



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

10th May 2019

Country: BOTSWANA

Description of the assignment:

To carry out a study on needs, **opportunities and constraints of youth entrepreneurship in Botswana**

Period of assignment/services (if applicable): 3 months from May – August 2019. The consultancy days are expected to be less than 30

PROJECT NAME: Support to the fulfilment of human rights and access to justice and empowerment of youth and women (the Project)

PROJECT NUMBER: 00104658

Proposals with reference should be submitted in a sealed envelope clearly labelled, **“Individual Consultant (IC) Study on needs, opportunities and constraints of youth entrepreneurship in Botswana”** at the following address no later than **May 20, 2019 Time 12:00hrs** (Botswana Time) 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 above or e-mail 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

Given the current challenge of youth unemployment rate (25.2%) in Botswana, the notion of using entrepreneurial activity to foster creativity, innovation and self-employment amongst Botswana youth has become a prominent goal for the Botswana government policy. The National Development Plan (NDP 11) commits to the acceleration of 'initiatives that promote entrepreneurship development, with the view to stimulating economic activities, including youth and women's economic empowerment initiatives that will generate employment opportunities. Having recognized entrepreneurship development as an important driver of economic development, the Botswana Government has introduced several financial assistance schemes such as Youth Development Fund (YDF), Citizen Entrepreneurial Development Agency (CEDA)'s Young Farmers' Fund and Government's Women Grants etc. These financial assistance schemes play a key role in cultivating future entrepreneurs and encouraging youth to participate in the socio-economic development of Botswana. Other youth empowerment programmes include Affirmative Action in Favor of Youth (Presidential Directive Cab 14 (B)/2015), National Internship Programme, National Service Programme, Character Building/Behavior Change, Sport and Recreation, Arts and Culture. All these programmes offer opportunities to build sustainable youth livelihoods and a chance for integrating youth into society.

Despite the importance attached to youth entrepreneurship in the Botswana national policy agenda, systematic research on the topic has been limited. Gaining an understanding on the factors that drive youth entrepreneurship in different settings in Botswana has become more critical for formulating effective, evidence-based policies to help address the youth employment challenge.

A major obstacle in tackling the problem of youth employment and entrepreneurship is often the lack of reliable and up to date data and analysis. To overcome this gap, the UNDP Botswana has agreed to support the Ministry of Youth Empowerment, Culture and Sport Development to procure the services of a consultant to undertake a study that will examine the issues surrounding needs, opportunities and constraints to youth entrepreneurship in Botswana. This will be done under the auspices of a project titled the "Support to the Fulfilment of Human Rights, Access to Justice and Empowerment of Women and Youth Project" (2018 – 2021) ("the Project").

The Overall Objective of the study is to examine the type of constraints facing young entrepreneurs and how these can be overcome including needs and opportunities for youth entrepreneurship in Botswana.

The study will involve the following Actions.

Action 1

The needs, opportunities and constraints, will be identified and analyzed under the following categories:

- a) Current entrepreneurship and other relevant types of policies and strategies and procedures
- b) Current legal instruments
- c) Current cultural practices
- d) Current access to finance

Action 2

Based on the finding set out in detailed clear recommendations against each of the 4 categories:

Target Audience

The consultant will use various methods to collect the data to examine the actions outlined above. The target is primarily youth aged 18-35 years who either benefitted or not in available economic empowerment programmes.

Geographical coverage & sampling

The study is to be completed within 3 months of contract signing. Considering the limited time for undertaking this study, which is 3 months, it is recommended that the study contacts sample of 1500 youth from a mixture of urban (20%), semi urban (20%), rural (30%) and remote areas (30%) using recognized methods of sampling. This can be a combination of online and face to face contact.

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

Duties and Responsibilities:

The role of the research consultant is to lead in conducting the research project. The consultant is thus expected to:

- Prepare an inception report and present it to the Technical Working Group for validation. The inception report will need to include a research plan, research approach including detailed methodology, sampling framework, and data collections tools, etc
- Review the existing official documents relative to Action 1 above.
- Conduct the study and prepare a draft report of Action 1 and 2 and present to the Technical Working Group
- Prepare a final report
- Present the report to a stakeholder workshop to disseminate and validate the study
- Perform other responsibilities related to the deliverables of the assignment.

The anticipated duration of the research consultancy is three (3) months from May - August 2019.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The Consultant is expected to provide all the necessary expertise to complete the assignment. Furthermore, the consultant is expected to have had previous practical experience in similar research exercise and should apply highly valid, objective, transparent, fair and unbiased data collection methods. The Consultant should also ensure that a cost-efficient approach is taken.

The Consultant should possess the following Academic Qualifications, Knowledge, Expertise and Competencies:

I. Academic Qualifications:

The Consultant must hold a minimum advanced degree in Youth & Gender Studies, Social Sciences, Economics,

Statistics, and/or International Development Studies. In addition, the Consultant must possess competencies listed below:

II. Years of experience:

At least 10 years' experience working in research and evaluation, public policy and systems thinking issues. Practical knowledge and experience of youth and gender empowerment and development an asset.

III. Competencies:

- Excellent demonstrated technical knowledge of research and evaluation
- Excellent technical knowledge of the youth policy context in Botswana;
- Demonstrated experience in research process
- Excellent communication and presentation skills including the ability to present proposals and generate consensus;
- Monitoring and evaluation of programmes and projects
- Excellent command of English and Setswana.

4. KEY DELIVERABLES:

At the end of the research consultancy work, the UNDP expects the following:

- i. An inception report that included all aspects identified above including a detailed plan of action with a detailed framework of activities, methodology and tools to be applied, schedule, timelines etc
- ii. Final Study Report including Action 1 and 2 details
- iii. Please note the below:
 - a. The submission of the final report should be in a CD (soft copy) with three (3) bound hard copies related color two copies. The Report should be submitted with an executive summary in English and should be of high quality in terms of presentation, relevance and utility, presented in Times New Roman Text, font size 12 and have the following attributes:
 - Concision: The report should cover the required material without being irrelevant and unwieldy.
 - Readability: The report should be written in jargon-free language. Its language should be simple, clear and reader-friendly.
 - b. The consultant will be required to provide presentations of all the research materials face-to-face to Technical Working Group as part of the submission process. –
 - c. For any submission of quantitative data, the consultant must provide a data set entirely in Excel and SPSS (or similar) file format for complete cross-tabulations of results.
 - d. The final report should be submitted within 5 days after receipt of comments from the Technical Working Group and UNDP technical staff.

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 interpretation and demonstrated understanding of the assignment as per the TORs (interpretation of the TORs)
 - A clear description of the methodology and work plan that the consultants propose to execute the assignment with illustrations - describing the objectives, tasks and deliverables.
 - A work plan with indicative timelines that the consultant proposes to employ in executing the assignment, with graphical illustrations where appropriate.
- b. Financial proposal:
 - Lump-sum consultancy fee
 - The lump sum should be broken down to clearly indicate: travel, per diems, and actual consultancy fees (daily fee)
 - An indication of whether this rate is flexible
- c. Personal CV including past experience in similar projects and contacts of at least 3 referees

6. 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.

7. EVALUATION

Only those candidates who obtained at least 70% of points in each of the steps of the process will be considered for financial proposal evaluation.

- Stage 1: Preliminary evaluation of the proposals will be based on yes/no response as per the table below. If the response is "no" for any of the 3 criteria, the consultant will be disqualified from further evaluation.
- Stage 2: Technical Capability of the Consultant to deliver the required consultancy outputs evaluated on a scale of 0-100 points wherein the qualifying mark is 70%. The criteria to be used are shown below:

Technical Criteria	70% of total evaluation	
Criteria A	Relevant education background: Master's degree in Youth & Gender Studies, Social Sciences, Economics, Statistics, and/or International Development Studies.	Yes/No
Criteria B	Adequate work and/or professional experience: 10 years' experience working in research and evaluation, public policy and systems thinking issues, youth and gender empowerment and development.	Yes/No
Criteria C	Complete Consultancy package submitted (Technical and financial proposals)	Yes/No
Criteria D	Demonstrated technical knowledge of research and evaluation in public policy, systems thinking issues including proven record in writing research results and reporting. Provide a sample of similar work previously done	30points
Criteria E	Methodology/Approach: A clear description of the methodology and work plan that the consultants propose to execute the assignment with illustrations – describing the objectives, tasks and deliverables.	40 points
Criteria F	Previous work experience of undertaking similar assignments. In doing so, provide at least 3 contacts of key focal persons while undertaking those assignments, the relevance (if any) of those assignment to this one	15
Criteria G	Practical knowledge and experience of youth and gender empowerment and development and the ability to apply these to strategic and/or practical situations	15

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%)

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.

8. REMUNERATION

The Youth Study Technical Working Group and UNDP Project Manager – Youth & Gender Empowerment will oversee the work of the consultant. The payment schedule will be as follows:

Payment shall be made against deliverables following:

- The first payment (50%) will be paid upon delivery and acceptance of the detailed methodology design, sampling framework, and data collections tools and analysis templates/outlines.
- The second and final payment (50%) upon delivery and acceptance of Final Study Report with Technical Working Group comments incorporated.