



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

### NATIONAL CONSULTANT

#### NATIONAL EXPERT FOR ANTI-CORRUPTION SUPPORT PROJECT EVALUATION

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Date: 22 APRIL 2016

**Procurement Notice No.:** IC/TZA/2016/UNDP- 017

**Duty Station:** Dar-Es-Salaam

**Eligibility:** National Consultant

#### Description of the assignment

- Desk review of project documents, project progress reports, project materials and other sources of evidence;
- Participate in briefing meeting with UNDP and ZAECA;
- 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, UNDP Tanzania

**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 Thursday 05 May 2016 at 13:00 hrs. (Local time):

#### **IMPORTANT NOTE:**

The reference of the IC Procurement Notice No. **IC/TZA/2016/UNDP-017 (National Expert for Anti-Corruption Support Project 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-017 (National Expert for Anti-Corruption Support Project Evaluation)** in all inquiries.

## 1. BACKGROUND

The main purpose of the Support to Anti-Corruption Initiatives project (2013-2015) is to support the Revolutionary Government of Zanzibar in strengthening the fight against corruption in a holistic, strategic and inclusive manner through institution capacity support of the Zanzibar Anti-Corruption and Economic Crimes Authority (ZAECA).

The Supreme Law of Zanzibar and the national development plans and strategies have identified corruption as an impediment to development and proposed mechanisms to tackle corruption. The Zanzibar Constitution article 10 stipulates the political objective of the country, which include total eradication of corruption and abuse of power. The Zanzibar Strategy for Growth and Poverty Reduction 2011-2015 (MUKZA II) notes that "transparency and accountability mechanisms within Government ministries, civil society organizations and the private sector still have much to be desired and corruption practices are manifested". Zanzibar vision 2020 envisions attacking corruption at its roots and mobilizing public participation in the war against corruption. The legislative framework is laid out in the Anti-corruption and Economic Crimes Act of 2012. The law established ZAECA and conferred powers to the authority to the authority including retrieving complaints and pursuing criminal investigations in corruption offences and subsequently forwarding them to Director of Public Prosecutions for prosecution. ZAECA's mandate also has a proactive and preventive role. Moreover, ZAECA is entrusted with provision for advisory for heads of public and private institutions that require production and dissemination of research and analysis supporting policy making and citizens' awareness.

In line with UNDP obligations and drawing on global and Zanzibar experience in anti-corruption the UNDP support to this project aims to contribute to an enabling environment for achieving MDGs by enhancing accountability and transparency in delivery of public services. This is done through institutional and capacity development of ZAECA and anti-corruption agencies to effectively carry out their mandate and by supporting the development of a comprehensive Anti-corruption strategy for Zanzibar.

The main outputs of the project include:

- Zanzibar Anti-corruption Strategy and Action Plan developed and implementation supported;
- Capacity of Anti-corruption institutions to co-ordinate corruption activities, investigate and prosecute high level corruption strengthened;
- Anti-corruption public awareness, outreach and information dissemination activities support;
- Support piloting of sectoral approach for corruption prevention

The project is implemented through UNDP National Implementation Modality with ZAECA as the implementing partner and the Office of the Director of Public Prosecution, Presidents Office for Public Service and Good Governance, Controller and Auditor General, Ministry of Justice and Constitutional Affairs, Judiciary, Tanzania Police Force and Kikosi Maalum cha Kuzuia Magendo 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:

- Minimum qualification of Master's Degree in Law, Political Science or similar.

### Years of Experience:

- At least 5 years of relevant experience, out of which at least 3 in the area of anti-corruption;
- Substantial previous experience with evaluation, preferably of anti-corruption interventions;
- Experience in project formulation;
- Strong communication and interpersonal skills;
- Good understanding of human rights based approach to development and 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 anti-corruption, in particular related to development of anti-corruption 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 anti-corruption and/or UNDP interventions [25 marks].</li></ul>	25	25
<ul style="list-style-type: none"><li>Proposed methodology</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)