

TERMS OF REFERENCE FOR INSTITUTIONAL CONTRACT

Type of Contract	Institutional Contract
Title	Developing Thematic Budget Briefs on Public Investment in Children in Botswana
Location	Gaborone, Botswana
Duration	3 months
Start and End Dates	03 June to 31 August 2018
Reporting to	Ulugbek Olimov, Social Policy Manager

BACKGROUND

Since 2015, UNICEF country offices in Eastern and Southern Africa have been producing annual budget briefs on public investment in children. The budget briefs serve several purposes, including: (i) analysing budget allocations to sectors that are important for children; (ii) assessing the efficiency, effectiveness, equity and adequacy of public spending; and (iii) informing advocacy, through key messages for policy and financing changes.

In Botswana, UNICEF partners with the Ministry of Finance and Economic Development (MFED) and line ministries to explore the extent to which the public budget addresses the needs of children. In 2018, this collaboration resulted in publication of four budget briefs on national trends, education, health and social protection. This marked a significant increase from the year of 2017 when only two budget briefs on social protection and education were published. Budget briefs are developed in a participatory manner, involving planning and budgeting departments of the respective social sector ministries.

The Government is committed to improved child-responsive financial planning and reporting as considered in the joint UNICEF work plans with respective ministries. In 2019, UNICEF and MFED agreed to align preparation of the budget briefs to the national budget cycle and to share key findings with ministerial staff during formulation of annual spending proposals in June-August. For the first time, an in-depth analysis of public investment in HIV/AIDS prevention will be jointly developed with support of the National AIDS and Health Promotion Agency (NAHPA).

UNICEF Botswana is therefore seeking to contract the services of an institution to develop Botswana's thematic budget briefs based on the 2019/20 budget data.

SCOPE OF WORK

Goal and Objectives

The consultancy is aimed at supporting UNICEF efforts to assist the Government of Botswana to maximize the return on current public investments in children and to ensure that programmes reach the most vulnerable. It has two objectives:

- 1) To produce five (5) budget briefs (max 10-12 pages each, including charts and diagrams) based on the 2019/20 budget data. Thematic areas include: national trends, education, health, social protection and HIV/AIDS.
- 2) To develop one-pager that summarises of key findings and observations of each brief designed for public consumption.

Activities and Tasks:

- 1) Analyse the 2019/20 budget data and other related socio-economic statistics.
- 2) Submit and discuss the preliminary results with UNICEF.
- 3) Draft the thematic budget briefs following UNICEF guidelines.
- 4) Submit draft briefs and related one-pagers and collect feedback from UNICEF and government partners;
- 5) Finalise and submit the thematic briefs and related one-pagers.

EXPECTED DELIVERABLES AND REPORTING REQUIREMENTS

The Institutional Contract will be for the duration of 3 months over the period 3th June to 31st August 2018. The Contractor will follow the schedule in line with the expected deliverable above and timelines will only be negotiated if the delay is due to conditions beyond the control of the Contractor.

Deliverables	Deadlines
1. Preliminary results of the 2019/20 budget data and other related socio-economic statistics	25 June 2019
2. Draft five budget briefs and related one-pagers	15 July 2019
3. Final budget briefs (max 10-12 pages each, including charts and diagrams) and one pagers	25 July 2019

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

UNICEF seeks an institution with team members that have the following qualifications:

- Demonstrable experience in designing and conducting policy research studies;
- Ability to analyse and synthesize financial information from a broad range of sources;
- Ability to explain budgeting and financial information in plain terms;
- Competence in econometric analysis techniques will be preferred. Knowledge and hands-on experience with statistical packages, including MS Excel;
- Familiar with social protection and poverty reduction issues including poverty assessment methodologies;
- Knowledge and technical understanding of public budgets, including familiarity with government spending, financial statements, budgeting processes, etc.
- Excellent spoken and written fluency in English required; the team must also include Setswana capacity; knowledge of other local languages in the area desired;
- Excellent analytical, research and report writing skills;
- Effective communication and relationship-building skills.

The selected institution must provide UNICEF with a Certificate of Incorporation and other documentation that this is a registered company or institution. The institution should come with enough human resources to complete the assignment within the desired timeframe. Up-to-date CVs/resumes of proposed team members should be included in the submission of a technical proposal.

ADMINISTRATIVE ISSUES

Under the guidance and direct supervision of UNICEF Social Policy Manager the selected institution will work closely with and Principal/Senior Finance Officers from MFED, NAHPA and the ministries of Local Government and Rural Development (MLGRD), Basic Education (MOBE) and Health and Wellness (MOHW).

CONDITIONS

- UNICEF will **not** provide laptops or desk top computers. The Contractor will provide own laptops.
- The Contractor will budget for office supplies, and printing of questionnaires and reports to be used during this consultancy.
- Travel within the country for field work is not considered.
- As per UNICEF DFAM policy, payment is made against approved deliverables. No advance payment is allowed unless in exceptional circumstances against bank guarantee, subject to a maximum of 30 per cent of the total contract value in cases where advance purchases, for example for supplies or travel, may be necessary”.
- The team/firm selected will be governed by and subject to UNICEF’s General Terms and Conditions for institutional contracts.

PAYMENT SCHEDULE

Instalment s	Deliverables
20%	Upon submission of the preliminary results of the 2019/20 budget data and other related socio-economic statistics
30%	Upon submission of draft budget briefs and related one-pagers
50%	Upon submission of final budget briefs (max 10-12 pages each, including charts and diagrams) and one pagers

TECHNICAL EVALUATION CRITERIA AND RELATIVE POINTS

The bidding institutions will be assessed based on agreed criteria. The applicants will firstly be evaluated on their technical capacity by a panel composed of UNICEF and MoBE. After this, a price evaluation will be conducted. The ratio between technical and price weight will be 70/30 and only applicants who will receive a minimum of 45 points under a technical evaluation will be considered technically compliant and assessed on price proposal. The criteria for evaluating the submissions of proposals/bids are as below:

Technical Criteria	Description of Technical Sub-criteria	Maximum Points %
Overall Response	Understanding of scope, objectives and completeness of response.	15
	Overall concord between RFP requirements and proposal	5
	Maximum Points	20
Institution & Key	Range and depth of qualifications and experience by the	15

Technical Criteria	Description of Technical Sub-criteria	Maximum Points %
Personnel	applicant and team members with similar projects. Clarity on proposed team members for the assignment and roles and responsibilities.	
	Range and depth of experience with similar projects	5
	Number of customers and size of previous projects.	5
	Key personnel to be assigned: relevant qualifications & experience	5
<i>Maximum Points</i>		30
Proposed Methodology and Approach	Proposed Methodology for this project	10
	Proposed Work Plan to accomplish the Project	10
<i>Maximum Points</i>		20
Total Score for Technical Proposal		70
Minimum Acceptable Score for Technical Proposal		45

RISK ASSESSMENT

Some activities may be delayed if access to ministerial/sectorial budget information, as well as feedback and inputs from key stakeholders are delayed. The selected institution will work closely with UNICEF Social Policy Manager for the respective follow-up.