



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
CONSULTANT

Assets Management and Logistics Expert

Date: 30 May 2014

Procurement Notice No.: IC/TZA/2014/UNDP-019

Duty Station: Dar es Salaam

Description of the assignment: To Advise TPF on VHF radio and related equipment reallocation and/or procurement in relation to recently created districts and regions with the aim of providing 100% coverage nationwide. Support procurement by UNDP of the agreed equipment package. Assess current status of implementation of the IRRS. Ensure both JCCCs are correctly linked and utilize correct operational setup. Continued development, installation and use reinforcement of automated assets management systems for TPF, NEC and ZEC. Continued development, installation and use reinforcement of automated assets management systems for NEC and ZEC with primary focus on forthcoming deployment of NEC BVR Kits.

Project name: Democratic Empowerment Project.

Period of assignment/services: 14 weeks

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 10 June 2014 at 13:00 Hrs (East Africa Local Time):**

IMPORTANT NOTE:

The reference of the IC Procurement Notice No. **IC/TZA/2014/UNDP-019 (Assets Management and Logistics Expert)** 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-019; **Assets Management and Logistics Expert** 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 this end, the Democratic Empowerment Project (DEP) is a four year (2013-2016) UNDP, United Nations (UN) One Fund and other donor-funded project with the overall aim of contributing to Tanzania's United Nations Development Assistance Plan'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:

- Bachelor's degree in an ICT-related field, or a Diploma combined with at least 5 years of practical, directly relevant experience in logistics and assets management.

II. Years of Experience:

- Expert understanding of VHF radio equipment: significant (5 years plus) practical experience of assessing, developing and delivering large scale VHF radio systems in a developing country is essential.
- Expert understanding of the development and application of assets management systems, including warehousing, inventory management & reporting, distribution logistics, etc. in less developed countries is essential.
- Experience coordinating modifications to software is desirable.
- Previous experience of working with Electoral Management Bodies and police is desirable.
- The consultant should have good cross-cultural communication and interpersonal skills, and proven ability to work sensitively with local counterparts in government and the police, at national and district levels.

- Work experience in Africa will be an asset.
- A high level of written and spoken English is essential.
- Strong report writing and presentation skills in English desirable.

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">Bachelor's degree in an ICT-related field, or a Diploma combined with at least 5 years of practical, directly relevant experience in logistics and assets management.	10	10
<ul style="list-style-type: none">Expert understanding of VHF radio equipment: significant (5 years plus) practical experience of assessing, developing and delivering large scale VHF radio systems in a developing country.	20	20
<ul style="list-style-type: none">Experience coordinating modifications to software and previous experience of working with Electoral Management Bodies and police.	20	20
<ul style="list-style-type: none">Good cross-cultural communication and interpersonal skills, and proven ability to work sensitively with local counterparts in government and the police, at national and district levels.	20	20
<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)