



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

14th June 2019

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**Country:** BOTSWANA

**Description of the assignment:** To review existing Ministry of Youth Empowerment, Sport and Culture Development (MYSC) data collection and reporting tools and ensure their alignment to Ministerial Performance Framework, National Reporting Structures and International development indicators (SDGs).

**Period of assignment/services (if applicable):** The consultant is expected to suggest the actual number of consultancy days which should be within 3 months from July – September 2019.

**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, “**Review of MYSC data collection and reporting tools and alignment to national & international indicators**” at the following address no later than **26<sup>th</sup> June 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](mailto: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](mailto: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.

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**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

MYSC has the responsibility to report the results of its performance at all levels of operation and this must be aligned to national and international indicators such as National Development Plan (NDP 11), Vision 2036, National Performance Framework, Sustainable Development Goals (SDGs), Commonwealth Youth Index etc. The Ministry has developed an M&E plan with indicators aligned to the Ministry Strategy (2017 – 2021), Ministerial Performance Framework and NDP 11. However, gaps have been identified within the existing data collection and reporting tools. For example, there are different tools used to collect data and report on programme activities across MYSC functions and outstations. These data collection and reporting tools are not harmonized and their interpretations tend to differ across the various reporting levels (national and district levels). Moreover, the data collection tools do not present enough data for the current reporting requirements. As a result, the data collected is not able to inform result-based programming and effective policy decision making.

The Ministry would like to assess the current data flow and develop harmonized data collection and reporting tools to fulfill its reporting obligations. The reporting tools must; measure performance at different levels of results, avoid duplication and effectively demonstrate linkages and alignment to other national and international reporting systems to inform decision making processes.

To help MYSC achieve its objectives, the UNDP Botswana has agreed to procure the services of a consultant who will lead and guide on the reviewing and development of MYSC data collection and reporting tools. These tools should be standardized per program with clear indicator protocol sheet (data collection user manual). This will be done under the auspices of a project titled the “Support to the Fulfillment of Human Rights, Access to Justice and Empowerment of Women and Youth Project” (2018 – 2021) (“the Project”).

The overall objective of this assignment is to review existing data collection and reporting tools and develop summary reporting tools for MYSC that are aligned to national and international indicators. Three (3) key actions are required for this assignment as follows:

First action has four parts (A, B, C & D)

- (a) Technical review of existing data collection tools and reporting templates against policy documents, M&E plan, Strategy Documents, Ministerial Performance Framework etc to identify limitations, create linkages and make recommendations for improvement
- (b) Review of MYSC data collection points/sources and determine the extent to which the MYSC has influence and/or control of such sources
- (c) Assessment MYSC internal reporting/data management capacities/systems (M&E plan/framework and Ministerial Performance Framework (MPIC) and identify opportunities for linkages and harmonisation
- (d) Assessment and mapping of the data flow and reporting lines to identify bottlenecks and make improvements

Second action will include:

- Development of standardized data collection and reporting tools for MYSC programmes (namely Youth Development Fund, Character Building, Internship Programme, Graduate Volunteer Scheme, Botswana National Service, Constituency Arts Competitions, Constituency Sport Tournaments, Athletic Competitions, President's Day Competitions) and align all these tools to National and International classification standards.

The third action include two parts (A&B):

- (a) Align all data collection and reporting tools to national structures (e.g NDP 11, HE's Brief, State of the nation address SONA, National Action Plan for Youth (2010), Development Projects, Committee of Supply) and international indicators such as SDGs, SADC Youth/OVC MER Framework, Commonwealth Youth Index etc
- (b) Develop an aligned indicator protocol sheet for the Ministry

### **Primary Target**

The consultant will use various methods to collect the data to carry out the actions outlined above. The target is primarily MYSC programme officers, line ministries, Ministry's functions and departments, Botswana National Youth Council (BNYC) and relevant external agencies.

**Duration of the assignment**

The study is to be completed within 3 months of contract signing.

**2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK****Duties and Responsibilities:**

The role of the consultant is to lead in conducting the review of tools. 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 detailed proposed methodology of carrying out the assignment, proposed sources and data collection procedures. The inception report should include propose action plan, schedule of tasks, activities and deliverables. The inception report will be discussed and approved by the TWG.
- Review the existing official documents relative to the assignment.
- Perform in-depth analysis of MYSC data management processes
- Conduct the review of MYSC data collection and reporting tools and prepare a draft report and present to the Technical Working Group for validation
- Develop indicator protocol sheet and present to the TWG for validation
- Conduct training of trainers for piloting of data collection and reporting tools and capacity building of implementers on application
- Prepare a final comprehensive report
- Perform other responsibilities related to the deliverables of the assignment.

The anticipated duration of the consultancy is three (3) months from July - September 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 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 Social Sciences, Economics, Statistics, Research and/or M&E. 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, sports, arts & culture policy context in Botswana;
- Demonstrated experience in research process and tools development
- 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.
- Accredited trainer with local and/or international accreditation bodies

## **4. KEY DELIVERABLES:**

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

- i. A final inception report that include detailed methodology of carrying out the assignment, action plan, report on the review the existing official documents relative to the assignment and in-depth analysis of MYSC data management processes
- ii. Draft reporting tools and indicator protocol sheet
- iii. Training of trainers for piloting of tools and capacity building of implementers on tools utilization
- iv. Prepare a final comprehensive report

*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:

<b>Technical Criteria</b>	70% of total evaluation	
<b>Criteria A</b>	Relevant education background:  Advanced degree in Social Sciences, Economics, Statistics, Research and/or M&E.	Yes/No
<b>Criteria B</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
<b>Criteria C</b>	Complete Consultancy package submitted (Technical and financial proposals)	Yes/No
<b>Criteria D</b>	Demonstrated technical knowledge of research, development of monitoring and evaluation systems, monitoring/evaluation of public policy, systems thinking issues including proven record in writing research results and reporting.	30 points
<b>Criteria E</b>	<b>Methodology/Approach:</b>  A clear description of the methodology and work plan that the consultant propose to execute the assignment with illustrations – describing the objectives, tasks and deliverables.	35 points
<b>Criteria F</b>	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. <b>Provide a sample of similar work previously done</b>	20 points
<b>Criteria G</b>	Practical knowledge and experience of the youth, sports, arts, culture and gender policy development and the ability to apply these to strategic and/or practical situations;	15 points

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:

- i. 10% for submission of final inception report that include detailed methodology of carrying out the assignment, action plan, report on the review the existing official documents relative to the assignment and in-depth analysis of MYSC data management processes
- ii. 50% for submission of draft reporting tools and indicator protocol sheet
- iii. 20% for training of trainers for piloting of tools and capacity building of implementers on tools utilization
- iv. 20% for submission of final comprehensive report (reporting tools and indicator protocol sheet)