



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Title of consultancy: Individual Consultant for Review of MYSC data collection and reporting tools and alignment to National and International Indicators

COUNTRY: Botswana

DESCRIPTION OF ASSIGNMENT: Individual Consultant - Review of MYSC data collection and reporting tools and alignment to National and International Indicators

PROJECT NAME: Support to the fulfilment of Human rights and Access to Justice and Empowerment of Youth and Women

PERIOD OF ASSIGNMENT/SERVICES:) Over 3 Months (July – September 2019). Actual number of days to be proposed by the consultant

1. BACKGROUND

The Ministry of Youth Empowerment, Sport and Culture Development has developed a Monitoring & Evaluation (M&E) plan with indicators aligned to the Ministry Strategy (2017 – 2021), Ministerial Performance Framework and NDP 11. The Ministry also have different tools used to collect data and report on programme activities across the Ministry's functions and outstations. However, gaps have been identified within the existing data collection and reporting tools. These data collection and reporting tools are not harmonized and their interpretations tend to differ across the various Ministry's reporting levels (national and district levels). Moreover, the data collection tools do not generate enough data for the current reporting requirements. As a result, the data collected from MYSC's functions is not able to inform result-based programming and effective policy decision making.

The Ministry would like to assess its M&E capacities and data flow, develop harmonized data collection and reporting tools and ensure their alignment to fulfill national and international

reporting obligations. The aim is to ensure that the Ministry's M&E system measures performance at different levels of results and that there is no duplication, that linkages and alignment exist and that the system has capability to fulfill national and international reporting requirements to inform decision making processes.

To this end, the Government of Botswana in Partnership with the United Nations Development Programme is looking for a suitable consultant to review MYSC data collection and reporting tools and align those with the National and International Indicators.

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

3. SUBMISSION REQUIREMENTS

Proposals should be submitted in a sealed envelope clearly labelled: **“Individual Consultant (IC) Review of MYSC data collection and reporting tools and alignment to National and International Indicators”**

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 **26th June 2019**

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.