



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

NATIONAL CONSULTANT

Value for money case study

Date: 24 May 2016

Procurement Notice No.: IC/TZA/2016/UNDP- 025

Duty Station: Dar es Salaam (with occasional visits to Tanzania Police in Dar es Salaam and Zanzibar, and potential other visits to regional police stations)

Eligibility: **National Consultant**

Description of the assignment: to undertake a Value for Money Case Study of the Radio Communication System (RCS) and the incident Reporting and Response System (IRRS) provided to the Tanzania Police Force. The case study will assess the Value for Money proposition of this investment and its continued use by the TPF in the 2015 general elections and beyond. In particular, the study will assess the economy, efficiency and effectiveness of the procurement, installation and use of radio communication equipment and the IRRS by the TPF as a means to achieving the corresponding project outputs in line with the project's theory of change

Project name: Democratic Empowerment Project (DEP)

Period of assignment/services: 25 work days.

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 Thursday 09th June 2016 at 13:00 hrs. (Local time).

IMPORTANT NOTE:

The reference of the IC Procurement Notice No. **IC/TZA/2016/UNDP-025 (National Consultant – Value for Money case study)** 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/2016/UNDP-025 **(National Consultant – Value for Money case study)** in all inquiries.

1. BACKGROUND

On 25th October 2015, Tanzania held its fifth general elections since the re-introduction of multi-party politics in 1992. Towards this end, the government undertook early and comprehensive preparations for the electoral processes to ensure inclusive, credible and peaceful elections.

In response to a request for support by the Government of Tanzania, UNDP, with support from other development partners established the Democratic Empowerment Project (DEP) to support national efforts towards the delivery of inclusive, transparent, credible and peaceful elections. DEP is a four year project (2013 -2016) implemented by UNDP in partnership with UNESCO and UN Women under the one UN county context. The project focuses on capacity strengthening and its key implementing partners include the Electoral Management Bodies (i.e. the National Electoral Commission & the Zanzibar Electoral Commission), the Judiciary, the Police and the Office of the Registrar of Political Parties.

DEP contributes to the United Nations Development Assistance Plan (UNDAP) outcome 7 of “*Key institutions [of democracy] effectively implement their election and political functions.*” DEP contributes to this goal via four different strategies:

- i. *supporting the capacity of the key democratic institutions to promote legal and institutional reform*
- ii. *supporting the capacity of the Electoral Management Bodies (EMB) to conduct credible elections (through strategic, technical and operational support and through improved EMB engagement with stakeholders)*
- iii. *supporting the inclusive participation in elections and politics through the empowerment of women, youth and PWDs*
- iv. *Supporting the national peace infrastructure to mitigate election-related conflict.*

As part of its support to the national peace infrastructure to mitigate election-related conflict, DEP provided radio communication equipment to the Police to ensure extended reach to all regions and districts as a way of enhancing police communication. In addition, the project developed an Incident Reporting and Response System to assist the Police in tracking and responding to election-related incidents.

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 in a relevant field such as public administration, law, political science, international development or monitoring and evaluation.

II. Technical Experience:

- At least 5 years relevant work experience conducting research and conducting monitoring and evaluation preferably in the area of democratic governance
- Good understanding of democratic processes in developing countries
- Some understanding of communication processes within security sector is desirable
- Excellent oral and written communication skills
- Excellent analytical and report writing skills.

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
Technical :	70%	70
Previous experience undertaking value for money assessment	25	25
Experience conducting research and expertise in monitoring and evaluation preferably in the area of democratic governance	15	15
Knowledge and experience working in international development or organizational development	10	10
Proposed methodology	20	20
Financial :	30%	30

ANNEX 1 - TERMS OF REFERENCE (TOR)

ANNEX 2 - INDIVIDUAL CONSULTANT'S GENERAL TERMS AND CONDITIONS



Titus Osundina
Deputy Country Director (O)