



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Title of consultancy: To enhance and strengthen capacity and skills of the Botswana National Youth Council (BNYC) to implement grant making programme.

COUNTRY: Botswana

DESCRIPTION OF ASSIGNMENT: To enhance and strengthen capacity and skills of the Botswana National Youth Council (BNYC) to implement grant making programme.

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

PERIOD OF ASSIGNMENT/SERVICES: The assignment is expected to be completed within 5 months from September 2019. In this regard, it is important that the consultant sets realistic timeframes that will enable completion of the assignment in time, within budget and with desired results and impacts realized .

1. BACKGROUND

The Ministry of Youth Empowerment, Sport & Culture Development (MYSC) was established to create an enabling environment for youth empowerment, sport development and preservation of culture and heritage in collaboration with relevant stakeholders. The Ministry delivers its mandate through six functions namely: - Youth Empowerment; Sport and Recreation; Arts and Culture; Department National Service and Internship (DNSI); Botswana National Library Services (BNLS); Botswana National Archives and Records Services (BNARS). The Botswana National Youth Council (BNYC) is the executing agency for MYSC youth grants under the youth empowerment function. The MYSC grants are meant to aid youth who wish to pursue different empowerment/development initiatives in Botswana. Every financial year, BNYC provides youth Civil Society Organizations (CSOs), NGOs and youth groups/CBOs with these grants to enable them to; - implement innovative and effective approaches geared towards youth empowerment; build positive and long-term relationships amongst youths and between youths and organizations that provide services to young people; promote active participation of youth in

socio-economic development of the country; create platform for supporting activities/project that entail competence development and capacity-building opportunities for young people.

It is within this context that the UNDP Botswana has agreed to procure the services of an experienced consultant with a strong background in grants management, financial, project management and procurement to help BNYC to complete the design of its grant making program and help strengthen areas that are already developed for successful implementation. The consultant will be expected to also train BNYC staff while completing the program to enhance their skills and expertise on the use of the grant making processes, procedures and management of contracts. This consultancy 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”).

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

2. SUBMISSION REQUIREMENTS

Proposals should be submitted in a sealed envelope clearly labelled:

“IC- To enhance and strengthen capacity and skills of the Botswana National Youth Council (BNYC) to implement grant making programme”

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

3. SUBMISSION DATE: Proposals should be submitted to the address above no later than **12.00 Noon Botswana Time** on the **Friday 26th September 2019**

4. 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.