



INDIVIDUAL CONSULTANCY PROCUREMENT NOTICE

Date: 30 June 2020

TITLE OF CONSULTANCY: Individual Consultancy (IC) -Rolling out of the Sustainable Development Goals' Planning guidelines.

COUNTRY: Botswana

DESCRIPTION OF THE ASSIGNMENT: Individual Consultant to facilitate the roll out the SDG Planning Guidelines in the Ministry of Finance and Economic Development.

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

PROJECT NUMBER: 00109278

DURATION: 25 days spread over a period of 4 months to December 2020.

Proposals with reference 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"** no later than 14th July 2020 at 12:00 noon (**Botswana Time**)

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 bidders.

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. BACKGROUND AND CONTEXT

- 1.1 The Sustainable Development Goals (SDGs) are a critical component of the 2030 Agenda adopted by members of the United Nations in September 2015. They are a universal call for action to end **poverty** in all its forms; for protection of the **planet**; and for ensuring that all **people** enjoy **peace** and **prosperity** by 2030. Central to the 2030 agenda is the pledge by all members **to leave no one behind**, reaching out first to those who are furthest. The SDGs Global Indicator Framework which provides a menu of actions for transforming the world has a total of 17 Goals, 169 targets and 209 indicators. In view of their interconnectedness, countries are called upon to ensure that balance is maintained at all times between the three dimensions of sustainable development, i.e. the *economic, social and environmental*, so that progress made in one goal or target does not undermine progress in the other(s).
- 1.2 SDGs in Botswana are implemented across all government ministries, departments and agencies. Following the adoption of the Global Indicator Framework in July 2017 by the UN General Assembly, the country, through Statistics Botswana, engaged in a consultative process that led to the adoption of a Domesticated Indicator Framework (DIF) where all the 17 goals, 123 targets and 209 indicators were found to be applicable to the country. The SDG Planning Guidelines were subsequently developed through collaboration between the United Nations Development Programme (UNDP) and the National SDGs Secretariat, with the objective to enhance the integration of the SDG targets and indicators in planning and policy instruments, thereby accelerating implementation of the SDGs in the country.
- 1.3 Although MFED is responsible for coordinating implementation of the SDGs in the country, the ministry also has a role to play in the implementation of the SDGs as there are specific targets and indicators which directly fall under its portfolio responsibility (see Annex 1), hence this intervention.

Context of the Assignment

- 1.4 National Development Plan (NDP) 11 and Vision 2036 constitute short and long-term development policy frameworks for Botswana with the former developed as the first step towards a national vision that promises to transform the economy and achieve prosperity for all by 2036. The priorities for NDP 11 reflected below highlighted the developmental challenges facing the country at the time while also taking into account the regional, continental and global commitments that the country must comply with. The six original priorities of the Plan are:
- i) Diversified Sources of Economic Growth & Human Capital Development
 - ii) End Poverty & Fight Inequality
 - iii) Social Development
 - iv) Sustainable Use of Natural Resources
 - v) Consolidation of Good Governance & Strengthening of National Security; and
 - vi) Implementation of an Effective Monitoring & Evaluation System.
- 1.5 These priorities, while building towards attainment of the Vision pillars, namely: -sustainable economic development; human and social development; sustainable environment; governance, peace and security; are aligned very closely to the aspirations of both the 2030 Agenda for sustainable development and the Africa Agenda 2063. The priorities are currently undergoing review in the context of the NDP 11 mid term review and are bound to be subjected to further review in the advent of the COVID 19 pandemic.
- 1.6 The NDP 11 Performance Framework (PF) was developed in the context of priority area (vi) to serve as a framework for measuring progress being made towards the country's priorities. However, on account of the limited data, skills, capacities as well as financial resources, the coverage of the PF in terms of what is to be measured is limited. It consists of only 88 high level key performance indicators drawn from national and ministerial high-level development objectives. These are however to be complemented by ministerial level performance indicators to constitute a complete set of performance indicators, including some selected SDG indicators to measure progress towards identified priorities.
- 1.7 The SDG Planning Guidelines were developed to supplement the above efforts, and in particular, to support the planning function led by MFED to ensure the full integration of the SDG targets and indicators in plans, projects and programmes using a structured approach. This approach ensures the application of a methodical or systematic process to plan for the achievement of specified targets within a prescribed period of time. Therefore, they aim to ensure that:
- i) planning for integration of SDGs is evidence based, with quality and disaggregated data collected for all relevant and prioritized targets and indicators in a timely fashion;

- ii) SDG targets and indicators are domesticated/nationalized, bearing in mind that global targets were defined as aspirational and global, with the understanding that each government could set its own targets guided by the global level of ambition and taking into account national circumstances; and
- iii) the country's SDG monitoring capacity is expanded, including the development of skills and capacities for data collection, analysis, baseline determination and target setting. This will facilitate the regular updating of the DIF and reflect progress with respect to all indicators that are being tracked.

2. OBJECTIVES OF THE ASSIGNMENT

- 2.1 On behalf of MFED, 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.

3. SPECIFIC OBJECTIVES/TASKS

- 3.1 The specific objective of this intervention is to support MFED to apply the process for rolling out the SDG Planning Guidelines as outlined in the Guidelines to those SDGs targets and indicators that are relevant to the ministry. MFED has already approved the piloting of the SDG Planning Guidelines and the respective templates in six ministries, through a process that involves five (5) stages highlighted below and covered in detail in the Guidelines:-
 - i) Revisiting the DIF to confirm which SDG targets and indicators are relevant to Botswana and specifically to MFED including adjusting them as necessary;
 - ii) Prioritizing targets and indicators to be implemented;

- iii) Collection of baseline data;
- iv) Setting of annual targets; and
- v) Integration of Relevant Targets/Indicators into national/sector policies, plans and programmes.

3.3 Therefore, working with the Technical Reference Group, the Consultant will be expected to undertake the work related to the five stages outlined above by carrying out the following tasks:

Stage 1 - Revisiting the DIF to confirm which SDG targets and indicators are relevant

- i) Review preparatory work done by the core group on Template 1 to:
 - identify all possible SDG targets and indicators that MFED has the responsibility to implement (directly and indirectly), as a lead ministry or as a support ministry;
 - check alignment of the SDG indicators to those contained in the NDP 11 Performance Framework; and
 - list all ongoing policies, projects and programmes that contribute to the attainment of the SDG targets and indicators under consideration,

in preparation for discussion with the TRG.
- ii) Prepare for the workshops by reviewing all relevant government literature, policies, legal frameworks and strategic documents setting out the macroeconomic and financial policy landscape coordinated and/or guiding the operations of MFED. These will include, but not limited to the following:
 - Vision 2036
 - NDP 11 and its Performance Framework
 - SDGs Global Indicator Framework
 - SDGs Domesticated Indicator Framework
 - Draft Mid Term Review of NDP 11
 - MFED Ministerial Strategic Plan
 - Budget Speech(es)
 - Public Finance Management Policy and Act
 - Estimates of the Consolidated Revenue and Expenditure
 - State of the Nation Address(es)
 - Bank of Botswana Report(s)
 - Metadata for the respective SDG indicators, and
 - Any other relevant literature on COVID 19 and its impact on the attainment of the SDGs in Botswana.

- iii) Ensure that the TRG includes experts in each of the proposed relevant SDG targets and indicators as this advice will be required to verify that the SDG targets are relevant and in the prioritization exercise.
- iv) Conduct/Facilitate a Workshop for the TRG to validate the information prepared on Template 1 in reference to the Global/Domesticated Indicator Framework; adjust targets and indicators to suit the national context where necessary and complete the rest of the columns in Template 1¹.

Stage 2 - Prioritizing targets and indicators to be implemented

- v) Review preparatory work done by the core group to confirm the list of indicators agreed to be relevant under Stage 1, and if indicator can be measured given its tier classification.
- vi) Facilitate a workshop to prioritize the targets on the basis of a criteria outlined in the Guidelines and confirm which of the indicators will be implemented using an alignment approach from those to be implemented using a structured approach², and complete the rest of the columns in **Template 2**.

Stage 3 - Collection of baseline data

- 3.4 Data collection will be done by the respective ministry officials under the guidance of Statistics Botswana and indicator custodian agencies. This will be done for those indicators with no baseline data which are to be implemented using a structured approach. Where baseline data exists, the process can be advanced directly to Stage 4. The consultant will undertake the following tasks:
- vii) Review and confirm preparatory work by the core group listing prioritized indicators on Template 3;
 - viii) Convene a consultative meeting with members of the TRG to establish a common understanding with regard to methods and modalities for data collection including identification of responsible entities for data collection; time and financial resources required for data collection.
 - ix) Compile the information and complete the remaining columns of **Template 3**.

¹ Although Stage 1 foresees the streamlining of indicators to separate those to be implemented using an alignment approach from those to be implemented using a structured approach, this work can be done much more effectively after prioritization of indicators under Stage 2.

² See SDG Planning Guidelines for an understanding of the structured vis-à-vis the alignment approach.

- x) Develop data collection tools for each of the indicators and a Data Collection action plan.

Stage 4 - Setting of annual targets

3.5 Before the annual targets can be set, baselines would have to be available for the indicators under consideration. Instead of awaiting the determination of baselines following data collection in Stage 3, here, the process will make use of available baseline data to determine annual targets, leading to the attainment of the overall SDG target. Where data is readily available, the process may start with determination of baselines³. The consultant will undertake the following tasks:

- xi) Review the list of indicators for which data for determining indicator baselines is available; and those for which baselines and base years are available as prepared by the core group on Template 4 to prepare for baseline determination and target setting respectively.
- xii) Conduct/facilitate a workshop for determining indicator baselines and setting of annual targets.
- xiii) Complete the rest of the columns on **Template 4**.

3.6 Stage 5 will not be part of the consultancy and will be undertaken through an internal process driven by the core group.

4. METHODOLOGY

- 4.1 The consultant will familiarize him/herself with the SDG Planning Guidelines and the templates to be used to guide the work at every stage. He/she will work closely with the core team in the ministry to prepare for the workshops.
- 4.2 Extensive desk review of various reports/publications in addition to those cited under paragraph 3.3 (ii) above such as the Millennium Development Goals Reports, UN publications and various reports on SDGs, and other relevant documents is also envisaged.
- 4.3 Follow the work undertaken under the Joint SDG Fund to draw synergies and ensure harmony between the two assignments.
- 4.4 The consultant may identify and engage other relevant stakeholders to further inform him/herself and gather information as necessary.

³ Determination of baselines is a process under Stage 3, but will be done here together with the setting of annual targets while work to collect other data continues under Stage 3.

[N/B Given the advent of COVID 19, workshops may be conducted virtually].

5. DELIVERABLES

5.1 The key deliverables expected from the assignment are:

- i) **Inception Report:** with a clear roadmap or work plan for undertaking and completing the assignment. The Report must detail the understanding of the assignment; show how each action in the overall and specific objectives will be addressed. The Inception Report will be presented to the Technical Reference Group.
- ii) **Stage 1 Outcomes:** Workshop, Workshop Report accompanied by a fully completed Template 1.
- iii) **Stage 2 Outcomes:** Workshop, Workshop Report accompanied by a fully completed Template 2.
- iv) **Stage 3 Outcomes:** Consultative meeting, Report of the meeting, data collection tools, Data Collection Action Plan and a fully completed Template 3.
- v) **Stage 4 Outcomes:** as defined in paragraph 3.5 above, namely Workshop, Report of the Workshop with determined baselines and a fully completed Template 4.

6. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

6.1 Qualifications and experience

- i) At least a master's degree in economics preferably with a major in macroeconomic policy; monetary or fiscal policy; public policy or related fields; OR an economic planning specialist.

6.2 Experience

- i) Minimum 15 years of relevant experience in planning and budgeting and/or monitoring & evaluation. Performance planning using targets and indicators within the economic policy space will be an added advantage.
- ii) Comprehensive knowledge and understanding of the Botswana landscape for planning and budgeting at both national and subnational level.
- iii) Experience or knowledge of working with Botswana Government structures.

6.3 Competencies

- i) Demonstrated ability to establish priorities and to plan, organize the work elements in a complex and dynamic environment;
- ii) High technical skills in workshop facilitation and report writing;
- iii) Strong coordination skills;
- iv) Good interpersonal and communication skills;
- v) Good computer skills; and
- vi) Excellent command of the English language.

7. TIME SCHEDULE AND PERIOD OF THE CONSULTANCY

- 7.1 The Workshops will take place over a period of time but not longer than four (4) months. In consultation with the UNDP, Division of Development and Budget in MFED and the National SDGs Secretariat, the consultant will elaborate a detailed schedule/workplan for the assignment, agreeing on the specific dates for the interventions within the given time. The assignment will therefore take place between July and November 2020.

8. REPORTING AND SUPERVISION

- 8.1 The individual consultant will be supervised by UNDP and will work closely with MFED office of the National SDG Secretariat.

9. PAYMENT SCHEDULE

- 9.1 The contract will be performance-based and payments will be made against the following deliverables:

%	Milestone
15%	Upon submission of Inception Report.
35%	Upon delivery of Stage 1 and 2 outcomes
25%	Upon delivery of Stage 3 outcomes

25%	Upon delivery of Stage 4 outcomes
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10. TRAVEL

- 10.1 The consultant will be recruited locally. Where necessary, UNDP local travel rates will be applied.

11. EVALUATION CRITERIA

- 11.1 The criteria for evaluation of the bids shall consist of three of the following stages.

STAGE -1 – Preliminary Evaluation

This will be a compliance check based on the aspects below;

- a) Qualifications
- b) Experience
- c) Completeness of Bid

The evaluation is based on a yes/no response. If the response is “no” for any three (3) of the criteria, the bidder will be disqualified for further evaluation.

STAGE-2 -Technical Evaluation

Technical evaluation shall be made to determine capability to deliver the required deliverables of the consultancy. It will be based on a scale of 0-100 points wherein the qualifying mark is 70%.I

Therefore, if the bidder fails to score 70% and above under Stage 2, they shall be disqualified from further evaluation. The qualifying criteria and maximum score in respect of each of the criteria are as follows:

Description of qualifying criteria	Maximum number of tender evaluation points
1. Context <ul style="list-style-type: none"> Knowledge of the 2030 Agenda and Sustainable Development Goals and the Botswana context in relation to SDG implementation. 	10
2. Technical Competence <ul style="list-style-type: none"> Understanding of the economic policy landscape in Botswana. Ability to review SDG indicator 	30

<p>methodologies and application in performance planning, i.e. baseline determination and target setting.</p> <ul style="list-style-type: none"> • Development planning and monitoring. Familiarity with NDP 11 and Vision 2036 will be a plus. 	
<p>3. Relevant Work Experience</p> <ul style="list-style-type: none"> • Ability to provide advisory services. • Ability to domesticate and mainstream/integrate targets and indicators in planning and budgeting instruments. • Drafting high quality reports. • Workshop facilitation. 	25
<p>4. Methodology/Approach</p> <ul style="list-style-type: none"> • Demonstrate adequate understanding of the assignment. 	25
<p>5. Presentation & Packaging</p> <ul style="list-style-type: none"> • Good writing, communication and presentation skills. 	10
Total evaluation points	100

STAGE 3 – Financial / Cost evaluation

An individual consultant who scores a minimum of 70% of the obtainable points of 100 points in the technical evaluation would be considered for the financial evaluation. Cost Evaluation shall be conducted by reviewing financial proposals to correct any arithmetic errors.

Financial weight shall be 30% where the bid with the lowest reasonable cost shall be awarded a score of 30 and score for the other bids shall be obtained/calculated using the formula below:

$$P0/P1 \times wf$$

Where: P0 is the lowest financial offer

P1 is the financial offer under consideration

Wf is the financial weight.

12. AWARD

12.1 The award of the contract will be made to the Consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant and/or acceptable for the assignment and;

b) Having received the highest combined technical and financial scores.

- Technical Criteria weight; (70%)
- Financial Criteria weight; (30%).

12.2 Lastly, UNDP retains the right to contact references directly.

13. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

13.1 The individual Consultant must submit the following documents/information to demonstrate their qualifications:

a. **Technical Proposal accompanied by the** following:

- Profile of consultant and clear demonstration of ability to carry out assignment.
- The consultant's review of the TORs and appreciation of the assignment – the objectives, tasks and deliverables.
- A clear description of the methodology and work plan that the consultant proposes to execute the assignment, illustrated where appropriate, with a chart of activities.
- Timelines for carrying out the assignment.

b. **Financial proposal:**

- Lump-sum consultancy fee broken down to clearly indicate actual consultancy fees (daily fee), and other incurred costs as relevant.
- An indication of whether this rate is flexible.

c. **Personal CV** including experience in workshop facilitation and at least 3 references.

14. MFED CONTRIBUTION

MFED will provide the consultant with organizational and logistical support to carry out his/her duties as outlined above.