



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

LOCAL CONSULTANT

NATIONAL CONSULTANT TO DEVELOP GENDER EQUALITY STRATEGY FOR UNDP COUNTRY OFFICE, TANZANIA

Date: 09 June 2016

Procurement Notice No.: IC/TZA/2016/UNDP- 031

Duty Station: Dar-Es-Salaam

Eligibility: Local Consultant

Description of the assignment

1. Assess the existing capacity of the Country Office, resources devoted, functionality of existing processes and structures for gender mainstreaming and gender;
2. Identify challenges, successes and best practices;
3. Based on the assessment and in close consultation with staff and managers, identify priorities/lines of action to be included in the gender equality strategy;
4. Develop the gender equality strategy to direct the country office's work in gender mainstreaming and gender equality;
5. Develop Action Plan and M&E Plan for the Strategy;
6. Develop country specific gender mainstreaming tools and mechanisms.

Project name: NATIONAL CONSULTANT TO DEVELOP GENDER EQUALITY STRATEGY FOR UNDP COUNTRY OFFICE, TANZANIA

Period of assignment/services: 35 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 not later than Friday 24 June 2016 at 13:00 hrs. (Local time):

IMPORTANT NOTE:

The reference of the IC Procurement Notice No. **IC/TZA/2016/UNDP-031 (National Consultant to Develop Gender Equality Strategy for UNDP Country Office, Tanzania)** 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. 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-031 (National Consultant to Develop Gender Equality Strategy**

for UNDP Country Office, Tanzania) in all inquiries.

1. BACKGROUND

Gender equality is not only a fundamental human right, but a necessary foundation for a peaceful, prosperous and sustainable world. Therefore, gender equality and the empowerment of women are at the heart of UNDP's development work and mandate and UNDP is committed to support national, regional and international efforts to accelerate the implementation of the Beijing Platform for Action and other global agreements.

Globally, UNDP has developed a Gender Equality Strategy 2013-2017. The strategy is designed to complement and reinforce UNDP's Strategic Plan by identifying strategic entry points for advancing gender equality and women's empowerment in all seven outcomes of the strategic plan. The strategy also highlights the institutional mechanisms UNDP will put in place to ensure that staff at all levels are held accountable for delivering gender equality results, and for creating and maintaining workplaces where women and men have equal opportunities to contribute to UNDP's mission and advance within the organization.

UNDP Tanzania strives to integrate gender equality and women's empowerment in every aspect of its work including in its three programmatic areas of work: Inclusive growth and poverty reduction; democratic governance; and environment and climate change. To accelerate progress towards gender equality and women's empowerment, UNDP Tanzania is in the process of getting certified with the UNDP Gender Equality Seal. This is a corporate certification process that recognizes good performance of UNDP Country Offices in delivering gender equality results. As part of this process the country office has among other things conducted trainings for all staff, integrated gender results in performance assessments, introduced mechanisms for strengthening reporting on gender results and developed tools and checklists for gender responsive recruitment.

In addition, UNDP Tanzania is at a critical stage as a new programming cycle begins in June 2016 with the Country Programme Document (2016-21) for UNDP and the United Nations Development Assistance Plan (2016-21) for all UN Agencies.

In view of the above developments, UNDP intends to engage a consultant to develop a Gender Equality Strategy for the UNDP Country Office that will guide the mainstreaming of gender into all areas of the organization's work.

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 gender studies, international development, social sciences or related fields
- **Years of Experience:**
- At least 10 years of experience in gender mainstreaming, gender programming, gender training;
- Demonstrated experience in conducting gender analysis, evaluations, and/or capacity assessments in the Region, preferably in Tanzania;
- Proven experience with organizing, facilitating and engaging multiple partners in consultative processes;
- Familiarity with the UN system and specifically with gender equality and women's empowerment approaches within the UN system;
- Excellent command of English (oral and written);
- Excellent interpersonal and communication 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:

- (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 |
|--|-------------------|------------------|
| Technical : | <u>70%</u> | <u>70</u> |
| • Master's Degree in gender studies, international development, social sciences or related fields. | 15 | 15 |
| • At least 10 years of experience in gender mainstreaming, gender programming, gender training | 25 | 25 |
| • Proposed methodology | 30 | 30 |
| Financial : | <u>30%</u> | <u>30</u> |

ANNEX 1 - TERMS OF REFERENCE (TOR)

ANNEX 2 - INDIVIDUAL CONSULTANTS GENERAL TERMS AND CONDITIONS



Titus Osundina
Deputy Country Director (O)