



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

NATIONAL CONSULTANT

(for undertaking Terminal Evaluation of the Project “ENHANCING THE FOREST NATURE RESERVES NETWORK FOR BIODIVERSITY CONSERVATION IN TANZANIA”)

Date: 20 Jan 2020

Procurement Notice No.: IC/TZA/2020/UNDP- 002

Duty Station: Home Based with Travel to Project Sites

Eligibility: **National Consultant** (Female Candidates are highly encouraged to apply)

Description of the assignment

- (i) Securing the conservation status and boundaries of the six FNRs;
- (ii) Supplement the core staffing, infrastructure and equipment in the six FNRs;
- (iii) Strengthening the governance of, and benefit sharing in, the six FNRs; and
- (iv) enhancing the capacity of the TFS to plan and administer the six FNRs as an integral part of the wider FNR network

Project name: “ENHANCING THE FOREST NATURE RESERVES NETWORK FOR BIODIVERSITY CONSERVATION IN TANZANIA”

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 Tuesday 03 Feb 2020 at 12:00 hrs. (Local time);

IMPORTANT NOTE:

The reference of the IC Procurement Notice No. IC/TZA/2020/UNDP-002 (“NATIONAL CONSULTANT TO ENHANCE THE FOREST NATURE RESERVES NETWORK FOR BIODIVERSITY CONSERVATION IN TANZANIA”).

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/2020/UNDP-002 (“NATIONAL CONSULTANT TO ENHANCE THE FOREST NATURE RESERVES NETWORK FOR BIODIVERSITY CONSERVATION IN TANZANIA”) in all inquiries.

1. BACKGROUND

In accordance with UNDP and GEF M&E policies and procedures, all full and medium-sized UNDP support GEF financed projects are required to undergo a terminal evaluation upon completion of implementation. These terms of reference (TOR) sets out the expectations for a Terminal Evaluation (TE) of the *Project: ENHANCING THE FOREST NATURE RESERVES NETWORK FOR BIODIVERSITY CONSERVATION IN TANZANIA (PIMS 5106/5035)* which is being implemented by the Tanzania Forest Service Agency with GEF funding through UNDP Tanzania etc.....

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 Consultant

Education:

Master's degree or higher in relevant areas such as Biodiversity Management, Sustainable Land or Forest Management, Environmental sciences or Natural Resources Management

Experience:

- Minimum of 7 years of professional experience, with demonstrated understanding of national policies and practices relevant to forest management, environment, land management, protected area management.
- Recent experience with evaluating projects with result-based monitoring and evaluation methodologies and in applying SMART indicators.
- Knowledge and experience in evaluating development projects, specific experience in UNDP and GEF project Evaluation.

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.

Proposed format for submission of Financial Proposal:

S/N°	Item/Description	Amount (TZS)
1.	Professional Fee (number of working day x Daily Rate)	
2.	Other expenses (please specify if any)	

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%

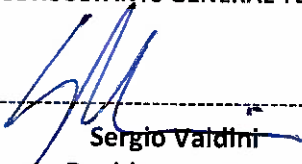
* Financial Criteria weight: 30%

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
<ul style="list-style-type: none"> • Master's degree or higher in relevant areas such as Biodiversity Management, Sustainable Land or Forest Management, Environmental sciences or Natural Resources Management 	05	
<ul style="list-style-type: none"> • Minimum of 7 years of professional experience, with demonstrated understanding of national policies and practices relevant to forest management, environment, land management, protected area management. 	25	
<ul style="list-style-type: none"> • Recent experience with evaluating projects with result-based monitoring and evaluation methodologies and in applying SMART indicators 	20	
<ul style="list-style-type: none"> • Knowledge and experience in evaluating development projects, specific experience in UNDP and GEF project Evaluation 	20	
Financial:	30%	30

ANNEX 1 - TERMS OF REFERENCE (TOR)

ANNEX 2 - INDIVIDUAL CONSULTANTS GENERAL TERMS AND CONDITIONS



 Sergio Valdini
 Deputy Resident representative