



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

NATIONAL CONSULTANT

NATIONAL EXPERTS FOR TERMINAL EVALUATION OF DEMOCRATIC EMPOWERMENT PROJECT (DEP) IN TANZANIA

Date: 23 Aug 2016

Procurement Notice No.: IC/TZA/2016/UNDP- 045

Duty Station: Dar-Es-Salaam

Eligibility: Two National Consultants

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;
- Finalize evaluation design and methods and prepare detailed inception report;
- Interviews/consultations with key stakeholders and beneficiaries;
- Analysis of information and findings
- Verify qualitative and quantitative data on the results achieved and progress made;
- Evaluate the extent to which the project has applied a gender perspective and the human rights-based approach and assess the impact of the intervention for men and women beneficiaries;
- Prepare draft evaluation report;
- Stakeholder workshops to discuss and validate findings and draft report;
- Incorporate comments and finalize evaluation report.

Project name: NATIONAL EXPERTS FOR TERMINAL EVALUATION OF THE DEMOCRATIC EMPOWERMENT PROJECT (DEP) IN TANZANIA

Period of assignment/services: 26 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 02 Sept 2016 at 13:00 hrs. (Local time):

IMPORTANT NOTE:

The reference of the IC Procurement Notice No. IC/TZA/2016/UNDP-045 (National Experts for terminal evaluation of the Democratic Empowerment Project (DEP) in 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-045 (National Experts for terminal evaluation of the Democratic Empowerment Project (DEP) in Tanzania)** in all inquiries.

1. BACKGROUND

Tanzania has held five credible General Elections since the reintroduction of multi-party politics in 1992. The 2015 General Election took place on 25th October 2015, the government undertook early and comprehensive preparations for the electoral processes including a national voter registration using new biometric technology.

The Election Management Bodies (EMBs), (the National Election Commission (NEC) and Zanzibar Electoral Commission (ZEC), and other stakeholders in preparing for the 2015 General Election requested the support of UNDP to provide advisory and technical support. In response to these requests for UN assistance and taking into consideration the lessons learned from earlier election support and recommendations of the UN Needs Assessment Mission (NAM), the UNDP through its Democratic Empowerment Project (DEP) supported national efforts.

DEP is a four year (2013-2016) UNDP, UN One Fund and other donor-funded project with the overall aim of contributing to Tanzania's United Nations Development Assistance Plan (UNDAP) Governance Programme Outcome 7 "key institutions of democracy effectively implement their election and political functions". UN Women and UNESCO are implementing partners in a One UN Country context. The project is now in wind-down phase, following the October 2015 General Election.

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:

Profile of the National Experts

Education:

- At least a Master's degree in a related area e.g. political science, public administration or a Bachelor's degree in a related area e.g. political science, public administration and 10 years of relevant professional experience.

Experience:

- UNDP Project evaluation experience is highly desired;
- Minimum 5 years post-degree work experience, preferably in evaluations and/or elections

related democratic governance;

- Demonstrated capability as an effective evaluator;
- Familiarity with project implementation in complex multi donor-funded projects. Familiarity with UNDP DEX modality implementation is desirable
- Good understanding of mainstreaming of cross cutting issues including human rights and gender.

Language:

- Fluency in English and Kiswahili

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/deliverables (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%

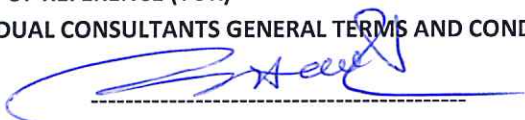
* Financial Criteria weight: 30%

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>
<ul style="list-style-type: none"> Experience with carrying out evaluation of governance projects, preferably election projects 	30	30
<ul style="list-style-type: none"> Experience with election cycle support, in particular support to legal and institutional reform, capacity building of election management bodies, inclusive participation and conflict mitigations and resolving 	25	25
<ul style="list-style-type: none"> Proposed methodology 	15	15
Financial :	<u>30%</u>	<u>30</u>

ANNEX 1 - TERMS OF REFERENCE (TOR)

ANNEX 2 - INDIVIDUAL CONSULTANTS GENERAL TERMS AND CONDITIONS



 Yahya Ba
 Deputy Country Director (O)