



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

INTERNATIONAL CONSULTANT

Logistics Expert

Date: 18 February 2015

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Procurement Notice No.: IC/TZA/2015/UNDP- 010

Duty Station: Dar es Salaam, Tanzania

Eligibility: **Only International Consultants are eligible to apply.**

Description of the assignment: All necessary planning in relation to the upcoming Tanzania Biometric Voters Registration exercise scheduled for the first quarter of 2015.

Project name: **Democratic Empowerment Project (DEP)**

Period of assignment/services: **05 Months (assignment spread between February and October 2015)**

**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 Friday 27 February 2015 at 13:00 hrs (local time):

**IMPORTANT NOTE:**

The reference of the IC Procurement Notice No. **IC/TZA/2015/UNDP-010 (Logistics 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](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/2015/UNDP-010 (Logistics Expert)** 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 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 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 (UN) One Fund and other donor-funded project with the overall aim of contributing to Tanzania's United Nations Development Assistance Plan's (UNDAP'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

## 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 (Bachelor) in the field of Logistics, Supply chain management, Business Administration, or a related field.

### II. Years of Experience:

- 5 years or more of functionally-related professional electoral experience.

### III. Technical Experience:

- Previous experience of working with electoral management body; Proven track record in the field of biometric, logistics, institutional capacity development and a high level consultancy experience advising institutions in these areas.

- The post requires considerable cultural and political sensitivity and an ability to meet deadlines.

#### 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><u>Technical :</u></b>	<b><u>70%</u></b>	<b><u>70</u></b>
• Background and minimum educational qualification as defined above	10	10
• Practical previous experience relevant to the TOR	20	20
• Substantial professional knowledge and experience in biometric voter registration and programme implementation planning at international level	15	15
• Proposed methodology	25	25
<b><u>Financial :</u></b>	<b><u>30%</u></b>	<b><u>30</u></b>

ANNEX 1 - TERMS OF REFERENCE (TOR)

ANNEX 2 - INDIVIDUAL CONSULTANT'S GENERAL TERMS AND CONDITIONS

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Titus Osundina  
Deputy Country Director (O)