**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE** 

**NATIONAL CONSULTANT** Date: 17 May 2018

National Individual Consultancy for M&E Expert to provide consultancy services for the development of a Global Environment Facility-funded, UNDP-supported project aimed at protection of forests and Coastal habitats on Zanzibar

**Procurement Notice No.**: IC/TZA/2018/UNDP-014

**Duty Station**: Home-based with travel to DSM & Zanzibar (Project sites), Tanzania

**Eligibility:**  National Consultants are eligible to apply. (**Women are Highly encouraged to apply**)

**Description of the assignment**: M&E Expert to provide consultancy services for the development of a Global Environment Facility-funded, UNDP-supported project aimed at protection of forests and Coastal habitats on Zanzibar

**Project name:** Safeguarding Zanzibar’s Forest and Coastal Habitats for Multiple Benefits

**Period of assignment/services**: 25 Working days spread over the period from June to December 2018

**Separate technical and financial proposals** detailing understanding of the TOR, Assignment methodology and work plan should be submitted through; [icprocurement.tz@undp.org](mailto:icprocurement.tz@undp.org)**no later than Thursday 31 May 2018 at 13:00 hrs (local time).** PLEASE DO NOT APPLY VIA THE UNDP JOBS WEBSITE.

**IMPORTANT NOTE:**

The reference of the IC Procurement Notice No. **IC/TZA/2018/UNDP-014** (National Individual Consultancy for M&E Expert to provide consultancy services for the development of a Global Environment Facility-funded, UNDP-supported project aimed at protection of forests and Coastal habitats on Zanzibar) should be indicated on all correspondences.

Any request for clarification must be sent in writing, or by standard electronic communication to the email address: [tenders.tz@undp.org](mailto: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/Ref/: **IC/TZA/2018/UNDP-014** (National Individual Consultancy for M&E Expert to provide consultancy services for the development of a Global Environment Facility-funded, UNDP-supported project aimed at protection of forests and Coastal habitats on Zanzibar) in all inquiries.

1. **BACKGROUND**

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| The United Nations Development Programme (UNDP) Tanzania in collaboration with the Ministry of Agriculture, Natural Resources, Livestock & Fisheries (MANRLF) in Zanzibar are in the process of formulating a full-sized UNDP/GEF project on Safeguarding Zanzibar’s Forest and Coastal Habitats for Multiple Benefits.    The project will take a landscape approach with the aim to safeguard Zanzibar’s forest habitats for multiple benefits by facilitating an integrated policy and planning process across sectors and institutions (including biodiversity, land management, climate change mitigation) that ensures improved effectiveness of the network of PAs leading to sustainable protection of vulnerable ecosystems, especially mangroves, native forests and other habitats of global significance. The resulting framework should be robust enough to promote effective biodiversity and ecosystem management that supports Zanzibar’s national development, with implementation capacity in place.    Following the approval of the PIF by the GEF Secretariat in December 2017, UNDP received a Project Preparation Grant (PPG) to develop a full project document. In this context, UNDP is seeking the services of a national M&E Expert. The M&E Expert shall work closely with the Deputy Team Leader under the direction of the Team Leader, as well as with the other members of the project formulation team.    The team will be comprised of 5 consultants including an International NRM Expert who will function as the overall Team Leader, and four national consultants working together to collect and analyse required background information and prepare the full UNDP/GEF project document (ProDoc) while ensuring timely completion of the assignment. The national consultant team will include a **I)** **Policy & Institutional Capacity Expert**, who will also act as the Deputy Team Leader, **2) Biodiversity Expert**, **3)** **Socio-Economic Development Expert** (whose TOR will also include tasks relevant to stakeholder engagement and gender mainstreaming);and **4)** an **M&E Expert**.    All consultants are recruited separately. The overall project formulation guidelines, TORs detailing expected deliverables for each individual team member, and the concept note/Project Identification Form (PIF) will be provided electronically at the start of the assignment. |

1. **DUTIES AND RESPONSIBILITIES**

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

1. **REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS:**

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| a) Academic Qualifications:  • Master’s degree or higher in a relevant field, such as such as natural resource management.  b) Experience   * Minimum 10 years of demonstrable experience in the technical area of project and programme management/design/evaluation; * Excellent writing and communication skills.     c) Language  • Fluency in written and spoken English and Kiswahili.  d) Functional Competencies   * Demonstrated ability to plan, organize logically, effectively implement and meet set deadlines * Good interpersonal and communication skills, including a demonstrated ability to set out a coherent argument in presentations and group interactions * Conceptual and strategic analytical capacity coupled with good writing skills * Ability to work in teams, as well as in complex environments * Proven experience in participatory processes and in facilitating dialogue between Government, Development partners, private sector and civil society • Understanding of GEF functioning and procedures   e) Compliance with UN Core Values   * Demonstrates integrity by modelling the UN’s values and ethical standards. * Promotes the vision, mission, and strategic goals of UNDP. * Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability. Treats all people fairly without favouritism |

1. **HOW TO APPLY: DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:**

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| Interested Individual Consultants must submit the following documents/information to demonstrate their qualifications:  I. Technical proposal comprising of the following:   1. Letter of Confirmation of Interest and Availability using the template provided by UNDP. 2. Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and three (3) professional references. 3. Brief description (max. ½ page) of why you consider yourself as the most suitable for the assignment, and a methodology (max. 1 page) for how you will approach and complete the assignment.   II. Financial Proposal: that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided below. |

1. **FINANCIAL PROPOSAL**

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| 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 instalments 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.**  **Travel:**  In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expense should be agreed upon, between the respective Business Unit and individual Consultant, prior to travel and will be reimbursed. |

**Proposed format for submission of Financial Proposal:**

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| **S/N°** | **Item/Description** | **Amount (TZS)** |
| 1. | Professional Fee (number of working days x Daily Rate) |  |
| 2 | Other costs (specify) |  |

Please note that no DSA will be paid at Duty Station

Notes:

1. The information in the breakdown of the offered lump sum amount provided by the Offeror will be used as the basis for determining best value for money, and as reference for any amendments of the contract.
2. The agreed contract amount will remain fixed regardless of any factors causing an increase in the cost of any of the components in the breakdown that are not directly attributable to UNDP.
3. Approved local travel related to this assignment will be arranged & paid by UNDP Tanzania.
4. The Contractor is responsible for arranging and meeting the cost of their vaccinations and medical/life insurance.

**EVALUATION METHOD**

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| Individual Consultants will be evaluated based on the following methodology:  **Cumulative Analysis:**  The contract will therefore be awarded to the Individual Consultant whose offer has been evaluated and determined as both:  a) Responsive/compliant/acceptable, and  b) 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 | Points |
| Technical Proposal | 70 |
| * Master’s degree or higher in a relevant field, such as natural sciences or biodiversity conservation. | 20  20 |
| * Minimum 10 years of demonstrable experience in the technical area of PA management, planning and managing biodiversity conservation projects and programmes in the country; including experience in Monitoring and Evaluation | 10 |
| * Understanding of GEF functioning and procedures. | 10 |
| * Excellent technical writing and communication skills. | 10 |
| * Proposed methodology. | 20 |
| **Financial Proposal- Must be prepared in accordance with the instructions indicated in Section 5 above** | 30 |

**ANNEX 1 - TERMS OF REFERENCE (TOR)**

**ANNEX 2 - INDIVIDUAL CONSULTANT’S GENERAL TERMS AND CONDITIONS**

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**Dancilla Mukarubayiza**

Deputy Country DirectorOperations