

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE (ICPN)



National Consultant for Conflict Prevention/Peacebuilding Analyst

Date: 09 April 2018

Procurement Notice No: IC/TZA/2018/UNDP-008

Project Title: National Consultant for Conflict Prevention/Peacebuilding Analyst

Duty Station: Home based with travel to Dar es Salaam and Kigoma

Period of assignment/services: 6 weeks

Eligibility: Qualified and Experienced Consultants are invited to submit their proposals

Purpose of the assignment:

This project evaluation will be conducted in fulfilment of UNDP regulations and rules guiding project evaluations. The evaluation shall inquire into the relevance, efficiency, effectiveness, impact, and sustainability of the programme and further consolidate lessons learned and best practices derived from the implementation. The evaluation shall be carried out in accordance with UNDP programme evaluation principles, norms, and standards. The National Consultants shall work under the Community Dialogue Specialist in carrying out the assignment. The consultant will conduct a desk review, undertake consultations with relevant stakeholders and hold a workshop with relevant stakeholders to validate the conflict analysis.

Separate technical and financial proposals detailing understanding of the TOR, methodology and work plan should be submitted through; icprocurement.tz@undp.org not later than Friday, 20 April 2018 at 01:30 PM (EAT).

IMPORTANT NOTE:

The reference of the IC Procurement Notice No. IC/TZA/2018/008 should be indicated on all correspondences.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail address: tenders.tz@undp.org. UNDP Tanzania will respond in writing or by standard electronic mail to the requestor and share the answer with all invited offerors without identifying the source of inquiry. Please Quote in all inquiries.

1. BACKGROUND

The cross-border areas between Burundi and Tanzania constitutes a source of instability in the Great Lakes region due to the detrimental effects of forced displacement. The heightened dangers result from the continued situation of instability in Burundi and deteriorating situation in and around the overcrowded refugee camps in Tanzania. Therefore, this project aims to promote concrete cross-border, human rights-based and multi-agency approaches to peacebuilding in line with Pillar 3 (mobility) and Pillar 6 (justice and conflict prevention) of the Great Lake Regional Strategic Framework in addressing the adverse effects of displacement on peacebuilding in cross-border areas between Burundi and Tanzania. The project is being implemented by three agencies – UNDP, UNHCR and IOM in Burundi and Tanzania. UNDP Tanzania is focusing on Output 3.2 Community-based conflict resolutions mechanisms are developed and strengthened in host communities and transit sites.

Purpose of the assignment

A national consultant with experience in conflict prevention and peace-building is required to undertake a conflict analysis using the UN Conflict and Development Analysis (CDA) toolkit, which will include a stakeholder analysis. The second part of the assignment will focus on a gap analysis including mapping of CSO/CBO capacities in conflict prevention and peacebuilding in Kibondo and Kakonko Districts in Kigoma Region.

2. DUTIES AND RESPONSIBILITIES

For detailed information on the tasks to be performed and expected deliverables, please refer to the Terms of Reference (TOR) attached.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS:

The evaluation will be conducted by a national evaluation expert. He/she will be responsible for the evaluation process implementation and the deliverables.

- Master's degree in a relevant field (e.g. Peace and Conflict Studies, International Relations, Political Sciences, etc.)
- At least 5 years of progressively responsible experience in development including experience in conflict prevention/peacebuilding policy development, programming/advocacy.
- Knowledge of conflict analysis tools and methodologies.
- Proven skills in designing and drafting conflict analysis reports.
- Demonstrated understanding of the gender aspects of peace and conflict through programming or research

Other desirable experience and skills

- Good knowledge and understanding of the UN, its values, priority goals and systems and procedures will be a definite asset.
- Good communication, facilitation and presentation skills
- Excellent interpersonal skills and ability to operate and deliver in a complex and multicultural environment.

Language requirements

- Fluent in spoken and written English and Swahili,

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

(a) Technical (70 points - pass mark is 49 points)

Proposed format for submission of Technical Proposal

Explain why you consider yourself a suitable candidate for the work specified in the ToR
Click here to enter text
Provide a brief methodology on how you will approach and conduct the work (including evaluation matrix, see template in Annex II)
Click here to enter text
Personal P11 and CV including at least 2 references
Click here to enter text
Availability, please indicate any limitations in availability or other time constraints
Click here to enter text
1-2 sample reports
Click here to enter text

(b) Financial proposal (prepared in accordance with the instructions indicated below)

5. Financial Proposal (30 points)

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 (For detailed payment schedule, please refer to the TOR attached). 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.

Proposed format for submission of Financial Proposal:

S/N°	Item/Description	Amount (TZS)
1.	Professional Fee (number of working day x Daily Rate)	
2.	Other expenses (please specify if any)	

* No DSA at duty station

* Financial Proposal MUST be in TZS

6. EVALUATION METHOD

a) Having received the highest score out of the pre-determined set of weighted technical and financial criteria specific to the solicitation:

* Technical Criteria weight: 70%

* Financial Criteria weight (based only on the professional fees): 30%

Only candidates obtaining a minimum of 49% points in the technical evaluation will be considered for the Financial Evaluation.

Criteria	Weight
Technical Proposal	70
Experience in development including experience in conflict prevention/peacebuilding policy development, programming/advocacy	25
Knowledge of conflict analysis tools and methodologies and proven skills in designing and drafting conflict analysis reports.	20
Demonstrated understanding of the gender aspects of peace and conflict through programming or research	10
Proposed methodology	15
Financial Proposal	30
Total Score	100

ANNEX 1 - TERMS OF REFERENCE (TOR)

ANNEX 3 - INDIVIDUAL CONSULTANTS GENERAL TERMS AND CONDITIONS



Jeremiah Mallongo
Operations Manager

