



UNITED NATIONS DEVELOPMENT PROGRAMME
INDIVIDUAL CONSULTANCY PROCUREMENT NOTICE: INDIVIDUAL CONSULTANT (IC) FOR
COMMUNITY BASED MONITORING CAPACITY DEVELOPMENT

1. Background

This initiative forms part of a broader national agenda supported by UNDP to strengthen institutional capacities to collect, manage, analyse, package and utilize data to improve planning, monitoring, evaluation and decision-making.

The Ministry of Presidential Affairs, Governance and Public Administration has developed a Community Based Monitoring System (CBM) for improving service delivery. The system was developed to:

- Assess the delivery and availability of selected government services to citizens;
- Generate information that facilitates evidence based planning and timely responses to service delivery challenges;
- Facilitate the participation of the public in the evaluation of government services; and
- Improve the effectiveness of government interventions in addressing service delivery challenges.

During the execution of the 2017 survey, a number of challenges were encountered, that prompted GICO, with assistance from UNDP, to engage a consultant to review the CBM programme. The evaluation report made a number of recommendations and the specific recommendations this consultancy will contribute towards are:

- i. Capacitate all stakeholders in CBM; and
- ii. Facilitate consistency in the execution of the programme in all districts.

In order to implement these recommendations, the Ministry now seeks the services of a consultant to develop and test Community Based Monitoring Instructions and Training Manuals.

2. Submission Requirements

Detailed terms of reference (TOR as contained in the IC Procurement Notice), submission requirements and terms and conditions for the assignment can be obtained at <http://procurement-notice.undp.org>

- i) Your offer, comprising of a Technical and Financial Proposal Your offer, labeled as:
“Individual consultant (IC) for community based monitoring capacity development” –
NOT TO BE OPENED BY REGISTRY

- ii) And be submitted to the following address:
The UNDP Resident Representative

P.O. Box 54
UN Building, Ground Floor Reception Desk
Government Enclave,
Corner Khama Crescent and Presidents' Drive
Gaborone, Botswana

iii) Email submissions are permissible and can be emailed to: procurement.bw@undp.org

3. General enquiries

i) Enquiries regarding any part of the IC Procurement Notice may be addressed to either: enquiries.bw@undp.org OR FAX: 3956093

4. Submission Deadline

Bids should reach the address specified above no later than **17th September 2019 12:00 Noon GMT+2**

***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.*

The selection process will be free, fair and very transparent.