



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

### INTERNATIONAL CONSULTANT

#### Capacity Needs Assessment Expert

Date: 30 May 2014

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**Procurement Notice No.:** IC/TZA/2014/UNDP-017

**Duty Station:** Dar es Salaam

**Description of the assignment:** To provide the foundation for the development by NEC of the following institutional documents: Strategic Plan; Operational Plans for Referendum and Election; Voter and Civic Education programmes; Legal support to NEC to manage legislation and regulation review(s); Logistics Plan; development of an Election Calendar; a Code of Conduct for NEC Commissioners and Staff; Stakeholder Engagement Strategy, and a Monitoring and Evaluation framework.

**Project name:** Democratic Empowerment Project.

**Period of assignment/services:** 25 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](mailto: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-017 (Capacity Needs Assessment Expert (International))** 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](mailto: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-017; **Capacity Needs Assessment Expert (International)** 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 electoral management bodies (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 One Fund and other donor-funded project with the overall aim of contributing to Tanzania's United Nations Development Assistance Plan's (UNDAP) 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:**

- A university degree in a relevant field such as public administration, law, or political science.

### **II. Years of Experience:**

- At least 7 years' relevant experience in the area of election administration, training and organizational development.
- Experience in democratic governance and/or election administration programming and organizational development.
- Experience in development of strategic document for public sector institutions.
- Solid understanding of mainstreaming of equity issues for gender, youth and PWDs into electoral and organisational frameworks.
- Evidence based experience in carrying out similar assignments for an EMB or similar organization.
- Experience in election administration and observation in an African setting is an added advantage.
- Good knowledge and understanding of UNDP or major donor policies and practice on capacity

building.

- Excellent interpersonal skills and ability to operate and deliver in a complex and multicultural environment.
- Work experience in East Africa will be an asset.

#### 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
<b>Technical :</b>	<b><u>70%</u></b>	<b><u>70</u></b>
<ul style="list-style-type: none"> <li>7 years' of relevant experience in the area of election administration, training and organizational development.</li> </ul>	10	10
<ul style="list-style-type: none"> <li>Experience in democratic governance and/or election administration programming and organizational development and in development of strategic document for public sector institutions.</li> </ul>	15	15
<ul style="list-style-type: none"> <li>Evidence based experience in carrying out similar assignments for an EMB or similar organization and experience in election administration and observation in an African setting.</li> </ul>	15	15
<ul style="list-style-type: none"> <li>Solid understanding of mainstreaming of equity issues for gender, youth and PWDs into electoral and organisational frameworks</li> </ul>	15	15
<ul style="list-style-type: none"> <li>Good knowledge and understanding of UNDP or major donor policies and practice on capacity building, excellent interpersonal skills and ability to operate and deliver in a complex and multicultural environment and Work experience in East Africa</li> </ul>	10	10
<b>Financial :</b>	<b><u>30%</u></b>	<b><u>30</u></b>

ANNEX 1 - TERMS OF REFERENCE (TOR)

ANNEX 2 - INDIVIDUAL CONSULTANTS GENERAL TERMS AND CONDITIONS

  
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 Titus Osundina  
 Deputy Country Director (O)