Cost Breakdown
6. Tax and Customs Arrangements

**ARTICLE 4 : Notice and Written Communications**

The address for all communications on matters relating to the:

**Contracting Authority:**  
The Executive Secretary  
SADC Secretariat  
Private Bag 0095  
Gaborone, Botswana

**Trainee:**

- a) **European Commission:**  
Directorate General for Development  
200, Rue de la Loi  
B-1049 Brussels  
BELGIUM
- b) Head of Delegation of the European Commission in Botswana  
P.O. Box 1253  
Gaborone  
Botswana



**ARTICLE 8.3            Obligations of the Administration**

The Administration (SADC Secretariat) shall ensure, in so far as is possible, that the Trainee shall receive any support he may reasonably request for the purpose of performing this Contract.

The Administration shall provide and maintain at its own cost for the period of this Contract and to the standards agreed:

- furnished office space within the premises of SADC Secretariat
- equipment necessary for the performance of this Contract
- operational supplies (office supplies, fax, lighting, electricity, water etc) at the place of work.

**ARTICLE 14 :            Indemnification**

The Trainee's financial liability under this Article shall be limited to a sum equal to the total value of the Contract.

**ARTICLE 15            Medical and Insurance Arrangements**

- 15.4            a) The SADC secretariat maintains a contributory Medical Aid Insurance Scheme for its staff, the cost of which is borne by SADC and staff member. The scheme is optional.

**ARTICLE 17 :            The Scope of services**

The Terms of Reference are set out in Annex A of this contract

**ARTICLE 18 :            Provision of Personnel**

The performance of this Contract shall be undertaken by the Trainee whose name and CV appear in Annex B to these Special Conditions.

**ARTICLE 21 :            Commencement Orders**

The performance of this Contract will start on date of assumption of duty.

**ARTICLE 22 :**            The duration of this contract shall be 12 months.

**ARTICLE 28 :            Leave Entitlement**

The Trainee shall be entitled to 15 working days of paid leave under this contract. All other leave entitlement shall be in accordance with the SADC Administration Rules and Procedures.

ARTICLE 31 : **Submission of Reports**  
Please note the Terms of Reference.

ARTICLE 32 : **Approval of Reports**  
Reports under Article 31 shall be deemed approved by the Contracting Authority if no communication is received by the Trainee within one month from their submission.

ARTICLE 33 : **General Provisions for Payments**

33.1 Payment of the Contract price detailed in Annex B will take place in accordance with SADC Administrative Rules and Procedures. The contract is composed of fixed and reimbursable costs.

ARTICLE 35 : **Payment Procedure**

35.5 Payments to the Trainee will be made monthly in accordance with SADC Procedures and do not constitute an approval of work done, nor do they relieve the Trainee of any of his obligations under the Contract. The Secretariat will claim for the reimbursement from EC quarterly for both fees and for reimbursables. For reimbursables each claim will contain all the original supporting documents.

Payments to SADC shall be made to the following account:

.....  
.....  
.....  
.....

ARTICLE 36 **Travel and Transport**

36.1 SADC Administrative Rules and Procedures shall apply for

travel and transport, except for the following.

For airline tickets. Only the equivalent of the economy fare will be reimbursed.

ARTICLE 42 **Termination by the Adviser**

SADC Administrative Rules and Procedures shall apply

ARTICLE 45 **Settlement of Disputes.**

45.2 SADC Administrative Rules and Procedures shall apply

**SIGNATURES**

.....  
For the Trainee

Date:.....

.....  
For the Contracting Authority

Date:.....

Date:.....

**Cost Estimate SADC Trainee**

A	Fixed Cost	Unit	Quantity	Rate		Total	
				PULA	PULA	PULA	EURO
	Allowances	Months	12	11,400.00		136,800.00	
	Subtotal A	1				136,800.00	23,546.00
<b>B</b>	<b>Reimbursables</b>						
<b>B1</b>	<b>PASSAGE:</b>						
	Air Travel & Baggage	return	1	25,000.00		25,000.00	
	Housing	months	12	5,500.00		66,000.00	
<b>B2</b>	<b>DUTY REIMBURSABLES</b>						
	Regional Duty Travel	journeys	6	4000.00		24,000.00	
	Subsistence (1)	mxdays	50	750.00		37,500.00	
						152,500.00	26,248.00
	<b>Total A + B</b>					289,300.00	49,794.00
	<b>GRAND TOTAL</b>					289,300.00	49,794.00

Exchange Rate: 1 Euro = 5.903190 Pula (as per May 2005 EU Rates)