



***Procurement of Consultancy Services for the
"Conduction of a Study on the Impact of COVID-19 in the Tourism
Sector in Botswana"***

Request for Quotations

Tender Reference Number: BV36: - 002:

Closing Date: Friday 10 September,2021 @1245

Enquiries: info@vision2036.co.bw

1. BACKGROUND

1.1 The **Vision 2036 Coordinating Agency** is an Agency set up through a Presidential Directive with the mandate of providing oversight on the delivery of the Vision across Government (taking a bird's eye view) enabling it to play a strategic and coordinating role.

2. PURPOSE

2.1 The Procuring Entity is: **Vision 2036 Coordinating Agency**

2.2 **Vision 2036 Coordinating Agency** hereby seeks to source the services of a consultancy to Conduct a study on the Impact of COVID-19 in the Tourism Sector in collaboration with Ministry of Environment, Natural Resources Conservation and Tourism.

2.3 This comprehensive analysis is being made in order to put in place response mechanisms as well as monitor and improve response strategies by both government and the business community and further make a forecast of how it will have an impact on "*Achieving prosperity for all*" as espoused in the Vision 2036 aspirations. The analysis will further recommend mitigation measures that can assist in the country's post COVID 19 responses.

3. REQUIREMENTS

3.1 This document is an official Request for Quotation (RFQ) for the purpose of engaging tenderers domiciled in Botswana to conduct a study on the impact of COVID-19 in the Tourism Sector study.

3.2 Tenderers can partner with international Consultant(s).

3.3 The submission should be made in a sealed envelope referenced "**Consultancy to Conduct a study on the Impact of COVID-19 in the Tourism Sector in Botswana**"

3.4 The submission should be hand delivered to **Vision 2036 Coordinating Agency** Office not later than **Friday, 10 September, 2021 at 1245hrs**. The physical address to the office is as below;

3.5 **Vision 2036 Coordinating Agency**

Physical Address

Plot number 70667

First Floor, Fairscape Precinct Building 2, Fairgrounds

3.6 The bidders bear the responsibility of ensuring that their submissions are delivered on time as **Vision 2036 Coordinating Agency** accepts no liability for delayed and late submission of quotations however caused.

3.7 Notwithstanding the above, **Vision 2036 Coordinating Agency** reserves the right to accept or reject any quotations or to reject all quotations at any time prior to the award and acceptance.

3.8 The validity of the quotations should not be less than **90** days after the deadline date specified for submission.

3.9 Vision 2036 Coordinating Agency will only process payment of services upon satisfactory delivery of tasks and acceptance thereof.

3.10 The expected project period is four (4) calendar months after award.

3.11 The Tender constitutes a fixed contract of services of consultancy for the conduction of COVID-19 impact on the Tourism Sector.

4. PROCUREMENT METHOD AND EVALUATION CRITERIA

4.1 The Procurement Method is: ***Open Domestic Bidding***

4.2 The Bid Submission Method is: ***Two Envelope Submission Method.***

4.2.1 Bids should be submitted as follows:

- *A separate envelope sealed containing the Technical bid (without any financial details) clearly marked technical bid with tender number and title. One (1) Original clearly marked "ORIGINAL" plus Three (3) copies clearly marked "COPY".*
- *A second envelope sealed containing the financial bid (with Financial details, for carrying out the task outlined in the Technical bid; clearly labelled Financial bid with tender number, title and warning "do not open with technical bid" One (1) original clearly marked "ORIGINAL" plus one (1) copy clearly marked "COPY".*

- *Failure to separate the two envelopes of financial offer and technical offer as instructed will lead to disqualification.*
- *The two sealed envelopes are then placed in one outer securely sealed envelope, which should be sealed and labelled with tender number and title.*

4.3 The Evaluation Method is: ***Quality and Cost Selection Based Method***

Vision 2036 Coordinating Agency will prefer the bidder whose quotation substantially meets the technical requirements of the RFQ and who has offered the most competitive price on a **quality and cost selection method of assessment** and has fully met all the compliance and quality requirements.

4.4 Evaluation Criteria

4.4.1 Stage 1: Compliance (A)

- **Certificate of Incorporation and/or Registration of Business Name** issued by Companies Intellectual Property Agency (CIPA). ***Subject for online verification.***
 - **A Valid Tax Compliance Certificate** printed from the Botswana Unified Revenue Services E – Portal service.
 - **Companies should be registered with the Public Procurement and Asset Disposal Board (PPADB) in the following categories:**
 - ✓ Code: **317, Other Consultancy Services**
 - ✓ Sub Code(s): **01, Management Consultancy Services.**
- PPADB registration is subject to online registration verification
- Fully Completed **Declaration Form for Tendering Purposes** (*refer to Appendix II*)

Bidders who fail to submit the above-mentioned documents will be requested during the evaluation to submit them within **2-5 days** of notification. Bidders will be notified through a telephone call, sms, or email as an alert. The alert will be followed by fax or letter. Non responsiveness by the bidder shall result in disqualification of the bid.

4.4.2 Stage 2 – Technical Evaluation

Proposals will be checked for completeness and compliance with the requirements as per outlined criteria and the specifications under the scope of work in the technical proposal.

Table: Stage 2 – Technical Evaluation (B)

The technical evaluation of a Technical Offer shall be conducted to evaluate each Technical Offer against the technical evaluation criteria stated below:

Item #	Evaluation Criteria	Description	Maximum Score	Bidder's Score
1	Understanding of the Project Objectives and Scope	<p>The proposal should explain the bidder's understanding of the objectives of the assignment and cover the major aspects of scope of services as outlined in the description of service for this Consultancy. The proposal must be direct, concise and complete.</p> <p><i>Information not directly relevant to this RFQ should not be included.</i></p>	10	
2	Approach, Methodology and Work Plan	<p>The overall comprehensiveness of the Consultant(s)' approach and methodology to deliver the services in accordance with client's Requirements. Clear, complete and concise description of the solution to be employed to manage the technical requirements of the Project and produce stated outcomes / deliverables</p> <p>Adequacy of the proposed Project work plan in responding to Consultancy requirements</p> <p>Detailed Risk Management Plan with an annotation of all potential risks and assumptions and measures to be applied in mitigating them.</p>	<p>30</p> <p>5</p> <p>5</p>	
3	Qualifications and Experience of Key Personnel (specify the role of each proposed personnel <u>in</u>	<p>Specify the role and qualification of each proposed Core Team member.</p> <ul style="list-style-type: none"> - The lead Consultant shall have a minimum qualification of a PhD in Social Sciences or equivalent. (PhD or above = 5 and Master's Degree = 3) 	5	

	<p><u>each phase of the project.)</u></p>	<p>- Other Core Project Team members shall have a minimum qualification of a Master's Degree in Social Sciences of equivalent. (Master's Degree = 5 and Degree = 3)</p> <p>The Bidder must be familiar with Government/Public Sector systems, processes and operations or in a regional or international organizations and have strong experience in advisory service, together with the necessary strategic perspective. The Bidder must provide evidence of traceable experience in the conduct of impact studies, research on Tourism and or similar assignments in the SADC Region or similar developing countries in the last five (5) years in terms of the number, nature, and complexity of similar projects undertaken (<i>5 or more assignments = 10 points; 3 - 4 assignments = 8points; 2 – 3 = 5 points and Less than 2 assignments = zero points</i>)</p> <p><u>The bidder must provide detail on Core Team Members experience and qualifications</u></p> <p>Proof of implementation on previous similar assignments undertaken</p>	<p>5</p> <p>10</p> <p>5</p>	
<p>4</p>	<p>Relevant Experience of the bidder</p>	<p>Provide management summary and Company profile.</p> <p>Provide evidence of similar assignments undertaken in the past five (5) years and give at least three (3) written references with traceable contact information.</p>	<p>5</p> <p>10</p>	

		(3 or more References = 10 points; 2 = 6 points; 1 = 4 points and 0 = 0 points)		
5	Delivery Period	Adherence & demonstration of delivery within four (4) months inclusive of a clear project implementation plan.	10	
		Total	100	

The minimum qualifying mark is: 70 points

A tenderer who does not secure the minimum qualifying score of **70 points** shall be eliminated at the technical evaluation stage and shall not proceed to the Financial Evaluation Stage.

A weight of 70 % will be applied to technical offers.

The Tenderer shall demonstrate that it has the capacity and capability to execute additional work if awarded the contract.

b) Stage 3 - Financial Assessment (C)

7.1 The submissions that meet the minimum technical pass mark of **70%** will be assessed on the basis of the **Quality and Cost Selection Based Method**; so that the bidder that has met the technical requirements with the best pricing will be preferred.

NB: Financial Formula:

The bidder with the lowest price (L) will be awarded 100%

Bidders with price P(x) will be awarded a financial score = $(L/P) * 100\%$

A weight of 30 % will be applied to the price offers.

Basis of Award

The award is based on a selection criteria of Combined Scoring method – where the technical will be weighted 70%, and combined with the price offer which will be weighted 30%.

5. SCOPE OF WORK

Refer to Appendix 1: Terms of Reference (ToR)

NB: All enquiries should be made at least five (5) days before closing date.

1. APPENDIX I

TERMS AND REFERENCE FOR THE CONSULTANCY TO CONDUCT A STUDY ON THE IMPACT OF COVID-19 IN THE TOURISM SECTOR IN BOTSWANA

1. BACKGROUND

- 1.1 International tourism is among the economic sectors most impacted by the COVID 19 pandemic. The COVID 19 pandemic has caused significant disruptions in the global economy. By the end of the first quarter of 2020, the COVID 19 pandemic had brought international travel to an abrupt halt and significantly impacted the tourism industry. For many developed and developing countries, the tourism sector is a major source of employment, government revenue and foreign exchange earnings. Without this vital lifeline, many countries experienced a dramatic contraction in GDP and a rise in unemployment due to the measures which were put in place by the various countries as a way to manage the pandemic.
- 1.2 Botswana being a developing country, tourism is considered an important industry, accounting for approximately 4.9% of GDP. Through the Vision 2036, under Pillar 1 of Sustainable Economic Development, Botswana has identified the tourism sector's substantial expansion potential to diversify the economy from minerals as well as create employment and livelihoods for Botswana. According to the Department of Tourism reports, tourism has grown at an average annual growth rate of 10% since 2000. Between the years 2000 and 2020, the number of tourists arriving in Botswana grew by over 50%. Therefore, any disruptions to the industry could have a detrimental effect of the development aspirations for the country. As such, just like other countries', Botswana being part of the global community, its tourism sector may remain affected in the long term. Hence, in this scenario, it is necessary to measure the losses due to the pandemic so that policies can be redesigned to manage tourism activities in the country.
- 1.3 In response to the managing and curbing the COVID 19, the Government of Botswana put measures in place which included country lockdown, travel restrictions and bans, closure of national borders, amongst others. Preliminary assessment has indicated that due to closing of borders in March, 2020, when the Government of Botswana implemented measures to curb and manage the COVID-19, the country has lost a significant amount

in terms of foreign exchange/international tourism receipts as well and government revenue generated by tourism. It is therefore paramount that urgent alternative solutions be found to mitigate against the impact of the pandemic.

- 1.4 It is for these reasons that a comprehensive analysis is being made to assess the economic impact of the COVID -19 pandemic on the tourism sector in order to put in place response mechanisms as well as monitor and improve response strategies by both government and the business community and further make a forecast of how it will have an impact on “achieving prosperity for all” as espoused in the Vision 2036 aspirations. The analysis will further recommend mitigation measures that can assist in the country’s post COVID 19 responses.

2. OBJECTIVES AND SCOPE OF WORK

The overall objective of this study is to undertake an analysis of the impact of COVID 19 on the tourism sector and possibly its contribution to GDP. The fundamental government need is to understand, measure, and quantify the impacts of the COVID 19 pandemic on the tourism sector and to develop a medium-term strategy on how to rebuild Botswana’s tourism sector so that it is resilient and able to recover from COVID 19.

The specific task of the Consultancy will be to:

- i. Identify pre-COVID 19 macro and micro contexts regarding the Tourism Sector (including the tourism policies, strategies and sector/institutional plans);
- ii. Establish the impact (social and economic) of COVID 19 on the tourism sector since the pandemic. To do that, consider *inter alia* the following:
 - loss of revenue, business closure and operational capacity, income and employment, where applicable impact on the livelihoods of the most vulnerable groups, tourism arrivals, domestic travel, digital transformation etc.);
 - assess the impact on national parks, accommodation and hospitality, travel & transportation (tourism operators), arts crafts, cultural performances, trust funds, communities, etc;
 - establish tourism value chains;
 - whether or not the national economic response is sufficient, if not what needs to be done especially in the short, medium and long term

- (this includes by Government, Development Partners, Civil Society, Private Sector);
 - the potential costs of the proposed initiatives (if any).
 - assess the country's level of health risk perception and readiness to welcome visitors;
- iii. Establish how the COVID- 19 impact will affect the achievement of the national development agendas taking into consideration the Vision 2036, National Development Plan (NDP) 11, Sectoral Plans, Africa Agenda 2063, Sustainable Development Goals (SDG's).
 - iv. Recommend measures, strategies and policies to avert the worst effects and facilitate recovery of a tourism sector considering outcome analyses of i and ii above including other mitigation efforts already in place
 - v. Develop an action plan (strategy) that will consider best practise and other international, continental, regional, national protocols and agenda's on tourism sector and industry for implementation to rebuild the sector with explicit priority areas.
 - vi. Align the consultancy work to the Vision 2036, Sectoral Plans and strategies, SDG's, SADC Protocol on the Development of Tourism, UN protocols.

3. METHODOLOGY

The consultant will propose the relevant methodology and instruments which will be sensitive to gender and non-discrimination issues for the assignment The proposed methodology and instruments should consider the Government of Botswana approved protocols for COVIS-19.

Consultations with stakeholders: This assignment requires a series of consultations with a broad range of stakeholders. They include representatives of different interest groups relating to the most affected sub-sectors of the tourism industry. The purpose of these consultations will be to gather information on how and to what extent businesses and services have been affected by the pandemic. The Consultations will also further seek the perspectives of these key role players on inclusive strategies to rebuild the sector.

Stakeholder Participation: The consultants will be expected to consult the full range of stakeholders involved in the tourism sector in an open and participatory manner. The Stakeholder list will include, amongst others, the following:

- a) Vision 2036 Council
- b) Ministry of Environment, Natural Resources Conservation and Tourism
- c) Department of Tourism
- d) Botswana Tourism Organization
- e) Ministry of Youth, Sports & Culture
- f) Ministry of Nationality, Immigration & Gender Affairs
- g) National Strategy Office
- h) Statistics Botswana
- i) Hospitality & Tourism Association of Botswana (HATAB)
- j) Travel Agents Association of Botswana (TAABOT)
- k) Botswana Guesthouse Association (BGHA)
- l) Botswana Guides Association BOGA
- m) Business Botswana
- n) BOCONGO
- o) Community Based Natural Resource Management (CBNRM)

4. EXPECTED DELIVERABLES

The Consultant will be responsible for delivering the following:

- a)** Inception Report providing detailed methodology and workplan
- b)** Draft impact assessment report of the pre-COVID 19 tourism sector and the impacts of COVID 19 on the sector
- c)** Projections of future scenarios including the recovery trajectory curve and possible changes in the country's key source markets' travel pattern and behaviour (some modelling work to create scenarios based on the Botswana context)
- d)** Recovery interventions (what is needed to be implemented to recover and create a resilient tourism sector); and short- medium-term (3-5 yrs) long term strategy to rebuild the sector in the context of COVID-19 towards 2036.
- e)** Draft Final Impact Assessment Report for the Botswana Tourism Sector incorporating comments from key stakeholders and validation,
- f)** Final Impact Assessment Report with strategy developed (implementation plan) which will be presented to the relevant project structures,
- g)** Data sets, comprehensive presentation covering the methodology, results, projections and strategies for rebuilding the tourism sector, and other related material for the production of the report.

5. TIME FRAME

The Consultancy is expected to last for a period of four (4) months from the date of commencement of work.

DUE DATE AFTER CONTRACT SIGNING	DELIVERABLE	PAYMENT
2 Weeks	Inception Report, including methodology, workplan and identification of related work	10%
3 weeks	Draft impact assessment report of the pre-Covid 19 tourism sector and the impacts of COVID 19 on the sector	30 %
3 weeks	Projections of future scenarios (some modelling work to create scenarios based on the Botswana context)	
4 weeks	Recovery interventions (what is needed to be implemented to recover and create a resilient tourism sector); and short- Medium-term (3-5 yrs) long term Strategy to rebuild the sector in the context of COVID 19 towards 2036	40%
	Draft Final Impact Assessment Report for the Botswana Tourism Sector incorporating comments from key stakeholders and validation	
4 weeks	Final Impact Assessment Report with strategy developed (implementation plan)	20%
	Data sets, Comprehensive PPT presentation covering the methodology, results,	

	projections and strategies for rebuilding the tourism sector, and other related material for the production of the report.	
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6. REQUIRED QUALIFICATIONS

The Consultant is free to propose a team and skill compositions appropriate to their work plan. The Consultant should possess the following qualifications, skills and experiences, and must be readily available to commit to these services.

Qualifications

- The lead Consultant shall have a minimum qualification of a PhD in Social Science/Studies or equivalent with expertise in either of the following: environmental/tourism economics, statistics, econometrics, international development or other related fields Experience;
- At least 10 years of progressive relevant experiences, preferably in developing countries, in conducting economic analysis, impact assessments of social policy, or economic modelling related to macro-economic analyses, environmental economics, and tourism;

6.1 The Lead Consultant and supporting team must have the following areas of expertise

- Competent and dedicated supporting team that can be reached for real time feedback with a minimum of five (5) years relevant experience in the area of focus.
- Evidence of previously developed forward looking tourism strategies with scenario-based analytical work in the recent past;
- Demonstrated experience in developing tourism-related policies and strategies, backed up with experiences in conducting sectoral studies
- Strong analytical skills and demonstrated experience in economic, social and environmental analysis related to tourism. Experience in development of Tourism Satellite Account and in matters will be an added advantage relating to economic, social and environmental analyses;
- Thorough knowledge of Botswana or Regional's national development and sectoral policy frameworks;
- Sound understanding of Botswana's political, economic, environmental and social conditions;

- Ability to deliver strategic, high-quality documents within tight and set deadlines;
- Strong planning, coordination and facilitation skills, backed up with excellent presentation and communication; including organising and facilitating interviews, workshops and focus group sessions; and
- Excellent command of written and spoken English is required,
- Ability to bring together different technical and political needs, as well as different stakeholders' perspective and present practical solutions.

6.2 Competencies of the Consultancy

- Programme and project management experience is essential
- Creative and analytical thinking skills
- Strong report writing skills and ability to synthesize complex information for high level government use;
- Demonstrated high level communication skills and the ability to effectively communicate complex information in a clear and concise manner;
- Ability to work effectively with diverse team of people.
- Strong interpersonal and leadership skills.
- Exceptional oral and written communication skills in English language
- Ability to deliver products in high quality under tight deadlines, and to multi-task as needed.

7. PROJECT MANAGEMENT AND ACCOUNTABILITY

- i. Vision 2036 in partnership with Department of Tourism (DOT) and Botswana Tourism Organisation (BTO) will assist with coordination of data collection and will provide oversight and overall quality assurances in the process.
- ii. The overall responsibility of supervising the production of the Impact Assessment Report is entrusted with the CEO-Vision 2036 in partnership with PS-Ministry of Environment, Natural Resources Conservation and Tourism.
- iii. However, the daily functional responsibility of the project shall be with the Director-Monitoring and Evaluation, Vision 2036.
- iv. A Technical Working Group will be established to oversee overall process. The deliverables will be considered and endorsed by this

Working Group based on the defined and agreed performance standards for delivery.

- v. In order to ensure that this project satisfies the needs of the various stakeholders a Reference Group will be put in place to guide execution

8. APPLICATION FOR CONSULTANCY

Any interested and qualified Consultancy Firm are invited to submit a proposal outlining the i) approaches s/he seeks to deliver the products specified in the Terms of Reference, including the timeline estimated for completion and ii) a financial estimate for completing the consultancy including the consultancy fees.

Partnership with an International Consultant(s) is encouraged.

9. DURATION OF THE CONSULTANCY AND WORKING PLACE

The duration of the consultancy is estimated to be four (4) months. An office space for the consultancy will be arranged.

APPENDIX II



FORM FOR EXPRESSION OF INTEREST

I/We the undersigned hereby undertake to provide a quotation to provide Vision 2036 Coordinating Agency for service provision to: ***Conduct of a study on the impact of COVID-19 in the Tourism Sector in Botswana*** in accordance with the invitation to quote document and accept the terms and conditions expressed and implied therein.

I/we undertake to provide the service with all due care and diligence to meet the requirements of the specifications given in the invitation document at the total cost quoted in our financial proposal. Until a formal contract is prepared and executed, the request for quotation, our proposal together with the written acceptance thereof and the notification of award, shall constitute a binding contract between yourselves and us.

All prices will be Inclusive of all costs associated with the delivery of the service.

I/We confirm that our proposal is valid for 90 days after the date of tender submission.

Signed..... (Signature)

..... (Name)

This, the Day of 2021.

Company stamp.....