



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

INTERNATIONAL CONSULTANT

Bridge Accredited Lead Facilitator

Procurement Notice No.: IC/TZA/2015/UNDP- 015

Duty Station: Mainland and Zanzibar, United Republic of Tanzania

Eligibility: Only International Consultants are eligible to apply.

Description of the assignment: To conduct several BRIDGE module trainings as stipulated below ranging from Pre-Election Activities and Strategic Plan and Financing Management through Electoral Dispute Resolutions, Polling, Counting and Results, to Post-Election Activities.

Project name: Democratic Empowerment Project (DEP)

Period of assignment/services: 63 working days, spread between May 2015 and February 2016 (seven days per module training).

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 Friday 10th April 2015 at 13:00 hrs (local time). PLEASE DO NOT APPLY VIA THE UNDP JOBS WEBSITE.

IMPORTANT NOTE:

Please indicate the reference of the IC Procurement Notice No. IC/TZA/2015/UNDP-015 (Bridge Accredited Lead Facilitator) on all correspondence.

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-015 (Bridge Accredited Lead Facilitator) 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 2015 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:

- Graduate degree (or equivalent) in International Relations, Political Science, Development, Education, Gender Studies or a related field.

II. Years of Experience:

- Minimum 5 years of experience in the area of electoral assistance, democratic governance and/or relevant field.
- Full accreditation as a BRIDGE facilitator is a must.
- Accrediting or Expert level facilitator preferred.
- Experience in delivering BRIDGE training in Election Planning, Management and Operations is preferred.

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:

Letter of Confirmation of Interest and Availability using the template provided by UNDP. Please annex to this the following two documents:

- a. **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.
- b. **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.

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>
• Demonstrates proven achievements in the area of electoral assistance and/or democratic governance	25	25
• Proven experience of facilitating BRIDGE workshops	10	10
• Knowledge and understanding of electoral cycle approach and electoral capacity development tools.	15	15
• Past experience in working in/for the promotion of gender mainstreaming and/or women's political participation	20	20
<u>Financial :</u>	<u>30%</u>	<u>30</u>

ANNEX 1 - TERMS OF REFERENCE (TOR)

ANNEX 2 - INDIVIDUAL CONSULTANT'S GENERAL TERMS AND CONDITIONS



Titus Osundina
Deputy Country Director (O)