



Individual Consultant - Procurement Notice

Country: BOTSWANA

Description of the assignment: Capacity Building for Dikgosi on Gender Based Violence and the Effective Dispensation of Justice

Period of assignment/services (if applicable): TBA

Closing date: Proposal should be submitted at the following address no later than **19th October 2018 Time 12:00hrs** (Botswana Time) and submitted to:

The Resident Representative
United Nations Development Programme
P.O. Box 54
Gaborone

Or by email to:

Procurement.bw@undp.org

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mailed to enquiries.bw@undp.org UNDP Botswana will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of the inquiry to all prospective facilitators.

NOTE: *Consultancy firms/companies interested in applying for this assignment are free to do so, provided they: Submit a CV of only one qualified consultant and present its bid in a manner that would allow for evaluation of the bid in accordance with the evaluation criteria specified in these solicitation documents. The experience required is that of the individual whose CV would have been submitted by the company rather than that of the company. In this regard, the company by submitting a CV is bidding as an individual bidder rather than a company/firm. Further, if the submitted bid wins, the ensuing contract will be between the UNDP and the company/firm, not the individual.*

1. BACKGROUND

According to the Botswana Gender-Based Violence Indicators Study (2012), 67% of women in Botswana have experienced some form of Gender Based Violence (GBV) in their lifetime including intimate partner and non-partner violence. Women and girls continue to experience domestic violence, brutal murder, rape and unwanted sexual remarks and assault in public.

The National legal framework for GBV prevention in Botswana which includes the National Policy on Gender and Development (2016), the Domestic Violence Act (2008), and the National GBV Advocacy Strategy (2016-2020) has attempted to address these challenges through an intensive GBV campaign and targeted programming. National efforts have included community sensitization and mobilization, the development of standard operating procedures and guidelines and technical support for service providers. This response has been implemented in partnership with Civil Society Organizations(CSO) and Development Partners. Despite these efforts, there remain numerous challenges to GBV prevention, such as in adequate protection of GBV survivors, slow prosecution and limited data management on GBV. In order to augment these and to strengthen and accelerate GBV Prevention and response, the Government of Botswana in partnership with the United Nations, signed the United Nations Joint Gender Programme (UNJGP) 2018-2020 on the 11th July 2018.

The UNJGP is anchored on Agenda 2030 for Sustainable Development Botswana, the National Development Goals(NDP)11, Vision 2036, and will strive towards the prevention of GBV and **SDG 5** on Gender Equality. The main objective of the Programme is to strengthen and accelerate GBV Prevention and response efforts in Botswana.

UNJGP Output 1.1 in particular, recognises the importance of advocating for Human Rights and GBV Prevention with Parliament, the Gender Commission and Ntlo ya Dikgosi (Traditional Leaders). Dikgosi have a firm role to play in influencing the development of cultural norms and practices in relation to the empowerment of women. It is against this background that UNDP is supporting the engagement of a Consultant to facilitate a two-day training to build the capacity of Dikgosi on the effective dispensation of justice for GBV cases as per CEDAW norms and standards.

The objectives of the workshop are:

To improve the knowledge and understanding of Dikgosi of national and international practices on GBV:

- (i) to facilitate the quality of the dispensation of justice to victims of GBV in Botswana; and
- (ii) to facilitate community prevention and response to GBV.

At the end of the training, Dikgosi should be adequately equipped to dispense justice in matters relating to GBV and facilitate community awareness and response GBV. The **training will be preceded by a detailed needs assessment** conducted by the Consultant in Botswana. The Consultant is also expected to develop a Workshop report containing an **advocacy and capacity building plan** for Dikgosi, highlighting **key actions following the workshop**.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

2.1 Duties and Responsibilities:

a) Development of an interactive and detailed training module

The Consultant will be responsible for the development of an interactive and detailed training module based on case studies and practical exercises from across the region. It is expected that the Workshop content will be the **product of a needs assessment conducted prior to the training** and will provide participants with knowledge and skills on GBV. It will include training in five broad areas:

(i) International Standards on GBV

This session would provide the context and sensitize participants on the International Standards on GBV. (Convention on Eliminating all forms of Discrimination Against Women(CEDAW) and other relevant international legal frameworks including the Beijing Platform for Action.) The session will also cover the causes of GBV, prevention, and the sensitivities involved in providing support to clients as applied to the Botswana context. The session should also provide participants with the tools to assess and analyse the gaps in the domestic violence response and best practices in tackling/eliminating GBV.

(ii) National Legal Frameworks on GBV

This session will sensitize participants on the National Legal framework for the enforcement of GBV, including the Penal Code Cap (08:01), Domestic Violence Act (Cap 28:05) and the Domestic Violence Act Regulations (No 10 of 2008).

(iii) Dispensation of justice for GBV cases

The training should expose participants to best practices in the world, related to the dispensation of justice for GBV survivors. The participants should be able to critically reflect on the dispensation of justice for GBV survivors at the customary courts. The session should include issues related to **protection orders** to protect and assist the victims of GBV.

(iv) Mediation

The training should expose participants to guiding principles of mediation and what issues are best resolved through mediation.

(v) Counselling

The training should include a module on counselling for participants. The main goal is to equip participants with the knowledge and skills in helping victims to cope with their situation, through group counselling and individual counselling. The training should expose best practices and types of counselling to the participants.

(vi) Community Mobilisation

The training should include a module on community mobilisation for GBV prevention and response.

b) Adherence to Quality standards

The Consultant should ensure the training materials adhere to following criteria:

- (i) human rights-based, survivor-based, child-centred, non-discriminatory, focused on equality and responsibilities, and gender-sensitive;
- (ii) adopt an active approach by utilizing various educational and adult-learning approaches;
- (iii) produced in both English and Setswana and suitable for the national context;
- (iv) Uses easy-to-understand/ simplified language;
- (v) Uses regional and international references related to the subject matter;
- (vi) Uses culturally appropriate content and presentation; and
- (vii) Based on practical step-by-step detailed training sessions; and

c) Facilitation and training

- (i) To develop training Agenda, power-point presentations and training tools in accordance with the quality standards highlighted at **b)**;
- (ii) To moderate and guide all discussions through participatory and interactive techniques;
- (iii) To capture, record, and summarize key points of learning during all sessions and manage the smooth flow of the workshop and recap of the previous day's proceedings;
- (iv) To provide materials as needed in various contexts including breakouts, group session and ensure timely completion of activities and group work;
- (v) To facilitate active engagement participants in discussion, raising issues, making recommendations and drawing conclusions.
- (vi) To support in the identification, organization and preparation of the workshop meeting rooms to best accomplish the objectives of the workshop (comfort, seating, presentation space, break-out);
- (vii) Provide ice breaking/energizing exercises to enhance morale and participation in all sessions.
- (viii) Facilitate an evaluation of the modules/workshop(s) by the participants so that the workshop/training materials can be improved according to the participant feedback.

d) Development of a workshop report including an advocacy and capacity building plan

A result of the needs assessment conducted prior to the training, as well as discussions during and after the training, the Consultant is expected to produce a Workshop Report summarising the findings of the Workshop with an **advocacy and capacity building plan appended as an annex** (max. 10 pages) outlining the main opportunities, challenges, remaining needs and suggested way forward for GBV prevention and response.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

3.1 Academic Qualifications:

Advanced University Degree in law, gender, development studies, international relations or other related disciplines.

3.2 Years of experience:

At least 10 years of progressively responsible relevant experience, preferably in the promotion of women's access to justice, legal training and international and national laws and policies on gender equality and women's rights. Sound knowledge of international standards on human rights, women's rights and related instruments such as CEDAW, SCR 1325.

4. KEY DELIVERABLES

- i. Survey and needs assessment for the participants to be trained;
- ii. Interactive and detailed training modules including relevant background material for the delivery of training workshops;
- iii. Two-day training for Dikgosi;
- iv. A detailed evaluation of the modules/workshop(s) by the participants so that the workshop/training materials can be improved according to the participant feedback; and
- v. Workshop report including an **advocacy and capacity building plan** (max. 10 pages) outlining the main opportunities, challenges, remaining needs and suggested way forward for GBV prevention and response

Activity	Duration (Estimated # of days)	Deadline
Meeting with TWG to get an understanding of the assignment		TBA
Administer survey and needs assessment to Dikgosi		TBA
Develop interactive and detailed training modules		TBA
Facilitate two-day training for Dikgosi including administration of Workshop evaluation.		TBA
Develop workshop report including an advocacy and capacity building plan (max. 10 pages) outlining the main opportunities, challenges, remaining needs and suggested way forward		TBA
TOTAL		TBA

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

a. Technical Proposal: The technical proposal should include the following:

- Profile of Consultant and an outline of recent experience on assignments of a similar nature.
- References from the consultant's clients for similar assignments.
- The consultant's comments or suggestions on the TORs (interpretation of the TORs) and appreciation of the assignment – the objectives, tasks and deliverables.
- A clear description of the methodology and work plan that the consultants propose to execute the assignment with illustrations where appropriate.
- A timeline for carrying out the assignment.

b. Financial proposal: The financial proposal should list the costs associated with the assignment clearly indicating daily rate and an indication of whether the rate is flexible.

c. Personal CV including past experience in similar projects and at least three references

6. FINANCIAL PROPOSAL

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the Consultant wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

Financial Payments

The facilitator will be paid in one installment upon submission and approval of all deliverables.

6. EVALUATION

Individual consultants will be evaluated based on the Cumulative Analyses methodology (weighted scoring method), where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive / compliant / acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.
 - Technical Criteria weight; (70%)
 - Financial Criteria weight; (30%)

The following criteria and allocated points will be used in Technical Evaluation.

- At least 10 years of progressively responsible relevant experience, preferably in the promotion of women's access to justice, legal training and international and national laws and policies on gender equality and women's rights. Sound knowledge of international standards on human rights, women's rights and related instruments such as CEDAW. (30 points).
- Demonstrated experience in the facilitation of workshops for Dikgosi or other tribal leadership. (30 points).
- Understanding and Interpretation of the TOR (30)
- Proven record of developing training materials in English and Setswana (10 points)

Only Individual Consultants obtaining a minimum of 70% of the obtainable points of 100 points in technical evaluation would be considered for the Financial Evaluation. The total number of points allocated for the price component is 100. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those technical qualified candidates who have attained a minimum of 70% score in the technical evaluation. All other price proposals will receive points in inverse proportion to the lowest price.

UNDP applies a fair and transparent selection process that would take into account both the technical qualification of Individual Consultants as well as their price proposals. The contract will be awarded to the candidate obtaining the highest combined technical and financial scores.

UNDP retains the right to contact references directly.