



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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**Title of consultancy:** Individual Consultant – To revise and update the current MYSC National Internship programme (NIP) and develop a new internship programme

**COUNTRY:** Botswana

**DESCRIPTION OF ASSIGNMENT** Individual Consultant – To revise and update the current MYSC National Internship programme (NIP) and develop a new internship programme

**PROJECT NAME:** Support to the fulfilment of human rights and access to justice and empowerment of youth and women (the Project)

**PERIOD OF ASSIGNMENT/SERVICES:** (if applicable): The consultant is expected to suggest the actual number of consultancy days which should be within October to December 2019.

### 1. BACKGROUND

The Ministry of Youth Empowerment, Sport and Culture Development (MYSC) was established to create an enabling environment for youth empowerment, sport development and preservation of culture and heritage in collaboration with relevant stakeholders. The Ministry delivers its mandate through six functions namely Youth Empowerment; Sport and Recreation; Arts and Culture; the Department National Service and Internship (DNSI); the Botswana National Library Services (BNLS); and the Botswana National Records and Archives Services (BNARS). The Department of National Service and Internship (DNSI) was established to deliver three volunteer programmes, namely: the Botswana National Service Programme (BNSP), the National Internship Programme (NIP) and the Graduate Volunteer Scheme (GVS).

These three programmes were established to facilitate skills transfer and to improve the marketability and employability of youth. The goal is to give youth participants an opportunity to gain valuable work experience necessary to enter the job market.

The National Internship Programme (NIP) was introduced in August 2008 with the goal to transfer skills, and mentor and coach young graduates under age 35 to instil in them a good work ethic and equip them for the job market. The programme started enrolling unemployed youth with degree qualifications in 2009, with a target to enrol 2000 young people. Youth with Diploma qualifications classified as scarce skills were later added to the programme. Currently, the programme aims to absorb 6,000 graduates per annum. The current average enrolment per annum is 75% of the threshold. The shortfall is due to several factors, including backlog in placement of graduates in disciplines such as Engineering, Information Technology, Finance and Tourism. Previously these disciplines were placed in the private sector. However, private sector organisations no longer participate in the NIP. The duration of the placement is 24 months, during which the Interns are expected to have gained skills necessary for their marketability and employability.

The Ministry has therefore requested the support of UNDP Botswana to procure the services of a consultant who will undertake this assignment and use the findings to offer guidance to MYSC on how to improve the current programme and/or develop a new one. The consultancy will be done under the auspices of a project titled: “Support to the Fulfilment of Human Rights, Access to Justice and Empowerment of Women and Youth Project” (2018 – 2021) (“the Project”).

**DETAILED TERMS OF REFERENCE** and instructions to bidders should be obtained from: <http://procurement-notice.undp.org>

## **2. SUBMISSION REQUIREMENTS**

Proposals should be submitted in a sealed envelope clearly labelled:

**“Individual Consultant – To revise and update the current MYSC National Internship programme (NIP) and develop a new internship programme”**

**– NOT TO BE OPENED BY REGISTRY**

and be submitted to:

The Resident Representative  
United Nations Development Programme  
P.O. Box 54  
Gaborone, Botswana

OR by email to [procurement.bw@undp.org](mailto:procurement.bw@undp.org)

3. **SUBMISSION DATE:** Proposals should be submitted to the address above no later than **12.00 Noon Botswana Time** on the **17th October 2019**
4. **REQUEST FOR CLARIFICATION:** Any request for clarification must be sent in writing, or by standard electronic communication to [enquiries.bw@undp.org](mailto: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 candidates.

**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. 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.*