



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

### INTERNATIONAL CONSULTANT

Date: 21 December 2015

International Expert for terminal evaluation of Democratic Empowerment Project (DEP) in Tanzania

---

**Procurement Notice No.:** IC/TZA/2015/UNDP-046

**Duty Station:** Dar es Salaam, Tanzania

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

**Description of the assignment:** Terminal evaluation of Democratic Empowerment Project (DEP) in Tanzania

**Project name:** Democratic Governance, UNDP Tanzania

**Period of assignment/services:** 26 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](mailto:icprocurement.tz@undp.org) **no later than Wednesday 13<sup>th</sup> 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-046** (International Expert for terminal evaluation of Democratic Empowerment Project (DEP) in Tanzania) 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](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- 046 (International Expert for terminal evaluation of Democratic Empowerment Project (DEP) in Tanzania) in all inquiries.

A handwritten signature in dark ink, located at the bottom left of the page.

## 1. BACKGROUND

Tanzania has held five credible General Elections since the reintroduction of multi-party politics in 1992. The 2015 General Election took place 25 October 2015, the government undertook early and comprehensive preparations for the electoral processes including a national voter registration using new biometric technology.

The Election Management Bodies (EMBs), (the National Election Commission (NEC) and Zanzibar Electoral Commission (ZEC), and other stakeholders in preparing for the 2015 General Election requested the support of UNDP to provide advisory and technical support. In response to these requests for UN assistance and taking into consideration the lessons learned from earlier election support and recommendations of the UN Needs Assessment Mission (NAM), the UNDP through its Democratic Empowerment Project (DEP) supported national efforts.

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 United Nations Development Assistance Plan (UNDAP) Governance Programme Outcome 7 "key institutions of democracy effectively implement their election and political functions". UN Women and UNESCO are implementing partners in a One UN Country context. The project is now in wind-down phase, following the October 2015 General Election.

## 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 Master's degree in a related area e.g. political science, public administration or a Bachelor's degree in a related area e.g. political science, public administration and 10 years of relevant professional experience.

### Experience

- UNDP election project evaluation experience essential;
- Minimum 7 years post-degree work experience, preferably in evaluations and/or elections related democratic governance;
- Demonstrated capability as an effective evaluation manager with experience leading teams and conducting evaluations of large development projects in the area of democratic governance;
- Familiarity with project implementation especially UNDP DEX modality in complex multi donor-funded projects;
- Good understanding of mainstreaming of cross cutting issues including human rights and gender.

### Language requirements:

- Fluency in English and excellent oral and written communication skills.
- Knowledge in Kiswahili is an added advantage

### 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.

The evaluator must not have had any involvement in the design or implementation or consultation contracts for this project DEP and have no present affiliation with UNDP, its funding partners or other key project stakeholder organizations.

The 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"> <li>• Experience with carrying out evaluation of election projects, in particular in UNDP</li> </ul>	30
<ul style="list-style-type: none"> <li>• Experience with election cycle support, in particular support to legal and institutional reform, capacity building of election management bodies, inclusive participation and conflict mitigations and resolving</li> </ul>	25
<ul style="list-style-type: none"> <li>• Proposed methodology</li> </ul>	15
<ul style="list-style-type: none"> <li>• Financial Proposal- Must be prepared in accordance with the instructions indicated in Section 5 above</li> </ul>	30

ANNEX 1 - TERMS OF REFERENCE (TOR)

ANNEX 2 - INDIVIDUAL CONSULTANT'S GENERAL TERMS AND CONDITIONS

Awa Dabo  
Country Director

