



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 25th May 2022

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| Country: | BOTSWANA |
| Description of the assignment: | Training of Informal Economy participants and informal economy association members on Financial Literacy and Skills Development |
| Period of assignment/services: | 20 working days |
| Project Title: | Inclusive Economic Diversification |
| Project Number: | 133665 |
| Supervision: | Technical Advisor – Informal Sector Unit National Project Manager - Empowerment of Youth |
| Expected duration: | 20 working Days |

Proposals Submission Email

Proposals, with references, should be emailed with subject line '**Individual Consultancy-Training of Informal Economy on Financial Literacy and Skills Development**' at the following address no later than **02nd June 2022 Time 12:00 Noon** (Botswana Time). 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 facilitators

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. 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.

1. BACKGROUN



UNDP operates in more than 170 countries and territories around the world and offers a global perspective and local insight to help empower lives and build resilient nations that can withstand crisis, and that drive and sustain growth that improves the quality of life for everyone. In Botswana, the UNDP supported the government of Botswana with the Informal Sector Recovery Plan (ISRP) to address the issues surrounding the informal economy, which became prevalent during the covid-19 pandemic.

The informal economy in Botswana contributes about 5.3% to the GDP. Statistics indicate that there are about 191 000 jobs in the informal economy businesses, 65% of informal sector businesses are owned by women and 2.7% are owned by people living with a disability. In addition, during the Local Enterprise Authority (LEA) National SMME Registration exercise 9659 businesses were registered of which 7818 were informal sector businesses. Furthermore, of the 7818 informal sector businesses registered, youth owned were 3521 while women owned were 5877.

During the challenges of the Covid-19 pandemic, the informal economy, though highly displaced and lacking support, has been one of the sectors that most prominently demonstrated its capacity, resilience, and innovative resources to cope and adapt in trying times. The sector grew exponentially as job losses in the formal sector resulted in a lot of people being in the informal economy as a means of survival.

In particular, the informal economy bore the major brunt of the national lockdown as staying at home and social distancing are antithetical to the nature of the economic activity undertaken within this sector, and the means of livelihood for these participants in the national economy.

Post COVID-19, the plight of the informal sector is expected to worsen as the business environment recovers from the adverse effects of COVID-19. Directed support is therefore required for participants of the informal sector to develop their skills, improve their entrepreneurial skills, to create employment, avert business failures and declines into poverty. Such support is especially needed for women entrepreneurs and the youth, as one of the most vulnerable groups operating within the informal sector. The informal sector is run predominantly by females and is highly vulnerable to economic shocks. The vulnerability has extended beyond the traditional youth entrepreneur to include older economic participants.

Botswana therefore finds itself at a defining moment post covid-19, where it must recognize the potential of the informal economy to significantly contribute to its national developmental goals, Vision 2036 and Agenda 2030, and in turn reducing unemployment. The Botswana informal economy has shown how creative and adaptable it is, and how it has the potential to be an engine of creative innovation and growth, that is worthy of great policies and access to capacity building measures.

The Government of Botswana and development partners in collaboration with the informal economy associations must therefore strategically look at capacity development initiatives that are not only inclusive and supportive of the informal economy, but also address and harness the informal economy's potential to assist the government in addressing the social, economic, and environmental risks that the Botswana economy and communities are faced with.

The Informal Sector Recovery Plan-Background:



In support of its development mandate, UNDP Botswana in 2020 partnered with the government of Botswana to develop and implement the informal sector recovery plan (ISRP) as one of the three recovery plans to assist the country to build back better after the COVID-19 pandemic. The project aims to capacitate the informal economy in particular youth and women within the informal sector and close the gaps identified through assessing the informal economy and through stakeholder consultations.

Objectives of the ISRP

- Develop the capacity of the informal economy to improve their business skills and give them an opportunity to grow their businesses
- Capacity development of the informal economy associations
- Advocate for policy changes to ensure the informal economy is included and recognised
- Create through collaboration with different stakeholder access to markets for the informal economy
- Connect the informal economy to the private/formal sector to facilitate skills transfer
- To increase or strengthen the informal economy's awareness of capacity development programs

2. PROBLEM STATEMENT

During the implementation of the ISRP, several findings of the diagnostic review across the collaborative efforts of the informal economy associations, the implementing partners and UNDP, revealed the following challenges faced by the informal economy which hinders their optimum performance:

- Lack of utilisation of digital solutions
- Inadequate cash flow streams to sustain daily business operations
- Inability to access credit facilities,
- Lack of financial literacy
- Poor business management skills fundamental for efficient business operations,
- Market access challenges.
- High prices of locally produced goods and services
- Poor quality of goods/services.
- Lack of entrepreneurial skills to effectively identify business opportunities
- Lack of security of tenure as most operate from open spaces
- Lack of organisation by the informal economy itself
- Lack of capacity by the associations, and in turn are not able to serve their members fully
- Limited access to infrastructure; internet, knowledge resources

It is against this backdrop that there is a need to carry out training on the two main areas which were predominantly common across the different informal economy associations and informal economy location areas being:

- Lack of financial literacy
- The need for skills development (business management, networking, digital solutions etc.)



Addressing these two major capacity development needs will have a trickle effect on improving the skills of the informal economy and facilitate their efficiency.

3. OBJECTIVES AND SCOPE OF THE ASSIGNMENT

The UNDP Botswana, through the ISRP project and RFF budget, desires to procure the services of a Botswana Qualifications Authority (BQA) accredited trainer who will develop and execute a training program for the informal economy. The objective of the training is to train on financial literacy and business management skills as identified on the problem statement. Training should provide knowledge to the informal economy (youth, women, PLWDs) to:

- Understand the basic concepts of finance
- Understand benefits of having business management skills

Specifically, the consultant will undertake the following tasks

- Produce and share with the ISRP Management Team an inception report which will detail the proposed action plan, schedule of tasks, activities and deliverables, the methodology and timeline of all activities for its approval.
- Develop a training manual that will guide on the delivery of the assignment and share with the management team of the programme a week prior to training of participants,
- Develop a training programme which will explicitly and comprehensively detail the content/modules to be delivered in training, desired, and expected outcomes, method of training as well as the method of “testing” knowledge-transfer to the participants.
- Conduct the training according to the designed and approved manuals,
- Undertake assessment of quality of training and satisfaction of trainees over the training delivery,
- Share training modules with the Management team (These should be provided as a sealed manual (both a soft copy and a hard copy computer disc).
- Disbursing training manuals to the participants
- Share a close-out report detailing the assessment of the training in the trainer’s perspective in terms of what was taught, reception, training setting, recommendations, and areas of improvement as well as potential opportunities for enhancing knowledge shared with the participants.
- Monitoring and evaluation

Training format

- The 2 days training per **location** will be conducted physically.
- The focus areas are Chobe, Ngamiland, Central, Kgatleng and Kweneng
- The locations are Kasane (Chobe), Maun (Ngamiland), Palapye, (Central) and Oodi (Kgatlang) and Molepolole (Kweneng).
- The trainer **will provide their own internet** during the training and to the participants to enable them to participate.



- The training will run for 8 hours each day (08:00-16:00 Hours), but the actual training agenda should be 6 hours each day, punctuated by a 30-minute break. Therefore, the training will run for an accumulated minimum of 12 hours over the 2 days.

Expected Results

| # | ACTIVITIES | EXPECTED RESULTS | TIMELINES / # OF DAYS | PAYMENT (%) |
|---|--|---|-----------------------------|----------------|
| 1 | Do an initial assessment of how to carry out the assignment taking into consideration the relevant target group demographics. | Inception Report - <i>Must include proposed action plan, schedule of tasks, activities, and deliverables</i> | 1 | - |
| 2 | Compile and share what the training will provide in terms of: -Clearly defined training objectives and its inspiration, -Milestones and established timelines, -detailed training tools and their effectiveness, Defined training material, -Defined assessment criterion to be used, -Avenues to deliver feedback during and after-training, -Reinforcements and continued/ other learning opportunities, -Referrals/ recommendations | Training Manual | 5 | - |
| 3 | Develop and share a practical virtual training programme detailing training modules, timeframe and expected learning outcomes. It must be evident that participants will be fully engaged in a reciprocity setting measurable through the learning outcomes. Provide training content/ modules to Informal Economy Focal Person post-training, in filing form (reference manual + Hard drive CD). | Training Plan/ schedule Training content - <i>email soft copy and Provide Hard Drive computer disc.</i> | 1 | - |
| 4 | Deliver 2-days physical training per location to the participants (informal economy & informal economy association members) (Minimum 200 Participants) | Training of participants - <i>Physical Training to be conducted from 13th June to 31st July 2022.</i> | 10 | - |
| 5 | Provide a close-out post-training report containing an overall assessment of the training. | Close-out Report | 3 | - |
| | TOTAL CONSULTANCY TIMELINE (IN DAYS) AND PAYMENT STRUCTURE | | 20 | 100% |



4. PLANNING

- Planning for training delivery should cater for a ***minimum of 200 and a maximum of 240 participants.***
- The language of training presentation should be in English
- The trainer should ensure availability of training support equipment required for them to deliver an uninterrupted training to the participants.
- The final report should be submitted within 3 days after training delivery as stipulated 5 above.

5. REQUIRED QUALIFICATION AND EXPERIENCE:

The Consultant is expected to provide all the necessary expertise to complete the assignment. The Consultant should also ensure that a cost-efficient approach is taken. Furthermore, the consultant should demonstrate extensive experience on past performances of similar or related assignments internationally **and/or** locally. Specifically, the information provided must include clients' names, nature and scope of work, clients' contact details, personnel involved and contract value

Competencies:

- Demonstrated technical knowledge and practical experience of the Financial Literacy and Business Management concept
- Demonstrated experience in training and practice in the training discipline areas
- Excellent communication and presentation skills
- Demonstrated good writing skills
- Excellent command of English

Qualifications:

The Consultant / Trainer must hold a minimum:

- Degree in any business discipline
- Relevant BQA accreditations

Experience:

- At least 5 years' experience as a Trainer and/or Consultant

6. TIMELINES / DURATION

The training delivery is expected to take ***no more than 20 days*** between submission of the first and the last deliverable. The training is scheduled to be conducted on ***13th June 2022 to 30th June 2022.***

7. REPORTING STRUCTURE

The taskforce for this training comprises of UNDP Technical Advisor-Informal Sector Unit and the National Project Manager- Empowerment of Youth.



The focal person of this task force whom the trainer will report to is the Technical Advisor-Informal Sector Unit at UNDP, or anyone who will be delegated to represent them.

8. BID DOCUMENTS TO BE SUBMITTED

The trainer must submit the following documents/information, labeled accordingly, to demonstrate his/her suitability for the assignment:

a) Personal Curriculum Vitae (CV) and Summary of Track Record

- Personal Curriculum Vitae (CV) of the Consultant + Summary of Track Record highlighting past experiences of undertaking similar assignments and at least three (3) references for ease of background checks i.e., client name and contact person details, nature, and scope of work.

b) Technical Proposal

- The consultant's interpretation of the assignment as per the TORs
- The consultant will prepare a methodology of HOW to conduct each action outlined in the Scope of Works above. It is important that a brief methodology for each action is clearly described in the technical submission.
- A clear description of how the consultant proposes to execute the assignment with illustrations—describing the objectives, tasks and deliverables.
- A program with indicative timelines that the consultant proposes to employ in executing the assignment, with graphical illustrations where appropriate.

c) Financial Proposal

- Lump-sum consultancy fee,
- The lump sum should be broken down to clearly indicate components constituting the consultancy fees (daily fee).
- An indication of whether this rate is flexible,
- Envisioned travel costs

9. EVALUATION

Stage 1:

Preliminary Evaluation of the proposals will be based on Yes/No response as per the table below. If the response is "No" for any of the first three criteria, the consultant will be disqualified from further evaluation

Stage 2:

Technical Capability of the consultant, to deliver the required consultancy outputs, is evaluated on a scale of 0-100 points wherein the qualifying mark, to move on to the next stage, is 70%

Stage 3:



Financial Evaluation. The total number of points allocated for the price component is 30. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those technical qualified candidates who have attained a minimum of 70% score in the technical evaluation. All other price proposals will receive points in inverse proportion to the lowest price

| Criteria | Detail | Yes / No? | Maximum Score |
|-----------------|--|-----------|---------------|
| Stage1: | Preliminary Evaluation | | |
| A | Complete Consultancy package submitted (CV + Track Record Summary, Technical Proposal and Financial Proposals) | | |
| B | Minimum Qualifications: Degree in any business discipline BQA accreditations | | |
| C | Adequate Work and/or Professional Experience: At least 5 years' experience as a Trainer and/or Consultant | | |
| Stage 2: | Technical Evaluation | | |
| D | Experience as a Trainer and/or Consultant An accredited Trainer of Trainers | | 30 |
| E | Methodology/Approach: A clear description of the methodology and work plan that the consultant proposes to execute the assignment with i.e. illustrations describing the objectives, action plan, schedule of tasks / activities and deliverables (with timelines) | | 40 |
| F | Previous work experience of undertaking similar assignments and the relevance (if any) of those assignments to this one | | 20 |
| G | Quality Assurance | | 10 |
| Stage 3: | Financial Evaluation | | 30 |
| | | | |

NB:

- Only those candidates who obtained at least 70 points in Stage 2, will be considered for financial proposal evaluation (Stage 3)
- Individual consultants will be evaluated based on the Cumulative Analyses Methodology (weighted scoring method), where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as: responsive / compliant / acceptable and having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation i.e. Technical Criteria weighting will be 70% and Financial Criteria weighting will be 30%
- UNDP applies a fair and transparent selection process that would consider both the technical qualification of Individual Consultants as well as their price proposals. The contract will be awarded to the candidate obtaining the highest combined technical and financial scores
- UNDP retains the right to contact references directly

10. PAYMENT SCHEDULE



The full lump sum will be paid to the trainer after the complete delivery of all required deliverables. These deliverables are stipulated at 3. Above.

NB:

- UNDP Botswana will issue the contract for the execution of these Terms of Reference to the selected consultant
- The trainer will issue 1 lump sum invoice to UNDP Botswana immediately at the conclusion of deliverables.
- The deliverables will be approved by the Project Manager, after consensus with the ISRP Task Force, for this assignment, before payment is made to the consultant.
- Consultant is expected to provide own office space and equipment, where applicable.
- The ISRP project team will provide all required support to the trainer as requested, which includes:
 - a) responding to enquiries from the trainer regarding training deliverables and any additional support they may require,
 - b) providing the trainer with access to the informal economy associations for facilitation of access to the members in the identified areas.