INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

INTERNATIONAL CONSULTANT

IT Programmers (two positions)

Date: 12 May 2014

Procurement Notice No.: IC/TZA/2014/UNDP- 010

Duty Station: Dar es Salaam, with frequent travel to Zanzibar

Description of the assignment: To provide support to NEC and ZEC to develop a number of IT solutions as part of preparations for the 2014 referendum and the 2015 general elections.

Project name: Democratic Empowerment Project.

Period of assignment/services: 4 months

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 Tuesday 27 May 2014 at 13:00 Hrs (East Africa Local Time):**

IMPORTANT NOTE:

The reference of the IC Procurement Notice No. **IC/TZA/2014/UNDP-009 (IT Programmers - two positions)** 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-010 **(IT Programmers - two positions)** 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 election, government has undertaken early and comprehensive preparations for the electoral processes. Since receipt of official requests for UN assistance to the election cycle leading to the 2015 general election from the National Election Commission (NEC) and Zanzibar Electoral Commission (ZEC), a UN Needs Assessment Mission recommended the development of a project in support of the national efforts.

In addition, in 2014 the United Republic of Tanzania will likely conduct a first national referendum on a new constitution. The EMBs and other stakeholders in preparing for these critical events have requested the assistance of UNDP to provide technical support to the preparation and execution of this referendum.

To these ends, the Democratic Empowerment Project is a four year (2013-2016) UNDP, UN One Fund and other donor-funded project with the overall aim of contributing to Tanzania's UNDAP'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 implementing partners in a One UN Country Team context.

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:**

- Master of Science degree (or higher) in Computer Science, Information Systems, Information Management or related discipline.
- CISCO certified ICT specialist

II. **Years of Experience:**

- A proven track record of 5 years or more post-degree software development experience within a Microsoft Windows .NET environment.
- Applicants with Bachelor degrees (in a relevant discipline, as stated above) and with at least 8 years' experience will also be considered provided they have demonstrable software development experience, and the professional qualifications as required above.

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
Technical :	**70%**	**70**
• Relevant software development knowledge and experience.	20	20
• Evidence of high level technical skills as an expert programmer	20	20
• Experience on similar assignments liaising with public sector clients in developing countries.	10	10
• Proposed methodology	20	20
Financial :	**30%**	**30**

ANNEX 1 - **TERMS OF REFERENCE (TOR)**

ANNEX 2 - **INDIVIDUAL CONSULTANTS GENERAL TERMS AND CONDITIONS**

Titus Osundina
Deputy Country Director (O)