



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

1st October 2019

Country: BOTSWANA

Description of the assignment: To revise and update the current MYSC National Internship Programme (NIP) and develop a new internship programme.

Period of assignment/services (if applicable): The consultant is expected to suggest the actual number of consultancy days which should be within October to December 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, "Revising and Updating the MYSC National Internship Programme" at the following address no later than **17th 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 and 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; the Department National Service and Internship (DNSI); the Botswana National Library Services (BNLS); and the Botswana National Records and Archives Services (BNARS). The Department of National Service and Internship (DNSI) was established to deliver three volunteer programmes, namely: the Botswana National Service Programme (BNSP), the National Internship Programme (NIP) and the Graduate Volunteer Scheme (GVS). These three programmes were established to facilitate skills transfer and to improve the marketability and employability of youth. The goal is to give youth participants an opportunity to gain valuable work experience necessary to enter the job market.

The National Internship Programme (NIP) was introduced in August 2008 with the goal to transfer skills, and mentor and coach young graduates under age 35 to instil in them a good work ethic and equip them for the job market. The programme started enrolling unemployed youth with degree qualifications in 2009, with a target to enrol 2000 young people. Youth with Diploma qualifications classified as scarce skills were later added to the programme. Currently, the programme aims to absorb 6,000 graduates per annum. The current average enrolment per annum is 75% of the threshold. The shortfall is due to several factors, including backlog in placement of graduates in disciplines such as Engineering, Information Technology, Finance and Tourism. Previously these disciplines were placed in the private sector. However, private sector organisations no longer participate in the NIP. The duration of the placement is 24 months, during which the Interns are expected to have gained skills necessary for their marketability and

employability.

The procedure involved in enrolling youth graduates into the NIP involves four (4) stages:

(1) The first stage involves the **enrolment** of young graduates; where the graduates express their interest through an application for enrolment into the programme by indicating their field of study and qualifications. If no posts are immediately available, applicants are placed in the waiting list database according to their area of study and preference. The placement is done on a first come first served basis within the specific area of study.

(2) The second stage involves **placement** of interns at host organisations. Before placement, interns undergo an orientation where they are given basic training on work ethics, their responsibilities towards the host organisation, and soft and technical skills

(3) The third stage involves **service** at the host organisation, where the intern interacts with the host organisation. Immediately upon placement, the intern is expected to draw a work plan of a period of 24 months. The plan will be agreed to and signed by the intern and the host organisation, or the supervisor within a unit or department where the intern has been placed in the host organisation. The host organisation is expected to monitor the performance of the intern through the completion of bi-annual reviews or assessment forms. The host organisation is also expected to submit monthly reports/confirmation slips to confirm that the intern is still working with them. The reports/slips must be signed by both the supervisor and the intern. This requirement facilitates payment of the allowance to the intern. A critical component of this third stage is that the host organisation provides structured and relevant internship experience which is expected to contribute towards skills development with guidance from the DNSI.

(4) After 24 months of service the intern **exits** the programme. Accordingly, those who exit the programme are expected to use the skills they acquired in the programme to either start their own business or to be competitive in the labour market. Also, at this stage those who exit the programme are considered for employment in Government through integration into the current databases operated by the Directorate of Public Service Management (DPSM) and Ministry of Employment, Labour Productivity and Skills Development.

Therefore, the Ministry through the Department of National Service and Internship (DNSI) implements the process according to the abovementioned four (4) stages. In addition, DNSI undertakes periodic site visits and consultative meetings with participants and host organisations to monitor implementation of the programme.

MYSC has confirmed through a recent internal review that although the aforementioned stages are being implemented, there is still room for improvement to ensure that NIP fully addresses its intended purpose of skills transfer. It is on this premise that the Ministry would like to review the NIP and critically look at the four (4) stages of the recruitment and placement process to identify gaps, strengths and opportunities in implementation.

The Ministry has therefore requested the support of UNDP Botswana to procure the services of a consultant who will undertake this assignment and use the findings to offer guidance to MYSC on how to improve the current programme and/or develop a new one. The consultancy will be done under the auspices of a project titled: “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 review will focus on gathering information from existing documents and policies, assessing progress, identifying challenges and opportunities, drawing useful lessons from best practices and global experiences, and recommending actions to MYSC on how to improve the current programme and/or develop a new one. Furthermore, the assignment will assess the structures in place for effective coordination and management of the NIP for successful implementation.

Specifically, the consultant will undertake the following tasks:

- i. Undertake a desk review of relevant documents, materials, programme updates, M&E reports, annual reports since 2008 to draw useful lessons and recommendations that can bring about improvements in the National Internship Programme.
- ii. Assess the current procedure for enrolling and placing interns into the NIP to

ascertain if it has all the four stages (Enrollment, placement, service and exit).

- iii. For each stage, the consultant will identify gaps and weaknesses, in all current processes, procedures, guidelines, application forms, induction plans, contracts, work plans, assessment forms, reporting tools, exit forms and related databases.
- iv. The consultant will also review the tools used to assess the skills learned by the interns during the placement period. This will include the review of the current NIP related databases.
- v. Based on the findings of the above actions (ii & iv), and the gaps and weaknesses identified the consultant will **amend/update** as appropriate current processes, procedures, guidelines, application forms, induction plans, contracts, work plans, assessment forms, reporting tools, exit forms, skills assessments forms, related databases to ensure that the objectives of NIP are met and that best global practices are adopted.
- vi. The consultant will review in depth how the current NIP is coordinated and managed at national and district levels. This will also include reviewing the functions and the structure of the Department/Unit at national level responsible for NIP. Based on the findings and gaps and weaknesses identified, the consultant will make in-depth recommendations on strengthening both the coordination and daily management of NIP at national and district levels.
- vii. ***Note 1.** If the current enrolment and placement procedure does not have clear steps for each of the stages and suitable/adequate corresponding templates and procedures for each stage, then the consultant will either revise existing ones or develop new ones if they do not exist.*
- viii. ***Note 2:** Recommendations for all revisions and updating in the above will need to include the relevant current Government rules and regulations, and alignment to and taking into account the youth empowerment programme objectives, youth policies and programmes.*
- ix. ***Note 3:** The consultant will also look at global experiences and best practices of internship programmes and use the findings to inform the above actions (iv – vi).*

Duration of the assignment

The assessment is expected to be completed within three months after contract signing, beginning October 2019.

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 methodology of carrying out the assignment, proposed sources and data collection procedures. The inception report should include proposed action plan, schedule of tasks, activities and deliverables.
- ii. Draft Report that captures the findings, recommendations/revisions and updates of EACH of the actions as specified in the Scope of Works.
- iii. Final Report that captures the findings recommendations/revisions and updates 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. The Report should be 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.

- i. The consultant will be required to provide presentations of all the research materials face-to-face to a Technical Working Group as part of the submission process.
- ii. 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.
- iii. 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 clients' 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 any of the following: Economics, Strategic Human Resource Management (SHRM), Marketing Strategy, Labour Market, Marketing, Strategic Management, Business Studies, Youth Work or a Related Field, Programme Review, Research, Analysis, Customer Service and Client Relationships.

II. Years of experience:

At least 10 years' experience working in strategic HRM, labour market research and evaluation, and/or public policy or related field. Practical knowledge and experience of youth skills transfer programmes, internship programmes and Human Resource development will be an added advantage.

III. Competencies:

- Demonstrated technical knowledge of youth skills transfer and internship programmes,
- Excellent technical knowledge of the youth policy context in Botswana;
- Demonstrated experience in labour market research and evaluation;
- Experience with use of various qualitative and quantitative research methodologies;
- Excellent communication and presentation skills, including the ability to present proposals and generate consensus;
- Demonstrated good writing skills;
- Excellent command of English and Setswana.

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

i. 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 consultant proposes 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.

ii. 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.

iii. 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 his/her 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 Strategic Human Resource Management (HRM), Marketing, Business or a Related Field, Research, Analysis, Marketing Strategy, Labour Market, Customer Service and Client Relationships | Yes/No |
| Criteria B | Adequate work and/or professional experience: At least 10 years’ experience working in strategic HRM, labour market research and evaluation, programme review, public policy or related field. Practical knowledge and experience of youth skills transfer and internship programmes, and Human | Yes/No |

| | | |
|-------------------|---|-----------|
| | Resource development is an asset. | |
| Criteria C | Complete Consultancy package submitted (Technical and financial proposals) | Yes/No |
| Criteria D | Demonstrated technical knowledge of youth skills transfer and internship programme development and/or strengthening, labour market research, monitoring & evaluation including proven record in writing research results and reporting. | 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, action plan, schedule of tasks, activities 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 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.

10. REMUNERATION

The Ministry of Youth Empowerment, Sport and Culture Development (MYSC) coordinated Technical Working Group (TWG) and UNDP Project Manager – Youth 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, proposed sources and data collection procedures. The inception report should include proposed action plan, schedule of tasks, activities and deliverables.
- ii. 50% for submission of **Draft Report** that captures the findings, recommendations/revisions and updates of EACH of the actions as specified in the Scope of Works.
- iii. 40% for submission of **Final Report** that captures the findings recommendations/revisions and updates of EACH of the actions as specified in the Scope of Works.