



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

NATIONAL CONSULTANT

(CONSULTANT FOR DEVELOPING THREE YEARS MONITORING AND EVALUATION SYSTEM AND REPORTING MECHANISM FOR LEGAL AID SERVICE IN ZANZIBAR 2020-2023")

Date: 19 May 2020

Procurement Notice No.: IC/TZA/2020/UNDP- 008

Duty Station: DAR ES SALAAM AND ZANZIBAR

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

Description of the assignment

- Develop a Zanzibar Legal Aid Monitoring and Evaluation Framework and Plan.
- Develop a Zanzibar Legal Aid sound M&E reporting format.
- Design Division/Section monthly, quarterly and annual progress reporting template.
- Design a sound field visit on Legal Aid monitoring technique.
- Design a guidance for M&E staff to prepare Legal Aid field visit monitoring report.
- Design effective technique for disseminating Legal Aid feedbacks.

Project name: "The project Promoting Legal Empowerment and Access to Justice Programme (LEAP)"

Period of Assignment/Services: 30 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 02 June 2020 at 12:00 hrs. (Local time)**:

IMPORTANT NOTE:

The reference of the IC Procurement Notice No. IC/TZA/2020/UNDP-008 ("CONSULTANT FOR DEVELOPING THREE YEARS MONITORING AND EVALUATION SYSTEM AND REPORTING MECHANISM FOR LEGAL AID SERVICE IN ZANZIBAR 2020-2023").

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-008 ("CONSULTANT FOR DEVELOPING THREE YEARS MONITORING AND EVALUATION SYSTEM AND REPORTING MECHANISM FOR LEGAL AID SERVICE IN ZANZIBAR 2020-2023") in all inquiries.

1. BACKGROUND

The project Promoting Legal Empowerment and Access to Justice Programme (LEAP) is designed to pursue strategic initiatives that will enhance access to justice, the rule of law and the application of human rights for the people of Zanzibar. LEAP shall strengthen the ability of the justice institutions in Zanzibar to provide effective and accountable justice services and in empowering the public to understand and manage their legal issues through increased service provision and public knowledge sharing and engagement. The project shall support the development of an effective and responsive justice system by supporting the enactment of laws and developing policies which enable the realization of human rights, reinforce effectiveness in the provision of legal and justice services and empowering the people with knowledge of their rights and the ability to seek and access meaningful legal services. The project, which will be implemented in both principal islands of Unguja and Pemba and involving the Ministry of Constitutional and Legal Affairs, the Judiciary of Zanzibar, the Office of the Director of Public Prosecution, and the Attorney General's Chambers and the demand side through civil society groups providing legal aid services.....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 in social science preferably in development planning, economics or management;

Experience:

- Sound knowledge in Legal Aid issues, human rights and good governance would be an added advantage;
- -Knowledge and experience in designing M&E systems and conducting evaluations;
- -At least five (5) years of experience in monitoring and evaluation, results-based management;
- -Experience working within the Justice Sector and National Human Rights Institutions
- -Strong communication and interpersonal skills;
- -Proficiency in spoken and written both Swahili and English language;
- -Excellent writing skills and proven ability to produce quality documents at speed;
- -Proven team-leading experience.

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:

- 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
<u>Technical :</u>	<u>70%</u>	<u>70</u>
<ul style="list-style-type: none"> Experience with Justice Sector, Legal Aid and human rights, related to development of national human rights strategies, capacity building and awareness raising 	25	
<ul style="list-style-type: none"> Experience in evaluation, preferably related to Legal Aid and human rights and/or UNDP interventions 	25	
<ul style="list-style-type: none"> Proposed methodology 	20	
<u>Financial:</u>	<u>30%</u>	<u>30</u>

ANNEX 1 - TERMS OF REFERENCE (TOR)

ANNEX 2 - INDIVIDUAL CONSULTANTS GENERAL TERMS AND CONDITIONS



Sergio Valdin
Deputy Resident Representative