



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

22nd October 2019

Country: BOTSWANA

Description of the assignment: INDIVIDUAL CONSULTANT TO DEVELOPMENT OF YOUTH ENTREPRENEURSHIP DEVELOPMENT TRAINING MANUAL

Period of assignment/services (if applicable): The assignment is expected to be completed within 3 months from November 2019. In this regard, it is important that the consultant set 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- MYSC Business Mentorship & Training Guidelines**” at the following address no later than **07th November 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) has been mandated to undertake the process of empowering the youth of Botswana holistically. One of the flagships programmes that the Ministry offers is the Youth Development Fund (YDF), which is aimed at promoting active participation of youth in the socio-economic development of the country. YDF also encourages the youth to venture into sustainable and viable income generating projects with a view to create sustainable employment opportunities for young people. Through this scheme, unemployed youth are offered funds up to a maximum BWP100,000 (for individuals) and up to maximum BWP450,000 (for youth industry/cooperatives) to start businesses of which 50% is a grant and the remaining 50% is an interest free loan. Annually, Government invests BWP 120 million on this programme. In recent years, significant challenges relating to the survival rate of YDF funded projects have been noted. In 2015, MYSC YDF Tracer Study found that only 40% of YDF funded projects survive the first 18 months of their operation. Other challenges noted included: lack of entrepreneurial and business management skills, lack of technical support and mentoring, poor repayment rate, administrative deficiencies including poor monitoring controls to manage performance of the funded projects and limited resources within the programme.

To improve the implementation of YDF, the Ministry continues to implement various policy interventions and services in the field of entrepreneurship and enterprise development with the view to: (a) increase the success rate of youth funded projects, increase entrepreneurial skills of YDF beneficiaries, (b) improve coordination and management of YDF programme and (c) promote greater participation by other stakeholders in implementation of YDF programme.

Recently the Ministry has partnered with private sector organisations and training institutions such as First National Bank Botswana (FNBB), Young Africa, Local Enterprise Authority (LEA) Botswana International University of Science and Technology (BIUST), and the Institute of Development Management (IDM). Through these partnerships, the Ministry continues to enhance the capacities of youth entrepreneurs to run and manage their businesses viably. In addition, these training and mentoring services are intended to enhance the skills, knowledge and expertise of MYSC youth programme officers in managing youth business projects.

Going forward the Ministry would like to develop a new training course, called youth entrepreneurship development training course (YEDTC) which will focus on TWO key aspects:

- (a) How to write a business proposal, and
- (b) How to establish and run a business successfully from the start.

Therefore, the training course modules and their corresponding materials must cover areas such as: identifying, selecting business ideas, developing a business proposal, procurement systems and procedures, access to finance, recruiting and retaining staff, designing products, quality of products, marketing, sustainability, the first 90 days to do list, amongst other topics.

In view of the above-mentioned and in response to the expressed needs of MYSC, the UNDP has agreed to engage the services of an experienced business consultant who will;

Develop a new training course, called youth entrepreneurship development training course (YEDTC) which will focus on TWO key aspects:

- (a) How to write a business proposal, and
- (b) How to establish and run a business successfully from the start.

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 develop a new training course, called youth entrepreneurship development training course (YEDTC) which will focus on TWO key aspects:

- (a) How to write a business proposal, and
- (b) How to establish and run a business successfully from the start.

The training course (YEDTC) will include incorporating the relevant existing materials from many business training courses already developed by business institutions in Botswana. The consultant will ensure that the focus in the manual is on the youth.

The YEDTC is expected to have many course modules and its corresponding materials must cover **all aspects** of How to write a business proposal including templates that can be used for each aspect. The YEDTC will have a minimum of three (3) good examples of a good business proposals.

The YEDTC must also cover all the stages of setting up and maintaining a business according to global best practices such as but not limited to procurement systems and procedures, access to finance, recruiting and retaining staff, designing products, quality of products, marketing, sustainability, the first 90 days to do list.

- i. The consultant will therefore, design a training manual aimed at helping potential talented youth entrepreneurs to acquire all the necessary knowledge, information and skills that will enable them to:
 - Learn how to generate, identify and select business ideas
 - Prepare and write a specific comprehensive business proposal/plan
 - Explore the linkages between an entrepreneur and all the resources and services needed to successfully launch and sustain a small enterprise
 - Understand financial saving as a life skill for individual livelihood and business improvement.
- ii. The consultant will also read the current programme and policy documents on MYSC youth business mentorship and training, including partnership agreements and MOUs, to assist in defining what should be included in the new YEDTC.
- iii. In line with the National Youth Policy (2010) mandate to mainstream gender in all youth programmes and to enhance the participation of vulnerable youth groups such as those living with disability, the consultant is to include both these strategic areas in the development of the training manual.
- iv. The consultant is to also incorporate global lessons, experiences and best practices into the training manual.

Coordination, implementation and monitoring of the newly developed youth Entrepreneurship Development Training Manual.

- v. The consultant is to clearly define the coordination and management structures required within MYSC for the implementation and monitoring of the new training manual.
- vi. The consultant is to define broadly the accountability roles and responsibilities of the structures defined in (v) above.
- vii. The consultant to develop an Action plan and Budget for rolling out of the newly developed training programme/manual. The proposed Action plan to have clear activities, deliverables, timelines, monitoring and clear reporting mechanisms.

Duration of the assignment

The assignment is expected to be completed within 3 months from October 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 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 training course, called youth entrepreneurship development training course (YEDTC) which will focus on TWO key aspects:
 - a. How to write a business proposal, and
 - b. How to establish and run a business successfully from the start. that captures EACH of the actions as specified in the Scope of Works.
- iii. Draft action plan and Budget for rolling out of the newly developed YEDTC
- iv. Draft report that clearly define the coordination and management structures required within MYSC for the implementation and monitoring of YEDTC including accountability roles and responsibilities.
- v. Final new training course, called youth entrepreneurship development training course (YEDTC) which will focus on TWO key aspects:
 - a. How to write a business proposal, and
 - b. How to establish and run a business successfully from the start. that captures EACH of the actions as specified in the Scope of Works.
- vi. Final action plan and Budget for rolling out of the newly developed YEDTC
- vii. A final report that clearly define the coordination and management structures required within MYSC for the implementation and monitoring of YEDTC) including accountability roles and responsibilities.

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 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 Entrepreneurship Development, Business Administration and Management, Economics, Public Administration and Finance.

II. Years of experience:

- At least 10 years' experience working in business training programmes, entrepreneurship development, project management, business management and financial management;
- Knowledge and expertise in design and implementation of business training programmes,

capacity building and entrepreneurship training and development to a range of diverse stakeholders;

- Experience in preparing and communicating information on technical and administration materials as well as conducting analytical reports, related to business development and performance evaluation;
- Experience in working with youth businesses in Botswana will be an advantage;
- Experience in writing technical documents.

Preference will be given to candidates with experience in working with youth businesses in the following sectors: agriculture, services, tourism and manufacturing.

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 Entrepreneurship Development, Business Administration and Management, Economics, Public Administration and Finance	Yes/No
Criteria B	Adequate work and/or professional experience: <ul style="list-style-type: none">• At least 10 years’ experience working in business training programmes, entrepreneurship development, project management, business management and financial management;• Knowledge and expertise in design and implementation of business training programmes, capacity building and entrepreneurship training and development to a range of diverse stakeholders;• Experience in preparing and communicating information on technical and administration materials as well as conducting analytical reports, related to business development and performance evaluation;	Yes/No

	<ul style="list-style-type: none"> • Experience in working with youth businesses in Botswana will be an advantage; • Experience in writing technical documents • Experience in working with youth businesses in the following sectors: - agriculture, services, tourism and manufacturing 	
Criteria C	Complete Consultancy package submitted (Technical and financial proposals)	Yes/No
Criteria D	Demonstrated technical knowledge of entrepreneurship development, project management, financial management, capacity building and training including knowledge of working with youth businesses in the agriculture, services, tourism and manufacturing sectors	30 points
Criteria E	<p>Methodology/Approach:</p> <p>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.</p>	40 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;	10 points

Individual consultants will be evaluated based on the Cumulative Analysis 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 MYSC Youth Desk, 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 Reports
- iii. 40% for submission of Final Reports