



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

NATIONAL CONSULTANT

TERMINAL PROJECT EVALUATION

Date: 14 June 2016

Procurement Notice No.: IC/TZA/2016/UNDP- 033

Duty Station: Dar-Es-Salaam

Eligibility: National Consultant

Description of the assignment

- i) Review relevant project documents to familiarize with the project objectives, outputs and outcomes.
- ii) Review relevant government documents including Five Years Development Plan, Long – Term Perspective Plan, Annual Work Plans and Budgets of Trade Related Ministries, Departments and Agencies (MDAs), recent Trade Related Sector Policies and strategies;
- iii) Review project implementation procedures, including fund approval and disbursement as well as oversight and technical meetings
- iv) Take stock of results achieved and identify lessons learnt
- v) Provide recommendations on the improvements and way forward

Project name: Capacity Development for Mainstreaming Trade

Period of assignment/services: 25 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 Monday 27 June 2016 at 13:00 hrs. (Local time):

IMPORTANT NOTE:

The reference of the IC Procurement Notice No. **IC/TZA/2016/UNDP-033 (National Consultant for Terminal 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. 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-033 (National Consultant for Terminal Project Evaluation)** in all inquiries.

1. BACKGROUND

The Government of United Republic of Tanzania has identified trade sector development as a key driver of its economic development and poverty-reduction. The government formulated Tanzania Trade Integration Strategy (TTIS) and National Export Strategy (NES) as Single Integrated Frameworks for trade development in Tanzania Mainland and Zanzibar respectively with the intention of having coordinated trade development as well as resources mobilization. The support was provided and implemented under the project titled Capacity Development for Mainstreaming Trade, with funding from UNDP and EIF Secretariat. TTIS, and by extension Trade Sector Development Program (TSDP), find their origins in Tanzania's Diagnostic Trade Integration Study (DTIS) prepared in 2005 under the auspices of the Integrated Framework (IF). TSDP is a sector-support program intended to address some of the critical priority areas identified in the TTIS Single Framework where additional resources may be warranted.

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:

- Advanced (Master or PhD) degree in International Trade, Economics or Business Administration. Having a PhD in the same field of study will be an added advantage

Years of Experience:

- A minimum of 7 years relevant professional experience;
- Knowledge of/experience with UNDP monitoring and evaluation policies and procedures;
- Proven experience in the field of planning, economic and trade policies and programs and project management (inter alia policy analysis, dialogue, negotiation, research, monitoring and assessment)
- Experience in evaluation of international donor driven development projects will be an advantage
- Recent experience with result-based management evaluation methodologies;
- Demonstrated understanding of issues related to trade sector development; experience in gender sensitive evaluation and analysis;

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:

- Responsive/compliant/acceptable, and
- 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
<ul style="list-style-type: none">Advanced (Master or PhD) degree in International Trade, Economics or Business Administration. Having a PhD in the same field of study will be an added advantage	15	15
<ul style="list-style-type: none">A minimum of 7 years relevant professional experience; / Knowledge of experience with UNDP monitoring and evaluation policies and procedures/Proven experience in the field of planning, economic and trade policies and programs and project management (inter alia policy analysis, dialogue, negotiation, research, monitoring and assessment)	25	25
<ul style="list-style-type: none">Proposed methodology	30	30
Financial :	30%	30

ANNEX 1 - TERMS OF REFERENCE (TOR)

ANNEX 2 - INDIVIDUAL CONSULTANTS GENERAL TERMS AND CONDITIONS



Titus Osundina
Deputy Country Director (O)