



International
Labour
Organization

DWT/CO–Pretoria: ILO DWT for Eastern and Southern Africa and Country Office for South Africa, Botswana, Lesotho and Eswatini

Editing, formatting and finalizing the draft National Youth Employment Strategy for Botswana

Request for Proposals (RFP):

The ILO DWT/CO in Pretoria requests interested service providers (**entity or company**) to submit a **technical and financial proposal** to undertake the above assignment.

Deadline: 16 March 2026 at 23:59 South Standard Time and proposals should be sent to the following email: lpc_pry@ilo.org

Eligible: Registered entities or companies.

Candidates should include in their submission:

- Updated Company and/or institutional profile.

The ILO DWT/CO Pretoria is seeking proposals from suitable **service providers**, who must be **registered entities or companies** to edit, format and finalize the draft National Youth Employment Strategy for Botswana.

1.0 BACKGROUND AND INTRODUCTION

Botswana has been experiencing a persistent and growing youth unemployment challenge which is demonstrated by a youth unemployment rate of about 45%, with the situation being much worse for woman as the rate is over 51%. This has persisted in spite of some of the measures that have been taken to address the issue. For instance, over the years, Government of Botswana has been implementing various strategies, policies, programmes and initiatives to address the unemployment challenge including Citizen Economic Empowerment Policy, Youth Development Fund, Poverty Eradication Programme, and the recently launched Chema Chema Fund, just to mention a few. As part of the measures, the government has developed the National Employment Policy (2021) as well as the draft National Youth Policy.

The Government of Botswana estimates that the youth population stands at 824,296 with the youth labour force being 509,683. Out of this number, 342,809 (representing 38% of the youth labour force are not in training, employment or education (NEET).

In August 2024, the AU Ministers responsible for labour and social affairs adopted the Youth Employment Strategy for Africa that was developed with support from ILO. The strategy acknowledges that the lack of decent and productive jobs remains the biggest challenge within

the employment labour market sectors in many African countries. Thus, the strategy calls upon Africa government, social partners and other stakeholders to invest in and promote the creation of decent jobs for youth. The vision of the strategy is to ensure that all youth are empowered to transform their lives and communities through productive and decent employment for a sustainable and inclusive future in Africa.

The strategy has 5 pillars around which specific interventions can be building as follows:

- (a) Structural transformation and sectoral approach to create more and better jobs
- (b) Economic integration: investment, trade and labour migration for enhanced access to decent work
- (c) Promoting just transitions to inclusive, green and digital economies to harness new job opportunities
- (d) Promoting active labour market policies and programmes for young people, and
- (e) Expanding skills development and youth economic empowerment

The cross cutting these include advocacy and partners, resource mobilization and financing, and research, and knowledge management on what works for youth employment

Following a request received from the Ministry of Youth and Gender Affairs in March 2025, the Government of Botswana with technical support from ILO has been developing the Botswana National Youth Employment Strategy. The strategy is designed to respond to acute labour market challenges besetting the country especially among the youth, women and other vulnerable groups. The development process involved coordination of multi-stakeholder consultative co-creation workshops aimed to developing the building blocks for the country strategy. The draft strategy, developed based on the YES Africa, was taken through stakeholder consultation meetings in Gaborone and Francistown towards the end of 2025.

As part of the process to finalizing the draft strategy, the Government of Botswana has requested for ILO technical support to engage a consultant to edit, format and align the draft strategy to other national frameworks, plans and strategy. The YES is expected to be critical instrument towards strengthening sectoral coordination towards the creation of decent work for the youth and operationalising the National Youth Policy, Botswana Economic Transformation Programme, National Development Plan 12 and the National Employment Policy as it translates obligations into practical, scalable and measurable actions and interventions for youth across all sectors of the economy.

EXPECTED OUTCOME

The inputs will result in the production of the final Youth Employment Strategy that will drive the implementation of the National Youth Policy and it will be used as the main outline for interventions that facilitate youth job creation and skilling whilst also aligning to key government frameworks particularly the Presidential Youth Empowerment Campaign, National Employment Policy Botswana Economic Transformation Programme and the National Development Plan 12.

2.0 TERMS OF REFERENCE:

The Service Provider will perform the following tasks:

- Revising, editing and formatting the draft youth employment strategy.
- Presenting the revised strategy at the final technical working group meeting and incorporating the final inputs for improved feasibility and alignment with other national frameworks, policies and strategies.
- Presenting the finalized strategy to the Ministry of Youth and Gender Affairs management.

2.1 Desired qualifications for the Service Provider

The service provider should provide a lead person with an advanced university degree and possess expertise in Development Studies, Economics or Business with previous experience in developing national frameworks, policies and strategies in the general area of employment and labour in line with Government of Botswana guidelines.

3.0 DELIVERABLES OF THE SERVICE PROVIDER

The service provider is expected to deliver the following deliverables at various stages of undertaking this assignment.

1. A revised and formatted revised national youth employment strategy.
2. A PowerPoint presentation of the strategy prepared for the technical working group meeting and the Ministry senior management.
3. A final draft of the national youth employment strategy.

4.0 IMPLEMENTATION TIMEFRAME AND ASSIGNMENT COST

The assignment will start on 1 April 2026 and end on 30 April 2026. However, the consultant will be engaged for 7 working days only.

The professional fees and details of remuneration is as follows:

Particulars	No. of days	Rate per day (US\$)
Consultant (service provider)	7	
Total (US\$)	7	

4.1 Schedule of Payment

Payment shall be made against deliverables in three instalments following the suggested schedule as below:

- a) One single payment at the end of the assignment upon submission of the revised final draft of the National Youth Employment Strategy for Botswana.

5.0 CONTRACT MANAGEMENT

The contract for the finalization of the national youth employment strategy for Botswana will be implemented under the overall supervision of the ILO Senior Employment Specialist, DWT/CO Pretoria.

6.0 PROFILE OF THE SERVICE PROVIDER

- Postgraduate degree in Economics, Public Policy, Development Studies or Social Science for the Lead staff
- At least 5 years proven experience in design and of national policy documents and national strategies on employment in line with Government of Botswana guidelines.
- Familiarity with national development frameworks, sectoral policies and employment policy frameworks.
- Strong background in stakeholder engagement and intersectoral coordination.

Languages

- Excellent command of English (spoken and written).

6.1 Submission of Your Offer

The ILO invites **Service Providers** to express their intentions to undertake the assignment by submitting a proposal. The submission should include a technical proposal detailing their understanding and proposed approach for undertaking the assignment, and a financial proposal with a detailed breakdown of the professional fee. The offer may be submitted via email to the following Email Address: lpc_pry@ilo.org

6.2 Required Documentation

To be eligible for consideration, the submission must include:

(i) Technical proposal:

- Maximum 3 pages, summarizing proposed approach and work plan.
- Summarized updated profile of the service provider, with evidence of similar work done, and at least three references (Max 5 pages).

(ii) Financial proposal:

- Maximum 1 page, with a budget breakdown of daily professional fees.

6.3 Proposal Evaluation Criteria

The evaluation of the proposals submitted will be based on the criteria that include relevant expertise, evidence of similar work, and qualifications of the Lead Person from the service provider.

The technical proposal has a weight of 70 percentage points, and qualifying candidates should meet score at least 55.

The financial proposal has a weight of 30 percentage points.

6.4 Clarifications

Bidders requiring any clarifications on technical, commercial, or legal aspects of the RFQ documents may submit their queries to the email address: lpc_pry@ilo.org.

6.5 Registration as an ILO Supplier

Please Note: - The ILO only contracts individuals or companies in its Suppliers Database. Interested individual bidders should submit at their earliest convenience a duly filled ILO Supplier forms. Click on this: <https://www.ilo.org/media/104516/download> to access the supplier's forms. Once completed, filled in and signed suppliers' forms should be submitted to maminze@ilo.org

The proposals must reach the ILO no later than **23:59 hrs midnight (SAST) on 16th March 2026** and should be sent to the email address: lpc_pry@ilo.org with the subject line: **National Youth Employment Strategy for Botswana.**

7.0 Terms and Conditions Applicable to ILO Contracts

Terms and conditions application to ILO Contracts are available at:

https://www.ilo.org/sites/default/files/wcmsp5/groups/public/@ed_mas/@inter/documents/legaldocument/wcms_768752.pdf

8.0 SUGGESTED REFERENCE DOCUMENTS

- i. National Development Plan 12
- ii. National Employment Policy
- iii. NEP Implementation Plan
- iv. Botswana Economic Transformation Programme
- v. Botswana National Youth Policy
- vi. Presidential Youth Empowerment Campaign
- Etc...