



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
CONSULTANT WITH INTERNATIONAL EXPERIENCE
Team Leader for Project Formulation

Date: 24 APRIL 2014

Procurement Notice No.: IC/TZA/2014/UNDP- 013

Duty Station: Home-based with frequent travel to the project sites

Eligibility: **Nationals and Non Tanzanians with International Experience are eligible to apply.**

Description of the assignment: Collection of baseline information, identifying and filling key gaps in information to strengthen the project design.

Project name: Securing Watershed Services through SLM in the Ruvu and Zigi Catchments (Eastern Arc Region).

Period of assignment/services: 45 working days over the period from April to August 2014

Separate technical and financial proposals detailing understanding of the TOR, Assignment methodology and work plan should be submitted through; icprocurement.tz@undp.org not later than **Thursday 8 May 2014 at 13:00 hrs (local time):**

IMPORTANT NOTE:

The reference of the IC Procurement Notice No. **IC/TZA/2014/UNDP-013 (Team Leader for Project Formulation)** 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/Ref/: IC/TZA/2014/UNDP-013 **(Team Leader for Project Formulation)** in all inquiries.

1. BACKGROUND

The Government of Tanzania, with support from United Nations Development Programme (UNDP) has secured a grant from the Global Environmental Facility (GEF) to develop a project to tackle the challenges of land degradation in the country, entitled *"Securing watershed services through SLM in the Ruvu and Zigi catchments (Eastern Arc Region) of Tanzania"* to be implemented between 2014 and 2020. The project concept is described in the Project Identification Form (PIF) annex 1, which outlines the watershed degradation problem, the causes of land degradation and barriers preventing the stakeholders from comprehensively addressing the challenges. It also outlines the goal, objectives, outcomes and outputs expected from the initiative. The project aims to build on the impressive baseline for SLM work in Tanzania to establish the capacity, knowledge and policies required to advance SLM for ecosystems rehabilitation. Working in two landscapes (Ruvu-Wami and Zigi), the project expects to forge partnerships across the government, private sector, academic institutions, farmers, civil society, and use the partnerships to develop and test a knowledge-based model for rehabilitating currently degraded land and reducing further degradation of land and loss of ecosystem services in the Eastern Arc Mountains.

The PPG will be used to gather the detailed information required to finalize the barrier-root-cause analysis for each of the components, clearly identifying the current issues, challenges, opportunities, partnerships and collaboration mechanisms available to the project to achieve the desired results (as outlined in table 1 below). It will also be used to identify relevant project participants and confirm project implementation arrangements, co-finance, targets and indicators (including those for the LD Tracking Tool). As much as possible, all relevant partners will be involved in the PPG process, building on the stakeholder table developed during PIF formulation. This will enable full cost-sharing and meaningful participation during project design. All relevant project partners and co-financers will be involved in the project design phase through one-on-one consultations, working group meetings, and participating in project development workshops. This will ensure full ownership of the project, and build the foundation for sustaining the impacts after the GEF funding.

The project Objective is "Sustainable land and natural resource management alleviates land degradation, maintains ecosystem services and improves livelihoods in the Ruvu and Zigi sub-catchments of the Eastern Arc Mountains of Tanzania". The objective will be achieved via two key components, each with several outcomes. Component 1 is on "Collaborative framework for Water Basin Authorities to effectively coordinate the integration of SLM into the planning and monitoring of land management and leverage national and district baseline investments for SLM, (focusing on Ruvu and Zigi watersheds). Component 2 will aim to Reduce the effects of Land Degradation on Ecosystem Services through Sustainable Land Management:

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:

- At least a Masters' Degree or above in the natural resources management, Social Sciences or relevant area

II. Years of Experience:

- Min. 10 year's work experience; in the practice area of Sustainable Land Management (Land Degradation or Natural resources management).
- Familiarity with UNDP/GEF project implementation modalities.
- Fluency in the English language and excellent oral and written communication skills.

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%

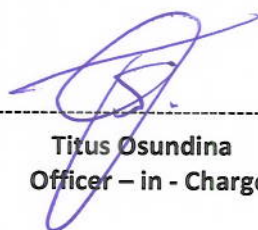
* Financial Criteria weight: 30%

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

Criteria	Weight	Max. Point
<u>Technical :</u>	<u>70%</u>	<u>70</u>
<ul style="list-style-type: none">• Candidates profile and the extent of work performed in similar field, At least 10 years of relevant work experience in the practice area of Sustainable Land Management (Land Degradation or Natural resources management)	20	20
<ul style="list-style-type: none">• Consultant's proposed methodology in undertaking the assignment<ul style="list-style-type: none">○ -Literature Review○ -Strategy for Stakeholders consultations• -synthesis of the information	15	15

• Proposed work plan and timing for delivery of key milestones.	20	20
• Clear understanding of the assignment as per TOR	15	15
Financial :	30%	30

- ANNEX 1 - TERMS OF REFERENCE (TOR)
ANNEX 2 - INDIVIDUAL CONSULTANTS GENERAL TERMS AND CONDITIONS



Titus Osundina
Officer – in - Charge