



CALL FOR PROPOSALS

Request for Proposals: Department of Tribal Administration institutional assessment.

COUNTRY: Botswana

SUPERVISION: Governance

PERIOD OF ASSIGNMENT/SERVICES: Bidder to propose schedule of works as part of the Proposal

1. BACKGROUND

The Government of Botswana and UNDP are partnering to implement the “Support to the Fulfillment of Human Rights, Access to Justice and Empowerment of Youth and Women Project” (2018 – 2021) (the Project). The objective of the Project is to provide advisory and technical support to the Government to strengthen and enhance its capacity to respect, protect and fulfil human rights, enhance the accessibility of the justice system (including the legal framework and customary courts) and empower youth and women. The Project is guided by the Government’s national development priorities and goals as articulated in Vision 2036, NDP 11 and the Global Sustainable Development Goals (‘SDGs’); United Nations Sustainable Development Framework (UNSDF) and the UNDP Country Programme Document (CPD) (2017-2021). In its National Development Plan 11 (2017 – 2023), the Government of Botswana identified the following strategic priorities in relation to the customary courts system: need to manage cases from customary courts and to computerise all cases that have been tried in customary courts;

a review of the Bogosi Act of 2008 to clearly define powers vested to the Minister for effective implementation of the Act; • capacity building for Bogosi, taking into account the new the new developments on legal matters. Under the auspices of the Project, the Ministry of Local Government and Rural Development (Department of Tribal Administration) (“the Department”) submitted a request to UNDP for an institutional assessment of the Department of Tribal Administration to guide the customary court system structures to support increased access to justice. The Functional Structure of the Department is comprised of the following: (i) Dikgosi who

are entrusted primarily with building resilient communities and preserving culture and the dispensation of justice in customary courts. (ii) The Customary Court of Appeal which hears matters on appeal from the lower customary courts. (iii) The Support Services Unit which provides administrative support. The Support Services Unit comprises the Projects Unit (which spearheads project implementation in the Department and oversights issues of maintenance) and the Inspectorate Unit (which facilitates internal audit, reconciliation of books of accounts, criminal and civil cases). The Department of Tribal Administration is currently developing its Strategic Plan (2018 – 2023) and the assessment is required to enable the Department to identify steps to be taken to ensure the Strategic Plan can be delivered.

2. DETAILED TERMS OF REFERENCE and instructions to bidders should be obtained from: <http://procurement-notice.undp.org>

3. SUBMISSION REQUIREMENTS

Proposals with reference should be submitted in a sealed envelope clearly labelled, **“Request for Proposals: Department of Tribal Administration institutional assessment.**

and be submitted to:

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

OR by email to procurement.bw@undp.org

4. SUBMISSION DATE: Proposals should be submitted to the address above no later than **12.00 noon Botswana Time** on the **4th December 2018**

5. REQUEST FOR CLARIFICATION: Any request for clarification must be sent in writing, or by standard electronic communication 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 candidates.

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. That is, 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.