



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Title of consultancy: Individual consultancy - Development Editor for the 2020 Common Country Analysis (CCA)

COUNTRY: Botswana

DESCRIPTION OF ASSIGNMENT: The main objective of this consultancy is to review and contribute to analyses undertaken by UN Staff and to consolidate these analyses into one document - The Common Country Analysis (CCA). There is ample guidance that will be shared with the consultant that outlines the requirements of the CCA and the editorial standards which the document needs to meet. The consultant will have to ensure that the consolidation process leads to one consistent narrative. There are critical themes as well as UN norms and standards, that need to be emphasized. A 'Leave no one Behind' approach will be mainstreamed throughout the document. Agenda 2030 and the Sustainable Development Goals (SDGs) help provide the normative framing and a risk analysis/assessment is to be evident in the analyses.

PROJECT NAME: United Nations Resident Coordinators Office

PERIOD OF ASSIGNMENT/SERVICES: The consultancy will be conducted in 30 days over a 10-week period

1. BACKGROUND

The United Nations Sustainable Development Framework (UNSDF) 2017 defines and facilitates the delivery of a partnership between Botswana and the UNDS that reflects the requirements for achieving the 2030 Agenda as adapted to national and local contexts and reflected in the Botswana Vision 2036. Aligned to NDP 11, the UNSDF 2017-2021, focus is on inclusive partnerships for the delivery of a broadly shared agenda to achieve sustained and inclusive economic growth, social development and environmental protection. It reflects a stronger partnership between the Government of Botswana and the United Nations to achieve the SDGs.

The United Nations in Botswana is conducting the Common Country Analysis (CCA). The CCA is to provide an up-to-date assessment of progress, gaps, opportunities and bottlenecks vis-

à-vis a country's commitment to achieving the 2030 Agenda and the SDGs. This will be a live document that is updated periodically.

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The consultant will be briefed in detail about the CCA and will be expected to read up on all the guidance pertaining to it. .

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 clearly labelled:

“Individual consultancy - Development Editor for the 2020 Common Country Analysis (CCA)”

and be submitted by email to procurement.bw@undp.org

3. SUBMISSION DATE: Proposals should be submitted to the address above no later than **10.00am Botswana Time** on the **28th August 2020**

4. REQUEST FOR CLARIFICATION: Any request for clarification must be sent in writing, or by standard electronic communication 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 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.*