



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE (ICPN)

Consultants for the mid-term evaluation of the Legislative Support Project
International Consultant

Date: 18 June 2019

Procurement Notice No.: IC/TZA/2019/006

Duty Station: Dodoma

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

Period of assignment/services: 22 working days over a period of 8 weeks starting June 2019

Description of the assignment:

- Assess performance in relation to the original work programme as stated in the project document and assess to what extent that has evolved in view of demand from the beneficiaries and environment;
- Assess the relevance of the project with regards to consistency, ownership, quality of the technical assistance, and complementarity of the project with other initiatives

Description of Responsibilities (scope of the work)

The following are the expected outputs for this evaluation.

- Conduct a comprehensive desk review of the project documentation after an initial briefing by the LSP team
- Carry out interviews with UNDP and UN Women management and relevant staff, donors, beneficiaries and other relevant organizations
- Develop and present the first draft Mid-term Evaluation Report with concrete findings and recommendations

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 Tuesday, 02nd July 2019 at 12:00 Noon (Local Time)

IMPORTANT NOTE:

The reference of the IC Procurement Notice No. IC/TZA/2019/006 (*Individual Consultancy – International Consultant for the mid-term evaluation of the Legislative Support Project*) 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/2019/006 (*Individual Consultancy- International Consultant for the mid-term evaluation of the Legislative Support Project*) in all inquiries.

1. BACKGROUND

The goal of the second phase of UNDP's Legislative Support Project (LSP II) is to build the capacity of the National Assembly of Tanzania to be an effective institution for the passing of quality legislation, approval of the annual national budget in a comprehensive manner, monitoring of the activities and expenditures of the Government of Tanzania, and to do all these things based on the inputs of all the citizens of Tanzania. The project also seeks to ensure that in undertaking the above, the National Assembly does so in an inclusive, participatory and collaborative manner through establishing tools and mechanisms for the engagement of civil society, professional associations and the public. Further, the project seeks to ensure the mainstreaming of gender in the functions and structures of the National Assembly, and the empowerment of women parliamentarians. The LSP II commenced in January 2017 and is financed by the embassies of Denmark, Ireland, United Kingdom (DFID), and Sweden, and UNDP Tanzania. The project is expected to run until December 2021 and has a projected budget of US\$12,765,600. It is implemented directly by the National Assembly under the National Implementation Modality (NIM), with the technical support of UNDP.

Specifically, the LSP II project seeks to achieve the following:

- Output 1: Increase the capacity of National Assembly to effectively scrutinise legislation and its implementation and to monitor government performance in a participatory manner
- Output 2: More effective parliamentary scrutiny of government budget and expenditure, including monitoring of the Sustainable Development Goals (SDGs)
- Output 3: Enhance the capacity of the National Assembly to engage citizens and represent their interests in the work of the parliament
- Output 4: The National Assembly is more effectively engaged in strategic leadership, transparency and external engagement
- Output 5: Gender is mainstreamed in all functions of the National Assembly

The LSP II was designed in response to the priorities outlined in the Country Programme Document for United Republic of Tanzania (2016-2021), the United Nations Development Assistance Plan for Tanzania II 2016-2021 (UNDAP II) and the National Five-Year Development Plan 2016/2017-2020/2021. The project contributes to the achievement of Outcome 2 of the Country Programme Document: Citizen expectations for voice, development, the rule of law and accountability are met by stronger systems of democratic governance.

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:

- At least a master's degree in Law, Political Science, Development Studies or other Social Sciences

II. Experience:

- Minimum 10 years work experience in or with parliamentary and inter-parliamentary institutions as a researcher, member of Parliament or senior government or parliamentary official
- Minimum 5 years' experience in evaluating parliamentary strengthening and other capacity building programmes involving governmental and inter-governmental institutions
- Experience in designing, developing and implementing monitoring and evaluation frameworks
- Demonstrable track record of producing high quality and analytical reports and publications
- Experience in conducting evaluations for UN agencies, particularly UNDP, is desirable.

III. Language requirements:

- Excellent written and oral communication skills in English (required)
- Working knowledge of Kiswahili (desirable)

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

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:

- Responsive/compliant/acceptable, and
- 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%

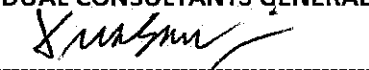
* Financial Criteria weight (*based only on the professional fees*): 30%

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

Criteria	Weight
Technical Proposal	70
Extensive practical experience in or with parliamentary and inter-parliamentary institutions as a researcher, member of Parliament or senior government or parliamentary official.	30
Sound track records in managing successful impact evaluations preferably within the technical area of the TOR (projects related to parliamentary processes, legislative support or other relevant governance areas)	25
The technical proposal should demonstrate a sound understanding of the TORs and must adequately describe the mentioned approach, methodology and timeline of the assignment.	15
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
Operations Manager