



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 13<sup>th</sup> November 2020

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**Country:** Zambia

**Description of the assignment:** National Consultant to support the legal assessment, consolidation and analysis of observer recommendations; also, support the operationalization of the Domestic Election Monitoring and Observation Group (DEMOG) Charter for local Civil Society Organisations (CSOs)

**Project name:** Democracy Strengthening in Zambia Project

**Period of assignment/services (if applicable):** 30 working days

Proposal should be submitted at the following address by email to [procurement.zm@undp.org](mailto:procurement.zm@undp.org) no later than **Sunday 22<sup>nd</sup> November 2020**.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail indicated above by **17<sup>th</sup> November 2020**. The Procurement Team will respond in writing or by standard electronic mail and will upload written copies of the response, by **18<sup>th</sup> November 2020** including an explanation of the query without identifying the source of inquiry, to the same notice.

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### 1. BACKGROUND

Zambia will hold the next general election on the 12th August 2021 to elect the President, Parliamentarians, Mayors, and Town and Village Councils as provided for in the Constitution. This election is expected to be a critical milestone to consolidate the country's democratic governance and mainstream citizen's role in public decision making.

Based on the recommendations of the Needs Assessment Mission (NAM) conducted by the United Nations in 2018 including the need for increased voter education, overall institutional strengthening for the Electoral Commission of Zambia (ECZ) and other national institutions with an electoral mandate, and promoting peace ahead of the 2021 elections, UNDP established the Democracy Strengthening in Zambia (DSZ) Project. The latter is a three-year multi-donor project which is aligned and supportive of Zambia's Sustainable Development Partnership Framework, UNDP Strategic Plan and Country Programme and the 7th National Development Plan 2017-2021 (7th NDP). The Government of Zambia,

through the 7NDP pledges to “promote transparency, accountability, citizen participation as well as strengthen governance institutions”.

The DSZ project consists of two interlinked result areas:

- 1) Electoral institutions and processes strengthened; and
- 2) Programming for peace in support of the Zambia 2021 electoral cycle.

These two result areas are expected to achieve the following results:

1. Inclusive and participatory decision-making,
2. Responsive and accountable institutions,
3. Improved access to information,
4. Enhanced technical and organizational capacities of national electoral stakeholders,
5. Integrity in the work of credible and legitimate institutions, and
6. Improved conflict prevention and mitigation mechanisms.

Besides the aforesaid electoral NAM and also UNDP evaluation of past electoral assistance to Zambia, other election reports including those of both international and domestic observers have pointed out the need for improved legal framework for elections to ensure elections are transparent, inclusive and peaceful and that their outcome enjoy public and stakeholder confidence and legitimacy. Similarly, past election observer findings and recommendations pointed to the need for sustained support to build the capacity and credibility of specifically domestic observers ensure their conduct and reporting engenders public and stakeholder confidence in the electoral process including the outcome of an election.

## **2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

The national will work with an international consultant (separate ToR) and will be required to consult widely, conduct a literature review, stakeholder interviews and produce a comprehensive report (one joint report) that captures gaps between constitutional/legislative framework and procedural/regulatory framework in the Zambian electoral process; also, review, analyse, and consolidate observer recommendations with the view to foster the integrity of elections in Zambia and promote inclusion of all citizens in the electoral processes. The expert report should highlight the major gaps in the existing legal and regulatory framework based on existing global and regional instruments and the recommendations of past observer missions. The findings and recommendations of the consultants will be discussed and validated at a workshop of key electoral stakeholders including both state and non-state actors. DSZ will facilitate the publication and dissemination of the consultancy report.

Based on the scope of work outlined above, the consultant will be expected to deliver the following outputs:

**Deliverables:**

1. An inception report to clarify the methodological and conceptual approach of the consultants to the tasks and assignment to be carried out;
2. A literature review and a wide consultation process to gather information and data to inform and be the basis of the mapping report;
3. A draft report to be presented to national electoral stakeholders for discussion and validation;
4. A final report including outlining gaps in the legal and regulatory framework, good practices and recommendations to foster electoral transparency, integrity and inclusion.

For detailed information, please refer to Annex 1

**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

|                                      |   |
|--------------------------------------|---|
| Qualifications:                      | <ul style="list-style-type: none"><li>• A senior university degree in social work, law, public administration, political science or any related field.</li></ul>  |
| Technical Experience:                | <ul style="list-style-type: none"><li>• At least five (5) years' experience in research, analysis and publication, particularly in the areas of governance, human rights and elections</li><li>• Good understanding of Zambia's political, governance and electoral systems, and the role of the various actors (including civil society and domestic observers) in the administration of elections.</li><li>• Solid knowledge and experience in the design and implementation of election observation especially domestic election observers; specifically, the development of methodologies for information gathering, data analysis, report writing and observer training.</li><li>• Excellent writing skills in English, especially in the preparation of official assessments and reports.</li></ul> |
| Other desirable experience & skills: | <ul style="list-style-type: none"><li>• Experience of conducting similar assessments on elections or political related issues in Zambia or the region, ideally involving the electoral management body, legislature, civil society, judiciary and/or political parties.</li><li>• Experience in analysing and synthesizing observer recommendations into a single document for implementation purposes;</li></ul>   |

|                        |   |
|------------------------|---|
|                        | <ul style="list-style-type: none"> <li>• Good understanding of gender and social inclusion issues.</li> </ul> |
| Language requirements: | <ul style="list-style-type: none"> <li>• A high level of written and spoken English is essential.</li> </ul>  |

#### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

(i) Explaining why they are the most suitable for the work

(ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

2. Financial proposal using UNDP's template for Confirmation of Interest and Availability

3. Personal CV including past experience in similar projects and at least 3 references

#### 5. FINANCIAL PROPOSAL

##### **Lump sum contracts**

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, i.e. upon delivery of the services specified in the TOR. 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 (including travel, per diems, and number of anticipated working days).

##### **Travel;**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

#### 6. EVALUATION

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a 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 point would be considered for the Financial Evaluation

Below is technical evaluation criteria:

| <b>Criteria</b>  | <b>Weight</b> | <b>Max. Point</b> |
|--|---------------|-------------------|
| At least five (5) years' experience in research, analysis and publication, particularly in the areas of governance, human rights and elections [15 points];  | 15%           | 15                |
| Good understanding of Zambia's political, governance and electoral systems, and the role of the various actors (including civil society and domestic observers) in the administration of elections [20 points];  | 20%           | 20                |
| Solid knowledge and experience in the design and implementation of election observation especially domestic election observers; specifically, the development of methodologies for information gathering, data analysis, report writing and observer training [15 points]; | 15%           | 15                |
| Excellent writing skills in English, especially in the preparation of official assessments and reports [10 points];  | 10%           | 10                |
| Proposed methodology;  | 10%           | 10                |
| <b><u>Total</u></b>  | <b>70%</b>    | <b>70</b>         |

**Financial evaluation:**

All technically qualified proposals will be scored based on the formula provided below. The maximum points (30) will be assigned to the lowest financial proposal. All other proposals receive points according to the following formula:

$$p = y (\mu/z)$$

where:

- p = points for the financial proposal being evaluated

- $y$  = maximum number of points for the financial proposal
- $\mu$  = price of the lowest priced proposal

$z$  = price of the proposal being evaluated.

## **ANNEX**

**ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

**ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY**