



**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
NATIONAL CONSULTANT
WRITER EDITOR**

Date: 02 DEC 2014

Procurement Notice No.: IC/TZA/2014/UNDP- 034

Duty Station: Dar-Es-Salaam

Eligibility: National Consultant

Description of the assignment

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

Project name: Democratic Empowerment Project

Period of assignment/services: 10 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-034 (Writer Editor)** 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-034 **(Writer Editor)** in all inquiries.

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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 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).

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 media studies, journalism, communications or any of the social sciences or related area.

II. Years of Experience:

- 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.

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).

i. 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>
• Demonstrated knowledge and experience in design of capacity building programmes	25	25
• Knowledge and experience with organizational development methodology	15	15
• Previous experience related to elections or democratic governance	10	10
• Proposed methodology	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)