



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

### INTERNATIONAL CONSULTANT

#### INTERNATIONAL EXPERT FOR NATIONAL HUMAN RIGHTS TERMINAL PROJECT EVALUATION

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Date: 23 MARCH 2016

Procurement Notice No.: IC/TZA/2016/UNDP- 014

Duty Station: Dar-Es-Salaam

Eligibility: International Consultant

#### Description of the assignment

- Desk review of relevant documents, reports, materials and other sources of evidence;
- Participate in briefing meeting with UNDP, CHRAGG, Ministry of Constitutional and Legal Affairs and Attorney General's Office ;
- Finalize evaluation design and methods and prepare detailed inception report;
- Interviews/consultations/focus group discussions with key stakeholders and beneficiaries;
- In-country field mission to selected communities;
- Verify qualitative and quantitative data on the results achieved and progress made;
- Prepare draft evaluation report;
- Stakeholder workshops to discuss and validate findings and draft report;
- Incorporate comments and finalize evaluation report.

Project name: Democratic Governance

Period of assignment/services: 15 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) not later than Monday 11 April 2016 at 16:00 hrs. (Local time):

#### **IMPORTANT NOTE:**

The reference of the IC Procurement Notice No. **IC/TZA/2016/UNDP-014 (International Expert for National Human Rights Support Project Terminal Evaluation)** 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/2016/UNDP-014 (International Expert for National Human Rights Support Project Terminal Evaluation)** in all inquiries.

## **1. BACKGROUND**

The Support for National Human Rights Priorities in Tanzania project (2013-2016) aims at supporting the Government of the United Republic of Tanzania in the implementation of the National Human Rights Action Plan (NHRAP), which contributes to the introduction of a consistent and transparent system of monitoring the human rights situation in Tanzania.

The project focus on building the capacity of key Government agencies and forging partnerships with CSOs and other stakeholders to effectively implement and monitor the NHRAP. The project aim to increase the public awareness on human rights and the application of the human rights based approach to development; developing and disseminating human rights education, information and programs; and strengthening access to justice and promoting the rights of the most vulnerable. The project should result in greater capacity to implement the NHRAP for 2013-2017, and subsequently lead to the creation of a more robust human rights infrastructure in the United Republic of Tanzania.

The main objectives of the project include:

- The inculcating of a culture and concrete awareness of human rights and National Human Rights Action Plan by citizens;
- Promote a responsive and accessible justice system that promotes human rights, social inclusion and rule of law development;
- Facilitate skill building in National Human Rights institutions for monitoring of the National Human Rights Action Plan;
- Mainstreaming of a human rights based approach to development into key government functions and institutions

The aim and objectives of the project are consistent with Tanzania National Strategy for Growth and Poverty Reduction 2011-2015 (MKUKUTA II) and support the United Nations National Development Assistance Plan for Tanzania (UNDAP) outcomes "National policies developed to strengthen good governance and human rights" and "Implementation of key national strategies and actions plan for the enhancement of good governance on course" and the output "A comprehensive National Human Rights Action Plan is developed".

The project is implemented through UNDP National Implementation Modality with the national human rights institution the Commission for Human Rights and Good Governance (CHRAAG) as the implementing partner and the Ministry of Constitutional and Legal Affairs and Attorney General's Office as responsible partners.

## **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:**

Master's Degree in Human Rights, Law, Political Science or similar.

**Years of Experience:**

- At least 7 years of relevant experience, out of which at least 5 in the area of human rights;
- Substantial previous experience with evaluation, preferably of human rights interventions;
- Experience in project formulation;
- Strong communication and interpersonal skills;
- Good understanding of gender mainstreaming;
- Full proficiency in English;
- Excellent writing skills and proven ability to produce quality documents at speed

### 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>
<ul style="list-style-type: none"><li>• Experience with human rights, in particular related to development of national human rights strategies, capacity building and awareness raising [25 marks].</li></ul>	25	25
<ul style="list-style-type: none"><li>• Experience in evaluation, preferably related to human rights and/or UNDP interventions [25 marks].</li></ul>	25	25
<ul style="list-style-type: none"><li>• Proposed methodology [20 marks]</li></ul>	20	20
<b><u>Financial :</u></b>	<b><u>30%</u></b>	<b><u>30</u></b>

ANNEX 1 - TERMS OF REFERENCE (TOR)

ANNEX 2 - INDIVIDUAL CONSULTANTS GENERAL TERMS AND CONDITIONS

  
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Titus Osundina  
Deputy Country Director (O)