



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

11th September 2019

Country: BOTSWANA

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

Period of assignment/services (if applicable): 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

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, “**IC- To enhance and strengthen capacity and skills of the Botswana National Youth Council (BNYC) to implement grant making programme**” at the following address no later than **26th September 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

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.

Therefore, BNYC as the executing agency has the responsibility to disburse the youth grants through an established grant making process which should include three main phases: (a) Pre – Award Phase which includes advertising the funding opportunities, application review and selection of grantees, (b) Award Phase. In this phase the staff of the grantor review and make award recommendations based on the programmatic and financial reviews of the applications. These recommendations are reviewed by a series of levels in the agencies to ensure high-quality, fair, and unbiased decisions. (c) Post Award Phase which includes implementing the grant, reporting progress, and completing the closeout requirements.

Recently, BNYC completed its process for development of new grant guidelines, application forms and a template to facilitate a call for Expression of Interests (EOI). However, this process only covers a part of a complete grant making lifecycle. For example, other crucial tools to facilitate review/assessment of grant applications/proposals are missing. Similarly, there are no tools to facilitate evaluations and management of NGO contracts including a mechanism for monitoring and evaluation of program activities. Furthermore, the BNYC staff responsible to oversee implementation of the grant making program do not have the necessary skills and expertise to drive successful implementation of the program.

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”).

2. SCOPE OF WORK OF THE ASSIGNMENT

The objective of this assignment is to conduct a comprehensive review of the three phases (Pre-award, Award and post award phases) of the BNYC grant making programme, document the identified gaps, strengths and opportunities for BNYC and offer guidance on how to address those gaps. Furthermore, the assignment will assess the structures in place for effective coordination and management of the BNYC grant making programme to increase their skills and expertise in driving successful implementation of the grant making programme.

The consultant will carry out the following actions:

Review of current BNYC Grant Making Programme (Pre-award, Award and post award phases)

- i. Review the current BNYC grant making programme to ascertain if it has three phases (Pre-award, Award and post award phases).
- ii. For each phase, the consultant will review its current processes, procedures, guidelines, application forms, work plans, evaluation/appraisal and reporting tools, NGOs compliance check and manuals.
- iii. Based on the findings of the above actions (i & ii), revise/update and adjust as is necessary the entire BNYC grant making programme for all the three phases i.e.

processes, procedures, guidelines, application forms, work plans, evaluation/appraisal and reporting tools, NGOs compliance check and manuals. This updating will also include updating a Standard operating procedure, (SOPs) for key processes of agreements/contracts, selection process, review of grantee financial documents and program reports and close out of grants.

- iv. **Note 1.** *If the current grant management programme does not have clear steps for each of the 3 phases and suitable/adequate corresponding templates and procedures for each stage, then the consultant needs to either revise existing ones or develop new ones if they do not exist.*
- v. **Note 2:** *that all revisions above will need to include the relevant current Government rules and regulations, and alignment to and taking into account the youth empowerment program objectives, youth policies and programmes.*

Assessment of BNYC staff's capacity for implementation of the three phases of grant making programme

- vi. Review and update the mandate of BNYC to ascertain if it meets the MYSC's goal of youth grants.
- vii. Identify who within the structure of BNYC is responsible for each step within each of the 3 phases of the grant making programme and assess broadly their abilities, skills, knowledge to carry out their functions.
- viii. Make recommendations on, if additional staff are required or if any Job Description needs to be revised also if the job descriptions need to change, make the necessary changes.
- ix. Define clearly the management, coordination and accountability roles and responsibilities for the updated/revised grant making programme.
- x. Develop a training programme based on the needs identified in action (vii) above. The training programme will have clear timelines.

Training of BNYC staff on the revised grant making programme

- xi. Train BNYC staff using the developed training modules for each step of the 3 phases of the grant making programme.

Duration of the assignment

The assignment is expected to be completed within five months from September 2019 after

contract signing

3. METHODOLOGY

The consultant will prepare a methodology of **HOW** to conduct each action outlined in the Scope of Works above. It is important that a brief methodology for each action is clearly described in the technical submission.

4. KEY deliverables:

Key deliverables expected from the assignment are:

- i. Inception Report – this will include detailed proposed approach to carrying out the assignment, proposed action plan, schedule of tasks, activities, deliverables, timelines including report on the review the existing official documents relative to the assignment.
- i. Draft Report that captures the findings of EACH of the actions as specified in the Scope of Works
- ii. Final Report that captures the findings of EACH of the actions as specified in the Scope of Works

5. PLANNING

The submission of the reports should be in a CD (soft copy) with three (3) bound hard copies two of which should be in colour print. 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.
- a. 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. –
 - b. 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.

- c. The final report should be submitted within 5 days after receipt of comments from the Technical Working Group and UNDP technical staff.

6. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The Consultant is expected to provide all the necessary expertise to complete the assignment. The Consultant should also ensure that a cost-efficient approach is taken. Furthermore, the consultant should demonstrate extensive experience on past performances of similar or related assignments, internationally and locally. Specifically, the information provided must include client's names, nature and scope of work, clients' contact details, personnel involved and contract value.

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

I. Academic Qualifications:

The Consultant must hold a minimum advanced degree in Public Administration, Development, Business Administration, Finance or Law;

II. Years of experience:

- At least 10 years' experience working in grants management, project management, financial management, research and evaluation of programmes/projects;
- Knowledge and experience on conducting analytical reports, related to project implementation and evaluation;
- Experience in preparing and communicating information on technical and administration materials as well as conducting capacity building and training to a range of diverse stakeholders;
- Experience in working on small grant implementation will be an advantage;
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Preference will be given to candidates with experience in project management in fields related to youth development, gender, leadership, character building and youth behavior change

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7. 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 experience in similar projects and contacts of at least 3 referees

8. 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.

9. 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: Advanced degree in Development Studies, Public Administration, Business Administration, Finance and/or Law	Yes/No
Criteria B	Adequate work and/or professional experience: At least 10 years' experience working in grants management, project management and financial management; Knowledge and experience on conducting capacity building and training to a range of diverse stakeholders; Experience in working on small grant implementation will be an advantage; Experience in project management in fields related to youth development, gender, leadership, character building and youth behavior change	Yes/No
Criteria C	Complete Consultancy package submitted (Technical and financial proposals)	Yes/No
Criteria D	Demonstrated technical knowledge of grants management, project management, financial management, research and evaluation of programmes/projects, youth development, gender, leadership, character building and youth behavior change	30 points
Criteria E	Methodology/Approach: 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
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. Provide a sample of similar work previously done	20 points
Criteria G	Practical knowledge and experience youth 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.

- **REMUNERATION**

The BNYC Programme Coordinator, UNDP Project Manager – Youth Empowerment and the TWG will oversee the work of the consultant.

The payment schedule shall be made against deliverables following:

- i. 10% for submission of final inception report that include detailed approach of carrying out the assignment, action plan, report on the review of the existing official documents relative to the assignment
- ii. 50% for submission of draft report
- iii. 40% for submission of Final Report