INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

05th November 2019

TITLE OF CONSULTANCY:	**DATA DEVELOPMENT TO INFORM EVIDENCE BASED PLANNING FOR SUSTAINABLE DEVELOPMENT GOALS.**
COUNTRY:	Botswana
DESCRIPTION OF THE ASSIGNMENT:	IC- To map the data that is available for the Forty-Six Sustainable Development Goals (SDGs) Indicators in the **"Easily Feasible"** Category.
PROJECT NAME:	Support to the Ministry of Finance and Economic Development to Lead in the coordination of the Sustainable Development Goals
PROJECT NUMBER:	00109278
DURATION:	To be proposed by the Consultant

Proposals with reference should be submitted in a sealed envelope clearly labelled "CONSULTANCY FOR MAPPING OF THE SUSTAINABLE DEVELOPMENT GOALS DATA FOR THE FORTY-SIX INDICATORS IN THE EASILY FEASIBLE CATEGORY" no later than **18th November 2019 at 12:00 noon (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 or e-mailed 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 bidders.

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 AND CONTEXT

Following consensus on the 2030 Agenda for Sustainable Development, the Inter-Agency and Expert Group on the SDG Indicators (IAEG-SDG) developed the Global Indicator Framework (GIF) with corresponding targets and indicators for the 17 Goals adopted by the General Assembly in September 2015. The GIF was later adopted by the United Nations Statistical Commission during its 48th meeting held in March 2017 and subsequently by the UN General Assembly on 6th July 20171.

The 2030 Agenda builds on the unfinished work of the Millennium Development Goals and brings about newfound global momentum to revitalize efforts to complete what was not achieved, striving to reach the most vulnerable and the furthest first, while maintaining a balance between the economic, social and environmental dimensions of the SDGs. It is a universal agenda that, among others, calls for sound data disaggregation - including by age, sex, wealth, geography, disability, etc, in order to narrow disparities and to make sure that no one is left behind in reaping the benefits of development.

The work of Statistics Botswana pertaining to the 2030 Agenda on Sustainable Development takes prominence from the 47th Session of the United Nations Statistical Commission (UNSC) held in March 2016. As per the decision of this body, Statistics Botswana as the national statistical organization, is to take the lead in the coordination of the SDGs GIF at the national level and is among the 28 member countries that make up the IAEG – SDGs. The UN Stats Commission coordinates technical work on the development of international statistical standards, methods and guidelines, and implements the Global Indicator Framework (GIF), undertaking follow-ups and reviewing progress being made towards the attainment of the SDGs and their targets.

1.4   In order to appropriately gauge whether positive or negative strides are being made in the implementation of the 2030 agenda, quality and timely data is critical. This data must feed into a comprehensive and well-kept SDGs monitoring system. In this context, the initial work by Statistics Botswana involved consultations to assess the capacity of the National Statistical System and to determine the current status regarding methodology and data availability to produce SDG indicators on a regular basis. This culminated in the development of the Botswana National SDGs

Domesticated Indicator Framework which contains 17 goals, 169 targets and 209 indicators. Of the 209 indicators, 158 are measurable and categorized under Tier I and II, 47 are unmeasurable as their methodologies are still being defined, while 4 are multitier indicators2.

1.5   The SDG data for the measurable Botswana Domesticated Indicator Framework falls into three categories which are set out in the Sustainable Development Goals Indicators Stats Brief 2018 as follows:

Category 1: Available

Contains indicators which already have baseline data. Here only 55 or 34.8% of the measurable indicators were found to have baseline data.

Category 2: Easily feasible

This category contains those indicators whose baselines can be easily made available or are possible to compute with a little more effort and manageable capacity building by the producer. These are 46 in number (29.1%).

Category 3: Feasible with strong effort

Contains indicators whose feasibility is more difficult but possible when significant resources are put in the production of the data. These have been found to be 57 in number or constitute 36.1% of all the relevant SDG indicators.

1.6   The above classification implies that the country's SDG statistical monitoring capacity, i.e. the ability of the country to generate or produce SDG data is at a low of 34.8%. This capacity can however be increased to 63.9%, with an additional forty-six indicators in the easily feasible category whose baselines can be developed with manageable effort and capacity building. It is in this context, that UNDP in collaboration with Statistics Botswana as a first step, wish to engage a consultant to initiate a process that would lead to the expansion of the SDGs statistical monitoring capacity in the country by assessing and mapping available data and gaps for the forty-six indicators classified under the **easily available category.** Thereafter, other UN agencies and relevant international organizations will be encouraged to come in and work with line ministries, departments and agencies to support them in data collection, determination of indicator baselines, setting of the annual targets and implementation.

1.7   Taking this structured approach with the SDGs will accelerate their implementation and enhance development efforts in the country.

1.8   The easily available indicators are contained in the table below and classified according to the Goals and the specific number of indicators per goal is given. The indicators are all measurable and classified under Tier I and II.

Table 1: 46 EASILY FEASIBLE INDICATORS PER GOAL

[2] **Tier 1:** The indicator is conceptually clear, there is an established methodology, standards are available, and data is regularly produced by countries.

Tier 2: The indicator is conceptually clear, there is an established methodology, standards are available, but data is not regularly produced by countries.

Tier 3: The indicator does not have an established methodology and standards, or methodology/standards are being developed/tested.

SDG NO.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	**Total**
No of Indicators/Goal	3	1	6	3	4	3	4	3	3	0	1	4	0	0	2	5	4	**46**

2. SCOPE OF WORK OF THE ASSIGNMENT

The main objective of the assignment is to support Statistics Botswana to assess the adequacy of the data that is currently available, and to define the data that is missing for the forty-six (46) indicators categorized as **easily feasible** in the Botswana SDG Domesticated Indicator Framework Stats Brief of December 2018. In other words, the assignment will do preliminary work, on the basis of which indicator baselines will be calculated, and NOT calculate the baselines. This latter work is expected to be done by the respective line ministries with support from Statistics Botswana and the relevant UN agencies or other cooperating partners according to their mandates.

This preliminary work of mapping available and missing data will form the basis for future and effective collaboration between line ministries, Statistics Botswana, UN agencies and other international organizations on SDGs. It will also benefit those UN and international agencies that are custodians of different SDG indicators in clarifying where and how they intervene in the implementation of SDGs in Botswana3.

The specific objectives of the assignment are the following:

1.1 Task 1: Understanding the requirements of the 46 indicators in terms of data

1.2 Review in-depth, each of the 46 SDG Indicators and become familiar with the globally accepted methodologies used for calculating the indicators and their data requirements.

1.3 Identify if any indicator has been/or is going to be adapted to the national context and if a nationally adapted methodology has been/or is being recommended for any of the 46 indicators.

The Consultant must capture this information for all the 46 indicators in a matrix. Using this information, the Consultant carry out the following:

Task 2: Mapping what is available and what is missing

2.1 Define and map clearly what data is available for each of the 46 indicators, the year the data was collected, where that data is currently filed and the quality of the data.

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3   UN Resolution 71/313 urges UN funds, programmes, specialized agencies, the Secretariat and other international agencies, to intensify their support for strengthening data collection and statistical capacity building for SDGs using all their available means of support.

2.2 Comment on the year the data was collected and if it is adequate.

2.3 Comment on any estimates of the data and their adequacy.

2.4 Define clearly what components of the data are missing for each of the 46 indicators.

2.5 Define the source(s) of the data and the regularity of collection for each of the 46 indicators.

2.6 Suggest or indicate who the lead or custodian ministry/institution for the respective indicators is/or should be.

Task 3. Collection of the missing data for the 46 SDG indicators

3.1 Become familiar with current methods of collecting national data. With this knowledge, recommend HOW the data should be collected for each of the missing data for all 46 indicators. Suggest the tools to be used to collect the data, its disaggregation level, and whether the data should be digitized or not.

3.2 Identify potential source(s) of data within and outside the National Statistical System.

3.3 Suggest the ministry/institution that should collect the missing data for each of the 46 indicators.

3.4 Identify the required skills and capacities for data collection, analysis and compilation for the respective indicators in the respective ministries and institutions.

3.5 Recommend the ministry/institution that should analyze the collected data to ensure it can be used for calculating the SDG baselines.

3.6 Prepare an Action Plan for collecting the missing data and a possible budget.

4 Duration of the assignment

The Consultant will propose the duration of the assignment.

5 METHODOLOGY

The consultant must set out in the technical bid, the methodology that will be undertaken for **each action** of the Scope of Works above.

6 KEY DELIVERABLES

key deliverables expected from the assignment are:

- **Inception Report:** with a clear roadmap or work plan for undertaking and completing the assignment. The Report must detail the understanding of the assignment; show how each action in the overall and specific objectives will be addressed by way of proposed methods, sources of data and data collection procedures, schedule of tasks, deliverables and timelines. The Inception Report to be presented to the Reference Group.

- **Draft Report**: addressing each action as outlined in Scope of Works above and presented to the Reference Group.

- **Final Report:** addressing each action outlined in Scope of Works above, a mapping of the available and missing data pertaining to the forty-six easily available indicators and recommendations.

7 PLANNING

A Reference Group will be formed to provide guidance to the work of the consultant and will be made up of up of the SDGs Technical Task Force, the SDGs National Secretariat, experts from Statistics Botswana and others from the MDAs responsible for the indicators that are being investigated.

The Final Report of the consultancy should be submitted in a CD (soft copy) with three (3) bound hard copies, two of which should be in colour print, Times New Roman Text, of font size 12. It should be submitted with an executive summary in English and should be of high quality in terms of presentation, relevance and utility, and must 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, which is simple, clear and reader-friendly.

a. The consultant will be required to provide presentations of all the research materials face-to-face to the Reference Group as part of the submission process.

b. For any submission of quantitative data, the consultant must provide a data set entirely in Excel or SPSS (or similar) file format for complete cross-tabulations of results.

8 REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

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

I. **Academic Qualifications:**

A Master's Degree or equivalent in Statistics, Development studies, Sociology, or Demography. A PHD would be an added advantage.

II. Working Experience:

❖ At least 10 years' experience in the field of data collection, analysis and indicator development.

❖ Experience in computing indicator baselines. Knowledge in the development of international frameworks for indicators will be an added advantage.

❖ Some understanding of the Botswana national statistical systems.

❖ Excellent facilitation and communication skills and interpersonal relations.

❖ Good report writing and analytical skills.

9   DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested bidders must submit the following documents/information to demonstrate interest in the consultancy:

a) **Technical Proposal:**

- Profile of the bidder and an outline of specific experience of the bidder in providing consulting services on similar assignments.
- Demonstration of past performance in providing similar services, indicating client name, nature and scope of work.
- Comments or suggestions on the TORs and appreciation of the assignment.
- Demonstration of adequate understanding of the specified requirements.
- Detailed explanation of the approach/methodology of the Assignment.
- An implementation matrix/work plan with timelines for carrying out the assignment.

b) **Financial proposal:**
- Indicate the 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 or not.

c) **Personal CV:**
Provide CV, including past experiences of undertaking similar assignments and at least three (3) references for ease of background checks.

10 TRAVEL

All travel will be local and will be reimbursed or paid according to UNDP standards.

11 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:** A Master's Degree or equivalent in Statistics, Development studies, Sociology, or Demography. A PHD would be an added advantage.	Yes/No
Criteria B	**Adequate work and/or professional experience:** At least 10 years' experience in the field of data collection, analysis and indicator development; experience in computing indicator baselines; an understanding of the Botswana national statistical systems; excellent facilitation and communication skills and interpersonal relations; Good report writing and analytical skills.	Yes/No
Criteria C	Complete Consultancy package submitted (Technical and financial proposals)	Yes/No
Criteria D	**Context** Knowledge of the 2030 Agenda and Sustainable Development Goals, the Global and domesticated indicator frameworks and the Botswana context in relation to SDG implementation.	10 points
Criteria E	**Technical Competence** Ability to review indicator methodologies to identify variables and sources of data.; expertise in formulation of indicator methodologies and calculation of baselines; ability to undertake qualitative and quantitative data analysis.	30 points

Criteria D	**Relevant Work Experience** Demonstrate past performance in providing advisory services in similar assignments including integration or mainstreaming of indicators in policies, strategies and programmes; and experience in drafting high quality reports and facilitating development planning consultative processes.	25 points
Criteria E	**Methodology/Approach:** Demonstrate adequate understanding of the specified requirements. Application of quantitative and qualitative approaches	25 points
Criteria F	**Presentation & Packaging** Good writing, communication and presentation skills.	10 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 out of 100 points in technical evaluation will 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 technically 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.

PAYMENT SCHEDULE

Payment shall be made against deliverables in three instalments following the suggested schedule defined below:

➢ **First milestone -Substantive Inception Report:** The inception report should contain a clearly defined structure, the nature and scope of work to be done, methodology and approach to be used in the assignment, how each question in the TOR will be addressed, the workplan to carry out the assignment along with the various annexes to be included. This milestone will

attract 15% payment after the inception report has been presented to the Reference Group and approved following the consolidation of comments from the Group.

- ➢ **Second milestone -First Draft Report:** on presentation of the first substantive draft report to the Reference Group and comments being incorporated to produce the draft final report. This milestone should attract 35% payment of the total amount for the assignment.

- ➢ **Third and final milestone**: **The Final Report** incorporating all aspects included in the scope of work and a mapping of the available data pertaining to the forty six easily available indicator baselines, among others, with source and year the data was collected. The remaining 50% would be paid once the final document is submitted and approved by Senior Management of MFED and UNDP.