



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

INTERNATIONAL CONSULTANT

**MIDTERM EVALUATION -IMPROVING THE EFFECTIVENESS OF NATIONAL PARKS IN
ADDRESSING THREATS TO BIODIVERSITY**

Date: 22 JAN 2015

Procurement Notice No.: IC/TZA/2015/UNDP- 004
Duty Station: Iringa with some travel Dar and Arusha
Eligibility: International Consultant

Description of the assignment

- Project Strategy
- Progress towards Results
- Project Implementation and Adaptive Management
- Sustainability

Project name: Strengthening the Protected Area Network in Southern Tanzania

Period of assignment/services: 24 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 **Monday 02 Feb 2015 at 13:00 hrs (local time):**

IMPORTANT NOTE:

The reference of the IC Procurement Notice No. **IC/TZA/2015/UNDP-004 (Midterm Evaluation-Improving the Effectiveness of National Parks in Addressing Threats to Biodiversity)** 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/2015/UNDP-004 (Midterm Evaluation-Improving the Effectiveness of National Parks in Addressing Threats to Biodiversity)** in all inquiries.

1. BACKGROUND

In accordance with the UNDP-GEF M&E policies and procedures, a Midterm Review (MTR) of the full sized project “**Strengthening the Protected Area Network in Southern Tanzania (SPANEST): Improving the Effectiveness of National Parks in Addressing Threats to Biodiversity (PIMS 3253)**” is due for Mid Term Review (MTR) having reached mid-way since the start of its implementation. This is a five years project which is implemented by the Tanzania National Parks Authority (TANAPA) as the main Executing/Implementing Partner. Other Responsible Partners include: MNRT/WD; Tanzania Wildlife Research Institute and Tanzania Tourist Board); VPO; PMORALG and LGAs in the project area. Although the project document signature was July 2011, full project implementation started in July 2012 meaning that the project is now in its third year of implementation. In line with the UNDP-GEF Guidance on MTRs, this MTR process was initiated after the submission of the second Project Implementation Report (PIR). This Terms of Reference (ToR) sets out the expectations for this MTR.

The MTR process must follow the guidance outlined in the document: *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects*

(http://www.mn.undp.org/content/dam/mongolia/Procurement/proc-notices/ProcurementAnnouncement2014/EbA/20140827/Guidance%20for%20Conducting%20Midterm%20Reviews%20of%20UNDP-Supported%20GEF-Financed%20Projects_Final_June%202014.pdf).

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:

- Master’s degree in a relevant area such as Biodiversity Management, Wildlife Conservation Management, Environmental sciences and Natural resources Management.
- Postgraduate diploma/certificate in Project Planning and Management is added advantage.

II. Years of Experience:

- 10 years relevant work experience in Biodiversity Management, Wildlife Conservation Management, Environmental sciences and Natural resources Management., including Implementation at country and decentralized levels;
- Experience in East African countries, specific experience in Tanzania will be an added advantage;
- Project development and design experience, experience in developing projects, specific experience in GEF project Evaluation and understanding will be an added advantage;
- Experience in and comfortable with working in different socio-cultural settings.

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">• 10 years relevant work experience in Biodiversity Management, Wildlife Conservation Management, Environmental sciences and Natural resources Management., including Implementation at country and decentralized levels	20	20
<ul style="list-style-type: none">• Master's degree in a relevant area such as Biodiversity Management, Wildlife Conservation Management, Environmental sciences and Natural resources Management.	20	20
<ul style="list-style-type: none">• Project development and design experience, specific experience in UN/GEF project Evaluation and understanding of UN processes	10	10
<ul style="list-style-type: none">• 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)