



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

CONSULTANT WITH NATIONAL EXPERIENCE

Consultant in Facilitation of Scoping Exercise for Tanzanian Livestock and Fisheries Sector

Date: 28 APRIL 2014

Procurement Notice No.: IC/TZA/2014/UNDP- 014

Duty Station: Dar-Es-Salaam

Eligibility: National Consultants are eligible to apply.

Description of the assignment: To facilitate the development of actionable priorities in the livestock and fisheries sector in the spirit of 'Big Results Now!'

Project name: Consultant in facilitation of scoping exercise for Tanzanian livestock and fisheries sector

Period of assignment/services: 60 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 not later than Friday 08 May 2014 at 11:00 hrs (local time):

IMPORTANT NOTE:

The reference of the IC Procurement Notice No. IC/TZA/2014/UNDP-014 (Consultant in facilitation of scoping exercise for Tanzanian livestock and fisheries sector) 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-014 (Consultant in facilitation of scoping exercise for Tanzanian livestock and fisheries sector) in all inquiries.

1. BACKGROUND

Livestock and fisheries production are among the major agricultural activities in Tanzania that is contributing towards achieving development goals of the National Strategy for Growth and Reduction of Poverty (NSGRP). The livestock sector provides livelihood support to a total of 1,745,776 (37%) households out of 4,901,837 agricultural households while fisheries sector employs more than 180,000 full time fishermen and about 4.0 million people earn livelihoods from fisheries sector related activities. However, numerous challenges to sectoral growth exist due to challenges in livestock resources, productivity, support services delivery, animal disease control, veterinary public health, processing and marketing.

In order to strengthen the ability to address such challenges, the Government of the United Republic of Tanzania has resolved to establish a strong and effective system to oversee, monitor, and evaluate implementation of development priorities. This priority setting and performance tracking methodology is termed 'Big Results Now!' (BRN). An initial set of priority BRN agricultural initiatives was identified using a lab-based approach in 2013, during which a group of technical experts identified key challenges and associated interventions in an intensive 8-week problem solving setting. The first wave of priority initiatives targeted crops such as rice and maize, which have critical interdependencies with the livestock sector.

A rigorous scoping process is seen as integral to the BRN methodology. The scoping will involve prioritization of priority areas/sub-sectors, research of key bottlenecks, consultation with key stakeholders and identification of recommended interventions.

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:

- A Master's Degree or higher; a curriculum vitae with educational history should be provided in the bid

II. Years of Experience:

- Demonstrated knowledge of global best practices in the livestock or fisheries sectors
- Exposure to the Tanzanian livestock or fisheries sectors; a curriculum vitae with list of professional experiences should be provided in the bid
- Demonstrated knowledge of and experience in multiple priority setting exercises (including strategy development). Experience participating in these exercises across multiple countries is preferred
- Excellent analytical skills, including experience synthesizing clear, actionable insights from a large volume of documents
- Superior writing and communication skills
Experience facilitating/leading brainstorming exercises is preferred
- Strong analytical 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, knowledge of global best practices in the livestock or fisheries sectors or other area relevant to the assignment.	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
<ul style="list-style-type: none">• Proposed work plan and timing for delivery of key milestones.	20	20
<ul style="list-style-type: none">• Clear understanding of the assignment as per TOR	15	15
<u>Financial :</u>	<u>30%</u>	<u>30</u>

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



Titus Osundina
Deputy Country Director (O)