



**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
NATIONAL CONSULTANT
BUDGET EXPERT**

Date: 02 DEC 2014

Procurement Notice No.: IC/TZA/2014/UNDP- 031

Duty Station: Dar-Es-Salaam

Eligibility: National Consultant

Description of the assignment

- Simplify the complexity of budgets and budget information through evidence-based budget analysis;
- Promote financial transparency and accountability through enhanced fact-based scrutiny;
- Examine proposals for new government programs and interrogate existing programs for allocative and delivery efficiency;
- Enhance credibility of the budget and related forecasts;
- Examine the impact of alternative spending policies, new taxes and bills on the Budget;
- Make alternative medium-term fiscal projections and responsible alternative budget scenarios;
- Promote inclusive approaches to budget analysis and approval by using information provided by a non-partisan and independent entity loyal to the Legislature and independent of the Executive;
- Working closely with standing committees and provide technical assistance on economic and budget related issues during oversight over government institutions, and
- Provide rapid responses to budget inquiries from the Legislature, its Committees and members.

Project name: Zanzibar House of Representatives/LSP Zanzibar

Period of assignment/services: 180 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 **Tuesday 16 Dec 2014 at 13:00 hrs (local time):**

IMPORTANT NOTE:

The reference of the IC Procurement Notice No. **IC/TZA/2014/UNDP-031 (Budget 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-031 (**Budget Expert**) in all inquiries.

1. BACKGROUND

The UNDP's Legislatures Support Project (2011-2015) provides support to the two legislatures of the United Republic of Tanzania – the National Assembly and the Zanzibar House of Representatives. The project, which builds on the work accomplished through the Deepening Democracy in Tanzania Project (2007 – 2010), is underpinned by Outcome 7 under Cluster III of the UNDAP which seek to ensure that “key institutions effectively implement their election and political functions, better fulfil their representative, legislative and oversight responsibilities, effectively oversee the monitoring and evaluation of the Poverty Reduction Strategies”. In Zanzibar, the poverty reduction framework is the Zanzibar Strategy for Growth and Reduction of Poverty (ZSGRP, more commonly known by its Kiswahili acronym, MKUZA. The project's capacity development activities target elected representatives including women, parliamentary committees, and the administration. It also supports research, policy analysis and reforms aimed making the legislatures more effective and efficient in the execution of their core functions of legislation, oversight and representation.

Project Objectives

The project seeks to:

- Ensure that legislators have the capacity to effectively deal with Government bills and are skilled to initiate new bills
- Enhance the legislature's capacity to effectively and responsibly oversees the Government and budget activities of the Executive
- Promote the effective representation of citizens and constituents
- Mainstream gender in all parliamentary functions
- Build capacity for effective parliamentary administration and management

The Zanzibar House of Representatives (the House) is constitutionally mandated to consider and approve annual estimates of revenue and expenditure presented by the Revolutionary Government of Zanzibar (the Government) as well as sanctioning the Executive in respect of reports of the Controller and Auditor General. The role of and processes through which the House is involved in the budget process are outlined in the Constitution, laws, and parliamentary Standing Rules and practices. While the House does not have a dedicated budget and finance committee, the seven sectoral standing committees play a crucial role in analysing the budget before it is considered and approved by the House. In a limited sense, the Committee of Chairpersons of the Standing Committees plays the role of a budget committee albeit with limited power to alter the proposed budget figures.

Based on lessons learned in fiscal oversight-related capacity development under the LSP, and mindful of the fact that effective parliamentary oversight of the budget is central to achievement of the objectives of MKUZA and Vision 2020, in 2013, the House, commissioned a study to explore opportunities for the establishment of a budget office. *Inter alia*, the study examined the evolution, institutional, legal and operational set-up of parliamentary budget offices of other countries, including Uganda, South Africa, Kenya and Malawi. Its recommendations, which were subsequently endorsed by the House's Steering Committee, observed the need for a budget office to enhance positive fiscal outcomes.

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:

Advanced degree (at least Masters) and/or professional qualification in economics, accounting or public finance with good background and understanding in public finance management

II. Years of Experience:

- At least 10 years of professional experience in budgeting and fiscal planning in Ministry of Finance or equivalent institutions;
- Extensive experience in public sector financial management;
- Experience in the design, implementation, management and operation of government accounting, budget and financial management system in a developing country environment;
- Demonstrable understanding of the role of the legislature in fiscal oversight
- Substantial knowledge of the budget and fiscal planning;
- Familiarity with gender responsive budgeting techniques
- Substantial experience in developing budget and fiscal planning documents and strategies
- Working experience in Tanzania or Zanzibar public finance system is an added advantage.

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">• Demonstrated knowledge and experience in public sector budgeting and finance [20 marks]	20	20
<ul style="list-style-type: none">• Knowledge and experience in working with legislatures in fiscal oversight and/or evidence of capacity to engage elected leaders, senior government officials and development partners	25	25
<ul style="list-style-type: none">• Previous experience in developing training materials in the public finance management sector	15	15
<ul style="list-style-type: none">• Proposed methodology	10	10
<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)