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Date: 12th March 2021

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

TITLE OF CONSULTANT: Individual Consultant (IC) to Support Private Sector Solar Industry in Government Tender Participation

COUNTRY: BOTSWANA

DESCRIPTION OF ASSIGNMENT: Identify challenges preventing the private sector solar energy companies from engaging in government solar related tenders and develop action plan to address the identified challenges.

PROJECT NAME: Environment and Climate Change Response

PROJECT NUMBER: 00104661

SUPERVISION: Project Manager - Biogas

Proposals with reference should be submitted in a sealed envelope clearly labelled, **“Individual Consultant (IC) to support Private Sector Solar Industry in government tender participation”** should be submitted at the following address no later than **26th March 2021 at 12:00pm (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 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. 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. Further, if the submitted bid wins, the ensuing contract will be between the UNDP and the company/firm, not the individual.*

1.0 BACKGROUND

Botswana has abundance of renewable energy resources (solar) and yet the uptake of renewables is significantly low. In light of this, the United Nations Development Programme (UNDP) convened a Platform to bring together the Ministry of Mineral Resources, Green Technology and Energy Security (MMGE), Business Botswana (BB) and its related (Energy, Engineering and Manufacturing Sectors), Development Partners, European Union (EU), The Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ), the United Kingdom (UK), the United States of America (USA) and UNDP, in order to support the update the Renewable energy in Botswana. As part of this platform the MMGE produced a [list](#) of opportunities they are rolling out for renewable energy projects in Botswana for the immediate and long term.

The platform discussed how the private sector in Botswana can immediately engage in implementing these opportunities. The discussions revealed that the private sector face several challenges and cannot readily avail of these opportunities.

This consultancy therefore aims to engage a consultant who will, in detail, identify the challenges facing the private sector and determine what are possible solutions that can be put in place to enable the private sector to benefit from the opportunities availed by government. The consultant will as well develop a comprehensive action plan in support of the solutions proposed.

2.0 OBJECTIVE

The objective of this assignment is to identify issues preventing the private sector solar industry from submitting tenders for the government tenders and develop an action plan to address the identified issues.

3.0 SCOPE OF WORK AND RESPONSIBILITIES

The Consultant will determine the challenges faced by the solar private sector in participating in government tenders and propose solutions in the form of a 3 year action plan within specified timelines based on, but not limited to, the activities listed below:

- a) Determine the number of private sector solar energy companies and categorize them according to their core business activities e.g. Manufacturer, designer, installer, maintenance, etc.
- b) Identify and document all the challenges hindering these companies from participating in government tenders within the proposed categories.
- c) Engage with relevant stakeholders within both government and the private sector to validate the identified challenges.
- d) Categorize the different challenges against the list of opportunities availed by government.

- e) Propose solutions/recommendations to the challenges and document them in short, medium- and long-term categories; and
- f) Develop a comprehensive multi-year action plan to address these challenges with indication of resources required, stakeholders to participate and outcome expected over the multiple years. The plan should include:
- Proposed solutions to the different challenges.
 - Required resources to implement action plan
 - Capacity needs requirements
 - Available partnerships (local and international)
 - Relevant regulatory reforms, development of codes and standards
 - Relevant stakeholders required to implement action plan

4.0 DELIVERABLES

No.	Activity	Deliverable Timeline and allocated workdays for Deliverable
1.	Produce a workplan and detailed methodology inclusive of reasonable timelines	Inception Report To be submitted within 2 weeks after contract signing 5 days to prepare the inception report
2.	Produce an in -depth analytical report outlining all the challenges facing the solar energy private sector as defined in the Scope of Works with broad solutions to address the challenges Produce a Final review report within 5 days of receiving comments raised from stakeholders	In- Depth - Review report with proposed solutions to be submitted 4 weeks after approval of inception report 15 days to prepare in depth review report with solutions
3.	Produce a draft 3-year action plan with budgets based on the Scope of Works Produce a Final Plan within 5 days of receiving comments raised from stakeholders	Action Plan To be submitted 3 weeks after approval of in depth – review report 10 days to prepare the comprehensive plan

5.0 COORDINATION OF THE CONSULTANCY

The consultant will work on daily basis with UNDP Project Manager, for Bio-Gas Project, the UNDP Project Manager Adviser to Business Botswana and the Chair of Solar Energy Association, Business Botswana. Overall, the consultant will report to UNDP Resident Representative and Business Botswana CEO.

6.0 DUTY STATION

Botswana

7.0 QUALIFICATIONS AND EXPERIENCE

7.1 QUALIFICATIONS

Postgraduate degree (Masters) in Renewable Energy or other closely related fields.

7.2 EXPERIENCE:

- a) Minimum of 5 years' experience in the Energy sector including appropriate experience working with private sector and government alike.
- b) With at least 5 years of experience in project management.
- c) Experience in carrying out or having been directly involved in at least one assignment of a similar nature and complexity close to the present assignment.
- d) Experience in dealing with and engaging stakeholders from diverse backgrounds.

7.3 COMPETENCIES

7.3.1. Corporate Competencies

- a) Demonstrates commitment to UNDP's mission, vision and values
- b) Display cultural, gender, religion, race, nationality and age sensitivity and adaptability
- c) Ability to train and work effectively with counterpart staff at all levels and with all groups involved in the project and,
- d) Highest standards of integrity, discretion and loyalty.

7.3.2. Functional Competencies

Knowledge Management and Learning

- a) Shares knowledge and experience; and
- b) Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.

7.3.3. Development and Operational Effectiveness

- a) Ability to perform a variety of specialized tasks related to results management, including support to design, planning and implementation of program, managing data, reporting.
- b) Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems.
- c) Ability to report analytical outputs in a clear, concise manner to non-technical audience.
- d) Ability to maintain appropriate records/uphold quality assurance integrity
- e) Strong drafting, presentation and reporting skills, excellent written communication skills.
- f) IT competencies in Word, Excel, PowerPoint and Internet

7.3.4. Leadership and Self-Management

- a) Focuses on result for the client and respond positively to feedback; and
- b) A good personality with strong leadership skills

8.0 DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

8.1 Technical Proposal

Provide a brief and concise methodology on how they will approach and conduct the proposed assignment.

The consultant is expected to set out in the technical proposal the methodology that will be adopted for each item in the Scope of Works. It is also expected that the methodology will follow global best practices for such work.

8.2 Financial Proposal

The financial proposal will specify the daily fee of the individual consultant based on the number of days worked, cost of travel and daily subsistence fees. Each action item must be clearly costed. The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the Terms of Reference (TOR). In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a comprehensive breakdown of this lump sum amount (including professional fees, travel, per diems, accommodation, and number of anticipated working days).

8.3 Personnel CV

Detailed personnel CV including past experiences in similar projects with names and traceable contacts of three (3) referees should be included.

9.0 DURATION OF THE WORK

The consultancy work shall be done in a period to be specified by the consultant but not exceeding 2 months from the date of contract signing.

10.0 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 Expert/Individual 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.

11.0 EVALUATION

Only those candidates who obtained at least **70%** in each of the steps of the technical evaluation 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:

Criteria	Weight
Technical Evaluation	
Criteria A: Relevant qualifications (academic & technical, minimum Masters)	YES/NO
Criteria B: Adequate relevant work and/or professional experience (Minimum 10 years)	YES/NO
Criteria C: Complete Consultancy package submitted (Technical and Financial Proposal)	YES/NO
Criteria D: Context – Comprehensive, clear understanding and concise knowledge of solar energy projects in Botswana	30
Criteria E: Relevant Professional /Work Experience – Demonstrate relevant work experience in renewable energy sector with focus on private sector engagement	30
Criteria F: Technical Competence/ Methodology/Approach – Clear and detailed methodology of how the assignment will be undertaken. Demonstrable competence on the subject matter and clear responsiveness to the Terms of Reference (TORs)	30

Criteria G: Presentation & Packaging – Demonstrate good writing, interpretation and communication skills.	10
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12.0 PAYMENT SCHEDULE

Payment shall be made following the suggested schedule as below:

- 1.** 0% upon APPROVAL of the Inception Report.
- 2.** 40% upon APPROVAL of In-Depth Review Report
- 3.** 60% upon APPROVAL of Action plan