



**UNITED NATIONS DEVELOPMENT PROGRAMME
TERMS OF REFERENCE (TOR)
Democratic Empowerment Project (DEP)**

1. Consultancy Information

Title: Writer Editor

Reports to: The Election Management Specialist, Mainland

Duration: 10 days

Starting Date: Nov 2015

Contract type: Full time

Duty Station: Home Based

2. Background Information

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 practices 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 and Zanzibar Electoral Commission, 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 national Election Management Bodies (EMBs) and other stakeholders in preparing for these critical events have requested the support of UNDP to provide technical support to the preparation and execution of the referendum.

To these ends, the Democratic Empowerment Project (DEP) is a four year (2013-2016) UNDP, UN One Fund and other donor-funded project with the overall aim of contributing to Tanzania's UNDAF'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

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

- 1) Capacity of key democratic institutions (EMBs, CRC, RPP, etc.) 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, CSOs, and the media) to foster a democratic environment;
- 3) Inclusive participation in elections and politics enhanced through the empowerment of women, youth and PWDs; and
- 4) National peace infrastructure enhanced to mitigate and prevent election-related conflicts, including gender based violence.

The Democratic Empowerment Project has undertaken a major review of the Election Management Body with the assistance of consultants. The report has been received and requires to be reformatted and directed to achievable outcomes.

DEP is recruiting a consultant to review and edit the capacity assessment report of the National Electoral Commission (NEC).

3. Objectives of Assignment

Working under the supervision of the DEP Election Management Specialist (Mainland), the consultant will review and edit the capacity assessment report of the National Electoral Commission (NEC) and develop an costed implementation plan for key report recommendations.

4. Tasks and Responsibilities

The consultant will assume the following responsibilities:

- a. Review the draft NEC capacity assessment report and make recommendations to improve the draft report;
- b. Edit the draft report to ensure it meets UNDP standard and quality requirements
- c. Develop a costed implementation plan for the report's key recommendations.

5. Deliverables

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

Deliverables/ Outputs	Estimated duration to complete	Target due dates	Related payments	Review and Approvals Required
<ul style="list-style-type: none"> Review the current draft report and edit it to meet UNDP standards 	10 days		Payment	<ul style="list-style-type: none"> Reviewed by EMS DEP Approval by CTA DEP
<ul style="list-style-type: none"> Develop a costed implementation plan for the final report 				

Deliverables:

1. An inception report that shows the proposed approach to the redraft
2. A final document
3. An implementation plan for the recommendations

Schedule of Deliverables and Related Payments:

Professional fee will be paid according to the following :

- 100% of the fee will be paid on submission of the final report.

6. Competencies

- Strategic technical and intellectual skills in the substantive area with global dynamic perspectives;
- Leadership, innovation, facilitation, advocacy and collaboration skills;
- Ability to engage with UNDP and its strategic partners, including the EMBs and the CSOs;
- Entrepreneurial abilities and ability to work in an independent manner;
- Ability to work effectively in a team, with good relationship management skills ;
- Demonstrated ability to operate effectively in a highly complex organization context;
- Ability to maintain high standards despite pressing deadlines;
- Excellent communication (both oral and written) and partnership building skills with people and multi-dimension partners;
- Excellent writing skills, especially in the preparation of high level reports;
- Good knowledge of Tanzania's environmental and socio-political context.

7. Recruitment Qualifications

Education	<ul style="list-style-type: none"> • A university degree in media studies, journalism, communications or any of the social sciences or related area.
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Experience	<ul style="list-style-type: none"> • At least seven (5) years of relevant work experience in the drafting, editing and publication of high level reports for external audience including the general public; • Knowledge of international election standards, conventions and obligations would be an advantage.
Language Requirements	Fluency in written and spoken English is essential.
Additional requirements	<ul style="list-style-type: none"> • Ability to work with people of different religious and cultural backgrounds; • Awareness and sensitivity of gender and social inclusion, and an ability to integrate a gender and social inclusion perspective into tasks and activities; • Ability to work with minimum supervision and in a team

8 Institutional arrangements

The contractor will work full time at their home base with regular contact with the CTA via phone or Skype. The contractor will use his/her their own laptop and cell phone.

The contractor will report to the Election Management Specialist, Mainland.

4. How to apply

Please submit the following documents:

1. **Letter of Confirmation of Interest and Availability** using the template provided by UNDP.
2. **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.
3. **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.
4. **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided below.

5. 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) Daily Professional fee :			
d) Other costs (specify):			

Gm

Total (lump sum):	
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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.

6. 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):

Demonstrated knowledge and experience in design of capacity building programmes [25 marks].

Knowledge and experience with organizational development methodology [15 marks].

Previous experience related to elections or democratic governance [10 marks].

Proposed methodology [20 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: _____



Date: _____

27/11/2014

Name:

Designation: Deputy Country Director (Programmes) a.i.