



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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**Title of consultancy:** Individual Consultancy (IC) -Rolling out of the Sustainable Development Goals' Planning guidelines

**COUNTRY:** Botswana

**PROJECT NAME:** Support to the Ministry of Finance and Economic Development to Lead in the coordination of the Sustainable Development Goals

**PERIOD OF ASSIGNMENT/SERVICES:** 25 days spread over a period of 4 months to December

### 1. BACKGROUND

On behalf of the Ministry of Finance and Economic Development (MFED) of the Republic of Botswana, UNDP is seeking the services of an individual consultant to thoroughly prepare and facilitate a series of workshops aimed at rolling out the SDG Planning Guidelines and facilitate the integration of related SDG targets indicators in the policy and planning instruments of the Ministry of Finance and Economic Development. The Facilitator will work with the Technical Reference Group (TRG), to undertake this work. The TRG will be composed of a group of experts who will bring into the process, relevant knowledge and expertise in related indicator subjects to address the complex issues involved in the process across the various stages of SDG integration as outlined in the Guidelines. A core group, consisting of the SDG Project Manager, representative from the National SDGs Secretariat, Planning Officer and SDGs Focal Point in the Ministry will drive the process internally, undertaking preparatory work and providing all the necessary support to the process.

**DETAILED TERMS OF REFERENCE** and instructions to bidders should be obtained from: <https://www.bw.undp.org/content/botswana/en/home/procurement.html>

### 2. SUBMISSION REQUIREMENTS

Proposals should be submitted in a sealed envelope clearly labelled:

**“INDIVIDUAL CONSULTANT TO FACILITATE WORKSHOPS FOR ROLLING OUT THE SDGs PLANNING GUIDELINES IN THE MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT”**

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 14<sup>th</sup> July 2020**
- 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.*