



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE (ICPN)

***Individual Consultancy – Drivers for UNDP Roster
National Consultant***

Date: 25 February 2019

Procurement Notice No.: IC/TZA/2019/003

Duty Station: Dar es Salaam

Eligibility: Qualified and Experienced National Consultants are invited to submit their proposals “Female candidates are encouraged to apply”

Period of assignment/services: Maximum of 3 Months in a year

Description of the assignment: The Driver provides reliable safe driving services to UNDP staff and other high-ranking UN officials and visitors ensuring highest standards of discretion and integrity, sense of responsibility, excellent knowledge of protocol and security issues

Description of Responsibilities (scope of the work)

The following are the expected outputs for this evaluation.

- Provision of reliable and secure driving services
- Day-to-day maintenance of the assigned vehicle
- Implementation of operational strategies
- Provision of logistical support.

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 **Monday, 25th March 2019 at 12:00 Noon (Local Time)**

IMPORTANT NOTE:

The reference of the IC Procurement Notice No. **IC/TZA/2019/003 (Individual Consultancy- Drivers for UNDP Roster)** should be indicated in 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/Ref/: **IC/TZA/2019/003 (Individual Consultancy- Drivers for UNDP Roster)** in all inquiries.

1. BACKGROUND

Under the guidance and supervision of the Administrative Assistant-Transport, the Driver provides reliable safe driving services to UNDP staff and other high-ranking UN officials and visitors ensuring highest standards of discretion and integrity, sense of responsibility, excellent knowledge of protocol and security issues. The Driver also demonstrates a client-oriented approach, courtesy, tact and ability to work with people of different national and cultural backgrounds.

1. DUTIES AND RESPONSIBILITIES

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

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Education:

- Secondary Education.
- Driving License class D and E

II. Experience:

- At least 3 years' work experience as a professional driver; safe driving record; knowledge of driving rules and regulations and skills in minor vehicle repair. Experience in basic administration work is an advantage

III. Language requirements:

- Fluency in English and Swahili

3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested Individual Consultants must submit the following documents/information to demonstrate their qualifications:

I. Technical (70 points - pass mark is 49 points):

i. Proposal

- Explaining why they are suited to the work (maximum ½ page)
- Providing a brief description of the proposed work plan and methodology (max. 1 page)

ii. Personal CV or P11

- Must include past experience in similar assignments and at least 3 references with valid contact details (Please clearly indicate names, valid telephone numbers and e-mail addresses of referees).

II. Financial proposal (prepared in accordance with the instructions indicated in Section 4 below).

4. 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.**

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:

S/N ^o	Item/Description	Amount (TZS)
1.	Professional Fee (State applicable Daily Rate)	

5. EVALUATION METHOD

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	Weight
Technical Proposal	70
• Secondary Education.	10
• Experience - At least three years of experience as professional driver and driving License class D and E	15
• Safe driving record	15
• Knowledge of driving rules, protocol and VIP driving etiquette	15
• Demonstrable knowledge of multitasking and decision making	5
• Demonstrable knowledge and use (best practices) of digital world and data	5
• Security awareness	5
Financial Proposal - Must be prepared in accordance with the instructions indicated in Section 4 above	30

ANNEX 1 - TERMS OF REFERENCE (TOR)

ANNEX 2 - INDIVIDUAL CONSULTANTS GENERAL TERMS AND CONDITIONS



Jeremiah Mallongo
Officer in Charge Operations