



INTERNATIONAL INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: November 21, 2022

Country: ESWATINI

Description of the assignment: INDIVIDUAL INTERNATIONAL CONSULTANT – LEAD DESIGN AND FACILITATOR OF YOUTH INDUCTION WORKSHOPS

Project name: ACCELERATING DIVERSIFICATION AND PRIVATE SECTOR LED GROWTH

Period of assignment/services (if applicable): 40 WORKING DAYS.

Proposal should be submitted at the following address **4th Floor UNDP, UN House Mbabane** by email to bidsubmission.sz@undp.org no later than **01 December 2022**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP Eswatini Country Office (Procurement team) 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 inquiry, to all consultants.

1. BACKGROUND

In Eswatini, 37.4% of the population is aged between 15-34 years, with a 50.7% and 49.3% ratio of females and males respectively. Evidently, the youth population is fast growing and offers a great opportunity for economic growth. If properly harnessed, young people could be a great resource for economic growth. Therefore, the high proportion of youth in a country where only few jobs are generated, might be a considerable demographic risk rather than an engine for economic growth.

Some studies have pointed to the education system and a mismatch between the skills required by industry and what the country is producing, whilst other studies have alluded the weak investment environment as one of the contributors to low economic growth.

The Small and Medium Enterprise (SME) Development Policy was developed with the aim to encourage youth entrepreneurship by providing training, stimulating lending, and providing support to individuals wishing to establish businesses. According to the UN Youth Entrepreneurship Report (2013), youth in Eswatini are drawn to entrepreneurship out of necessity to escape unemployment and build livelihoods, and opportunity to realize their vision and contribute to their country and community. As a result, many of the businesses are not sustainable. Although entrepreneurship has been identified as

the key in helping the youth out of poverty, there has been little focus and investment on youth that desire to pursue other career options, hence a need to provide support towards empowerment of Eswatini youth through skills development and linking graduates with local job opportunities.

According to the Eswatini national Skills Audit Report, labour market trends have only changed marginally in the last 14 years and are characterized by low labour diversity and dynamism. The service sector constitutes more than 60% of overall employment while agriculture is just above 10% and industry is under 20%. The advent of the covid 19 pandemic led to the decline a decline in industry employment rate due to forced company closure. The labour market in Eswatini is predominantly driven by the service sector and informal employment.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

In response to this complex development challenge, the UNDP in collaboration with the Government of Eswatini and other key stakeholder are seeking to establish a Youth Fellowship Programme to promote youth employability, access to decent jobs, inculcate entrepreneurship amongst the youth and promote the culture of self-help. This noble endeavour is implemented through a four-thronged approach: 1) placing unemployed graduate youth in private companies, public sector and non-government organization for a 12-month internship programme to give them a punchers chance to garner the necessary experience for a possible permanent employment placement. 2) Vocational skills training for youth with little to no formal training post their high school education will be provided with tradable artisanry skills. An accelerated vocational training programme will equip them with rudimentary to intermediate artisanry skills. 3) Establishment of a sustainable energy academy that will provide solar energy technical skills for the youth. 4) Establishment of a Tech Hub to harness digital tech skills such as software and app development. Consequently, UNDP Eswatini is seeking the services of an individual consultant with adequate skills to design and facilitate the programmes induction processes for these four initiatives during the onboarding phase.

For detailed information, please refer to Annex 1 (terms of reference)

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- At least a degree in human resource management, psychology, industrial psychology or any other relevant field with specialization on human behaviour

II. Years of experience:

- ✦ At least 5 years proven practical experience in the design and roll out of team building sessions organisations, private or public.

III. Competencies:

- ✦ Demonstrated experiences and skills in facilitating stakeholder/working group consultations and training for large groups with people from various backgrounds.

- ✦ Proven experience in counselling, coaching, motivating, design of games and excursions for purposes of instilling positive values
- ✦ Demonstrated knowledge and experience in conducting need assessments and developing workshop modules, training materials etc.
- ✦ Proven experience in documentation, reporting and evaluating workshop programs.
- ✦ Experience in facilitating public and private sector stakeholder dialogue activities (workshops, round-table discussions, etc.)
- ✦ Proven experience in managing a project funded by an international donor
- ✦ Ability to conduct research and produce analysis
- ✦ Excellent writing and communication skills

8. Language

- Fluency in English both written and spoken.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

- (i) Explaining why they are the most suitable for the work
- (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e., whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e., upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel.

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an

economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

1. Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and*
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 700 point would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>	70%	1000
<ul style="list-style-type: none">Academic Qualifications & Years of experience	40%	400
<ul style="list-style-type: none">Competencies	30%	300
<u>Financial</u>	30%	30%

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY