



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

NATIONAL CONSULTANT

Date: 21 December 2015

National Expert to support preliminary capacity needs assessment of the Commission on Human Rights and Good Governance in Tanzania (CHRAGG)

Procurement Notice No.: IC/TZA/2015/UNDP-045

Duty Station: Dar es Salaam, Tanzania

Eligibility: National Consultants are eligible to apply.

Description of the assignment: Capacity needs assessment of the Commission on Human Rights and Good Governance in Tanzania

Project name: Support for National Human Rights priorities in Tanzania

Period of assignment/services: 10 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 no later than Wednesday 13th January 2016 at 13:00 hrs (local time). PLEASE DO NOT APPLY VIA THE UNDP JOBS WEBSITE.

IMPORTANT NOTE:

The reference of the IC Procurement Notice No. **IC/TZA/2015/UNDP-045** (International Expert Parliament Support Project Evaluator) should be indicated on all correspondences.

Any request for clarification must be sent in writing, or by standard electronic communication to the email 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- 045 (Preliminary capacity needs assessment of the Commission on Human Rights and Good Governance in Tanzania) in all inquiries.

1. BACKGROUND

The Commission for Human Rights and Good Governance (CHRAGG) was established as a National Human Rights Institution under Article 129 (1) of the Constitution of the United Republic of Tanzania of 1977 by Act no 3 of 2000 by parliament. The CHRAGG became operational on the mainland after coming into force of the Commission for Human Rights and Good Governance Act No 7 of 2001, amended by Act no 16 of 2001 and government notice no 311 of 8 June 2001. CHRAGG became operational in Zanzibar in 2007 after the Zanzibar House of Representatives ratified the Act. A hybrid NHRI, CHRAGG combines the functions of ombudsman, as its founding legislation abolished the Permanent Commission of Enquiry that dealt with the investigations of complaints of abuse of power by public bodies. Besides being the institution for the broad promotion and protection of human rights and good governance, the Act no 7 specifies that its mandate includes investigation of the conduct of any individual or institution abusing power, receiving and addressing allegations/complaints on violations of human rights and contravention of principles of good governance and to conduct research into any issue of human rights, administrative justice. Critically, it's constitutional and statutory establishment provide the basis of providing redressal for violations.

CHRAGG organizational structure includes a chair, six commissioners an executive secretary and some 220 0 staff between five substantive divisions based in Dar es Salaam, Zanzibar and Mwanza.

CHRAGG was awarded "A" status at its last review in 2011. Nonetheless, the CHRAGG faces considerable challenges in meeting its obligations; It has been unable to enforce many of its recommendations and its ability to function effectively is affected by serious budgetary constraints. The CHRAGG was further undermined due to the extended delay of over six months in the appointment of the Chair, vice-Chair and member posts. The Chair and six commissioners were appointed and assumed responsibilities in early 2015.

Multiple stakeholders, such as the UNCT in Tanzania, The Irish mission and the EU mission in Tanzania and others are supporting the CHRAGG, the support is often ad hoc based on requests from CHRAGG or proposed by others on possible areas of common interest. The UNCT and the Donor Community agree on the need to streamline support to the CHRAGG, coordinate and ensure consistent support in key areas of work for the CHRAGG.

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:

Academic Qualifications

- At least a Bachelor's degree in relevant field in Law, Human Rights or similar

Experience

- Demonstrated expertise in a broad range of human rights issues;
- Demonstrated expertise in working with national human rights institutions;
- Demonstrated expertise in conducting evaluation programmes;
- Demonstrated drafting skills;
- Relevant knowledge of human rights and field experience.
- Relevant experience with applying a gender perspective;
- Familiarity with the UN system.

1. Competencies

Corporate Competencies

- Displays cultural gender, religion, race, nationality, and age sensitivity and adaptability
- Demonstrates diplomacy and tact in dealing with sensitive and complex situations

Professionalism:

- Demonstrates professional competence and mastery of subject matter;
- Demonstrated ability to negotiate and apply good judgment;
- Shows pride in work and in achievements;
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results;

Planning & Organizing:

- Organizes and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships.
- Plans, coordinates and organizes workload while remaining aware of changing priorities and competing deadlines.
- Establishes, builds and maintains effective working relationships with staff and clients to achieve the planned results.

Language requirements:

- Full proficiency in English and Kiswahili

The evaluator must not have had any involvement in the design or implementation or consultation contracts for this Support for National Human Rights Priorities in Tanzania project and have no present affiliation with UNDP, its funding partners or other key project stakeholder organizations that in any way could jeopardize their objectivity in relation to the assignment.

Contract will be output-based and payment issued only upon delivery of satisfactory outputs.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

Interested Individual Consultants must submit the following documents/information to demonstrate their qualifications:

I. Technical proposal comprising of the following:

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. Proposals without a P11 will not be accepted.
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.

II. 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 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.

Proposed format for submission of Financial Proposal:

S/N°	Item/Description	Amount (USD)
1.	Professional Fee (number of working days x Daily Rate)	
2.	Other costs (specify)	

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. The Contractor is responsible for arranging and meeting the cost of their vaccinations and medical/life insurance.

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 (based only on the professional fees): 30%

Only candidates obtaining a minimum of 49% points in the technical evaluation will be considered for the Financial Evaluation.

Criteria	Weight
Technical Proposal	70
<ul style="list-style-type: none">• Experience with human rights, in particular related to development of national human rights institutions and capacity building	25
<ul style="list-style-type: none">• Experience in capacity needs assessments, preferably related to national human rights institutions and/or UNDP interventions	25
<ul style="list-style-type: none">• Proposed methodology	20
Financial Proposal- Must be prepared in accordance with the instructions indicated in Section 5 above	30

ANNEX 1 - TERMS OF REFERENCE (TOR)

ANNEX 2 - INDIVIDUAL CONSULTANT'S GENERAL TERMS AND CONDITIONS


Awa Dabo
Country Director

