



UNITED NATIONS DEVELOPMENT PROGRAMME TERMS OF REFERENCE

1. Consultancy Information

Consultancy:	Assets Management and Logistics Expert
Supervisor:	Democratic Empowerment Project (DEP) Project Manager
Duration:	14 weeks
Starting Date:	June 2014
Duty Station:	Dar es Salaam
Located at:	DEP Project Office, Dar es Salaam
Full/part time:	Full time, with intermittent presence at UNDP Country Office

2. Organizational Context

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.

Project Objectives

The project seeks to promote democracy and contribute to the realization of the following four objectives:

1. Capacity of the key democratic institutions enhanced to support and promote legal and institutional reform in the context of the on-going constitutional reform process and beyond.
2. Capacity of the EMBs to conduct credible elections enhanced through strategic, technical and operational support and improved EMB engagement with stakeholders (i.e. political parties, civil society organisations, and the media) to foster a democratic environment.
3. Inclusive participation in elections and politics enhanced through the empowerment of women, youth and people with disabilities (PWDs).
4. National peace infrastructure enhanced to mitigate and prevent election-related conflicts.

Purpose of the assignment

The purpose of the assignment is two-fold. Firstly, with respect to enhancing the national peace infrastructure, UNDP has worked with NEC, ZEC and the Tanzanian Police Force (TPF) since 2010 to develop an Incident Reporting & Response System (IRRS) that enables rapid reporting and response to public order incidents, particularly during and around the time of elections. Joint Command and Communications Centres (JCCCs) were set up in Dar es Salaam and Zanzibar. To help ensure effective and sustainable management of assets provided to TPF (mainly radio communications equipment) UNDP also delivered an automated assets management system and trained TPF officers in its use. Since 2010 the system has operated well, however with the establishment of 19 new districts and 4 new regions in 2011 there is a need to review and support the extension of the IRRS, and make possible improvements to the software.

Secondly, NEC will shortly procure, prepare and deploy a large number of biometric voter registration (BVR) kits in order to update the current voter list in advance of the planned constitutional referendum and general elections in 2015. This presents considerable logistical challenges that cannot be met without a robust automated assets management system, and the capacities to operate it effectively. An international Assets & Logistics Expert is therefore required to:

1. 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.
2. Ascertain the status of the current implementation of the IRRS system. Assess and advise solutions to ensure both JCCCs are correctly linked and operational. Work with technical experts as necessary to modify existing software.
3. Provide continued development, installation and use reinforcement of automated assets management systems for TPF with the primary focus on the TPF Signals Depot and TPF HQs in Dar es Salaam and Zanzibar. Train TPF Assets Officers to use the system.
4. Provide continued development, installation and use reinforcement of automated assets management systems for NEC and ZEC with primary focus on the forthcoming deployment of NEC BVR kits.

3. Scope of work

- a) 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.
 - i. Based on consultations with TPF, develop an overall work plan for upgrading/extension of the IRRS. Work with DEP staff to present this strategy in writing or as presentations as required.
 - ii. Equipment:
 - a) Liaise with TPF to finalize the list of equipment required at regional and district level.
 - b) Liaise with TPF to finalise the technical specifications and quantities of equipment to be procured per region/district location.
 - c) Oversee procurement, receipt and inventory of the equipment.

- d) Oversee the assembly of equipment kits needed for each location, based on the order of priority confirmed by TPF and factors such as actual delivery in country by suppliers.
 - e) Prepare items list and oversee local procurement of antenna mast components and other necessary items to be assembled by TPF maintenance facility staff. Prepare list of tools and equipment requirements and supply same through local procurement action. Oversee construction of antenna masts and other components where required. Oversee assemblage of components into kit form for transport to installation sites.
 - f) Coordinate closely with TPF to organise deployment and installation of the kits to each location.
- b) Assess current status of implementation of the IRRS. Ensure both JCCCs are correctly linked and utilize correct operational setup.**
 - i. Analyse current operational status of JCCCs via field visits.
 - ii. Advise on solutions to ensure communication practices between relevant sections of TPF communications infrastructure are cohesive and responsive to events as they transpire and are reported.
 - iii. Ensure cohesion between supplied communications equipment and JCCCs is intact, functional and delivers intended result.
 - iv. Where modifications to IRRS software are required, coordinate with software developers as needed.
 - v. Produce report with findings and any recommendations.
- c) Continued development, installation and use reinforcement of automated assets management systems for TPF, NEC and ZEC.**
 - i. Assess current system and software functions, recommend improvements to enhance its usability and operational integrity, and coordinate with software developers over modifications.
 - ii. Coordinate with software developers to create a mobile off-line version of assets software, for asset inventory management in the field.
 - iii. Develop and implement asset management protocols and procedures for field and remote location asset inventory efforts.
- d) 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.**
 - i. Liaise with NEC to implement asset inventory input of BVR kits.
 - ii. Train designated staff and oversee creation and management of procedures related to inventory input.
 - iii. Advise NEC on establishment of asset management best practices and implementation for the organization.

4. Deliverables

Based on the scope of work outlined above, the consultant will be expected to deliver the following deliverables:

1. Coordination of TPF radio equipment upgrades:
 - i. Complete and detailed implementation plan.
 - ii. Detailed list of equipment to be deployed to each location, and the order of priority as confirmed by TPF.
 - iii. Technical specifications and budget for equipment to be procured and procurement process initiated.
2. Deployment and installation of procured radio equipment:
 - i. Complete and detailed implementation plan.
 - ii. Implementation of asset management system to assist deployment of equipment.
 - iii. Assembly of equipment kits and deployment to each location as evidenced by handover documents.
 - iv. Coordination of existing equipment relocation and installation as necessary and confirmed by TPF.
 - v. Write a short report to confirm successful deployment and installation.
3. Assess JCCC location operational readiness:
 - i. Onsite evaluation of each JCCC location performed. Detailed report on each location's readiness status provided.
 - ii. Recommendations provided on best practices, and any capacity deficiencies in equipment and/or staffing.
4. Functional installations of Asset Management Software Systems in TPF, NEC and ZEC.
 - i. Assets system installed and tested, and sufficient staff comprehensively trained in each organization as designated by them.
 - ii. Each organization provided with training and/or operational manuals in Swahili.

Schedule of Deliverables and Related Payments:

Deliverables/ Outputs	Estimated duration to complete	Target due dates	Related payments	Review and Approvals Required
- Equipment list, technical specifications & budget.	4 weeks	4 th week from start	1 st payment	• Review by DEP PM, and Operations Manager and/or Chief Technical Advisor
- Report on evaluation findings & recommendations for JCCCs	2 weeks	4 th to 6 th week from start	2 nd payment	
- Training manuals/operational guides developed	4 weeks	10 th week from start		

- Delivery of training in AMS to TPF -Delivery of training in AMS to NEC & ZEC - Report on deployment and installation of TPF equipment + handover documents.	8 weeks	14 th week from start	3 rd payment	• Approval by PM
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5. Institutional arrangements
<p>The consultant will work full time, based in the DEP project office in Upanga, Dar es Salaam, with frequent presence at TPF facilities in Dar es Salaam and Zanzibar, and with regular visits to NEC and ZEC. Office space and limited administrative and logistical support will be provided. The consultant will use their own laptop and cell phone with administrative support from the DEP team.</p> <p>The consultant will report to the DEP Project Manager, who will review progress on a weekly basis, and will certify delivery of outputs following review by himself, the Operations Manager (OM) and/or the Chief Technical Advisor (CTA).</p>

6. Qualifications of the Successful Individual Contractor	
Qualifications:	<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.
Technical Experience:	<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 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.
Other desirable experience & skills:	<ul style="list-style-type: none">• 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.
Language requirements:	<ul style="list-style-type: none">• A high level of written and spoken English is essential.• Strong report writing and presentation skills in English desirable.

7. How to apply
Please submit the following documents:

1. **Letter of Confirmation of Interest and Availability** using the template provided by UNDP. Please annex to this the following two documents:

- a. **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and three (3) professional references.
- b. **Brief description** (max. ½ page) of why you consider yourself as the most suitable for the assignment, and a **methodology** (max. 1 page) for how you will approach and complete the assignment.

Separately:

2. **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided below.

8. Financial Proposal

The financial proposal must be expressed as an all-inclusive lump sum amount in USD, presented in the following template:

	Unit cost (USD)	No.	Total
a) Professional fee:			
b) Daily living allowance:			
c) Travel to/from Duty Station:			
d) Other costs (specify):			
Total (lump sum):			

Notes:

1. The information in the breakdown of the offered lump sum amount provided by the Offeror will be used as the basis for determining best value for money, and as reference for any amendments of the contract.
2. The agreed contract amount will remain fixed regardless of any factors causing an increase in the cost of any of the components in the breakdown that are not directly attributable to UNDP.
3. Approved local travel related to this assignment will be arranged & paid by UNDP Tanzania.
4. Employment visa will be arranged & paid by UNDP Tanzania.
5. The Contractor is responsible for arranging and meeting the cost of their vaccinations and medical/life insurance.

9. Criteria for Selection of the Best Offer

Offers received will be evaluated using a Combined Scoring method, where the qualifications and proposed methodology will be weighted 70%, and combined with the price offer, which will be weighted 30%.

Criteria to be used for rating the qualifications and methodology:

Technical evaluation criteria (total 70 points):

- Knowledge and experience in implementing large-scale VHF radio systems in developing countries, preferably Africa [25 marks].
- Knowledge and experience in implementing automated assets management systems in a

CPM

developing country [20 marks].

- Proposed methodology [25 marks].

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

Financial evaluation (total 30 points):

All technically qualified proposals will be scored out 30 based on the formula provided below. The maximum points (30) will be assigned to the lowest financial proposal. All other proposals receive points according to the following formula:

$$p = y (\mu/z)$$

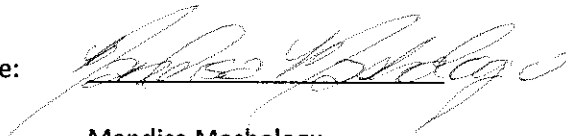
where:

- p = points for the financial proposal being evaluated
- y = maximum number of points for the financial proposal
- μ = price of the lowest priced proposal
- z = price of the proposal being evaluated.

Approval

This TOR is approved by:

Signature:



Name:

Mandisa Mashologu

Designation:

Deputy Country Director (Programmes), UNDP Tanzania

Date:

30/05/2014