



**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

**INTERNATIONAL CONSULTANT**

**BRIDGE Train-the Trainer Facilitators**

**Date: 17 MARCH 2014**

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**Procurement Notice No.:** IC/TZA/2014/UNDP- 009

**Duty Station:** Dar-Es-Salaam

**Eligibility:** International Consultants are eligible to apply.

**Description of the assignment:** Two international, accredited BRIDGE Facilitators are required to deliver a two-week Train-the-Trainer Facilitation (TtF) for 20 EMB staff in preparation for the 2014 referendum and the 2015 elections. This training will aim at preparing 20 EMB staff members to become BRIDGE accredited trainers to undertake in-house capacity building for the two EMBs through BRIDGE modular trainings and other related capacity development initiatives.

**Project name:** Democratic Empowerment Project.

**Period of assignment/services:** 18 working days

**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) not later than Friday 28 March 2014 at 11:00 hrs (local time):

**IMPORTANT NOTE:**

The reference of the IC Procurement Notice No. IC/TZA/2014/UNDP-009 (BRIDGE Train-the-Trainer Facilitators) 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](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/2014/UNDP-009 (BRIDGE Train-the-Trainer Facilitators) in all inquiries.

## 1. BACKGROUND

Tanzania has held four credible general elections since the reintroduction of multi-party politics in 1992. Citizens and the government are eager to maintain this track record and to further strengthen democratic practice in Tanzania.

Looking to the 2015 general elections, government has undertaken early and comprehensive preparations for the electoral processes. Tanzania will likely conduct a first national referendum on a new constitution in 2014 before conducting the next general elections a year later. In preparing for these important events, the National Electoral Commission of Tanzania (NEC), the Zanzibar Electoral Commission (ZEC) and other electoral stakeholders have requested the support of UNDP to provide technical and material support to these national efforts. Since receipt of official requests from the two EMBs of Tanzania for UN assistance to the election cycle leading to the 2015 general elections, a UN Needs Assessment Mission recommended the development of an electoral support project under the auspices of UNDP and supported by international development partners through a Basket Fund modality. The project under the name *Democratic Empowerment Project (DEP)* will be implemented over four year (2013-2016) with the overall aim of contributing to Tanzania's UNDP's Outcome 7: i.e. *"key institutions of democracy, (i.e. EMBs, etc.) effectively implement their election and political functions"*. UN Women and UNESCO are the other project implementing partners in a One UN Country Team context.

In an effort to strengthen the institutional capacity of the two Electoral Management Bodies of Tanzania, i.e. NEC and ZEC, DEP wishes to recruit two (2) international consultants to undertake a two-week BRIDGE Train-the-Trainer Facilitation (TtF) for 20 EMB staff (from both NEC and ZEC) in preparation for the 2014 referendum and the 2015 elections.

## 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:

#### I. Academic Qualifications:

University degree in a relevant field, such as public administration, law, sociology, political science or education

#### II. Years of Experience:

- At least 10 years of relevant work experience in the area of elections administration and training;
- Expert knowledge and skills in developing training material for BRIDGE TtF;
- Demonstrated mentoring experience;
- Experience in election administration, election support and/or observation in Sub-Saharan Africa desirable;
- Sound knowledge in the area of democratic governance.

### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

**NOTE: Technical and Financial Proposals must be submitted separately. The two must NOT be combined.**

#### i. TECHNICAL PROPOSAL

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

- (i) Explanation on why they are the most suitable for the work.
- (ii) Provide a brief methodology on how they will approach and conduct the work.

1. **Personal CV** including past experience in similar projects 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

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.



## 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: 30%

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

Criteria	Weight	Max. Point
<b><u>Technical :</u></b>	<b><u>70%</u></b>	<b><u>70</u></b>
<ul style="list-style-type: none"><li>• Candidates profile and the extent of work performed in similar field, At least 10 years of relevant work experience in the area of elections administration and training or other area relevant to the assignment.</li></ul>	20	20
<ul style="list-style-type: none"><li>• Consultant's proposed methodology in undertaking the assignment<ul style="list-style-type: none"><li>○ -Literature Review</li><li>○ -Strategy for Stakeholders consultations</li></ul></li><li>• -synthesis of the information</li></ul>	15	15
<ul style="list-style-type: none"><li>• Proposed work plan and timing for delivery of key milestones.</li></ul>	20	20
<ul style="list-style-type: none"><li>• Clear understanding of the assignment as per TOR</li></ul>	15	15
<b><u>Financial :</u></b>	<b><u>30%</u></b>	<b><u>30</u></b>

ANNEX 1 - TERMS OF REFERENCE (TOR)

ANNEX 2 - INDIVIDUAL CONSULTANTS GENERAL TERMS AND CONDITIONS

  
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Titus Osundina  
Deputy Country Director (O)