



Individual Consultant - Procurement Notice

Country: BOTSWANA

Description of the assignment: Capacity Building and Training for Multilateral Environment Agreement Negotiators with a focus in Climate Change.

Period of assignment/services (if applicable): TBA

Closing Date: Proposal should be submitted at the following address no later than **13th May 2019 Time 12:00hrs** (Botswana Time) and submitted 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. 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

Climate change has become a real threat to mankind with scientific evidence progressively establishing its reality with a high degree of certainty and also the influence of human activities on the climate system. Therefore, precautionary measures should be undertaken to manage the risks and uncertainties posed by climate change. The international community's efforts to combat adverse effects of climate change can be traced from promulgation of the United Nations Framework Convention on Climate Change (UNFCCC) and its related implementation mechanisms, including the Paris Agreement and Conference of Parties (COP) decisions, which Botswana is party to. The process of defining a common ground for all the Parties has translated through negotiations into climate change response mechanisms addressing both socio-economic and policy considerations.

Through negotiations and policy development, the international community has indicated its commitment and willingness to adapt to the adverse effects of climate change, which has proven to be a reality that can no longer be underestimated. The effects are being experienced in various economic sectors such as water, agriculture, energy, natural resources and infrastructure development with devastating socio-economic repercussions.

To this end, the Government of Botswana in Partnership with the United Nations Development Programme is looking for a suitable consultant to build capacity of Botswana climate Change negotiators in preparation for the 25th Conference of Parties (COP 25).

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

The objective of the assignment is to enhance Botswana's capacity to engage in international climate change negotiations under the United Nations Framework Convention on Climate Change and effectively secure the interest of Botswana's vulnerable ecosystem and beneficitation from established climate change response mechanisms. Specifically, the Consultant will be required to train the Botswana negotiations team on the following:

- The best techniques for negotiation.
- The development of Country Position papers.
- How to develop negotiations intervention statements.
- Understanding the complexity of multilateral negotiations
- Communication and conflict management during multi-lateral negotiations

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

3.1 Academic Qualifications:

The Consultant should have:

A post graduate degree (Masters) in International Diplomacy, international law, Environmental Science, Climate Change or related fields and a minimum of ten years' experience in negotiating agreements at multilateral levels. PhD shall be an added advantage.

3.2 Competencies

The Consultant should have in-depth knowledge and understanding of climate change negotiations especially the UNFCCC process, IPCC methodologies, adaptation policies, technologies and climate finance as well as analytical skills and experience in preparing technical and/or policy-relevant reports.

4. KEY DELIVERABLES

The following results shall be delivered:

- i. Draft Botswana Country Position on Climate Change
- ii. 3 intervention statements for Opening, Subsidiary Body for Implementation (SBI) and Subsidiary Body for Scientific and Technological Advice (SBSTA) Plenary meetings
- iii. Training workshop report detailing the next steps or implementation plan
- iv. The above must be delivered in an electronic version of the report using Microsoft Word with transfer of copyrights

5. 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 comments or suggestions on the TORs (interpretation of the TORs) and appreciation of the assignment – the objectives, tasks and deliverables.
 - A clear description of the methodology and work plan that the consultants propose to execute the assignment with illustrations where appropriate.
 - A timeline for carrying out the assignment.
- b. Financial proposal: The financial proposal should list the costs associated with the assignment clearly indicating daily rate and an indication of whether the rate is flexible.
- c. Personal CV including past experience in similar projects and at least three references

6. FINANCIAL PROPOSAL

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

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.

Financial Payments

The Consultant will be paid in one installment upon submission and approval of all deliverables.

6. EVALUATION

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%)

The following criteria and allocated points will be used in Technical Evaluation.

- At least 5 years of progressive experience in the negotiation of Multilateral Environment Agreements (MEAs) (20 points).
- Demonstrated experience of participation in Climate Change negotiations (20)
- Demonstrated experience in the facilitation of workshops for professionals (20 points).
- Detailed methodology for showing understanding and interpretation of the TOR (30)
- Proven record of developing training materials (10 points)

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.