



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

NATIONAL CONSULTANT

(REVIEW OF KIGOMA JOINT PROGRAMME")

Date: 11 Jan 2021

Procurement Notice No.: IC/TZA/2021/UNDP- 001

Duty Station: Kakonko, Kibondo, Kasulu, and Buhingwe - Kigoma

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

Description of the assignment

- Assess the relevance, effectiveness, efficiency, and sustainability of the Kigoma Joint Programme;
- Assess how the themes were able to engender synergies and complementarity within their respective areas and across the themes;
- Identify lessons learned and draw recommendations and conclusions which may inform future interventions, and which can contribute to decision making processes of the UN, GoT and partners.
- To guide and inform implementation strategy for the remaining period of the programme.

Project name: "Review of Kigoma Joint Programme"

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 Monday 25 Jan 2020 at 12:00 hrs. (Local time):**

IMPORTANT NOTE:

The reference of the IC Procurement Notice No. IC/TZA/2020/UNDP-001 ("REVIEW OF KIGOMA JOINT PROGRAMME").

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-001 ("REVIEW OF KIGOMA JOINT PROGRAMME") in all inquiries;

1. BACKGROUND

The Kigoma Joint Programme (KJP) is an area based Joint Programme that cuts across multiple sectors to improve development and human security in the Kigoma region of Tanzania. The programme involves 16 different UN Agencies and is being implemented in cooperation with the regional and district authorities based on the development needs of Kigoma Region and the capacities of the UN in Tanzania.

The Kigoma Joint Programme applies a comprehensive, multi-sectoral approach to address a wide range of issues facing both the refugees and migrants in the region as well as the surrounding host communities.

By focusing on both the host population, refugees and migrants, the programme supports and forms part of the New Way of Working (NWOW) by striving to achieve collective outcomes that increase resilience and reduce needs, risks and vulnerabilities over multiple years, based on the comparative advantage of a diverse range of actors (i.e. UN, NGOs, private sector and government). Meanwhile, the humanitarian-development nexus is supported by linking the UN's existing response to refugees and migrants with an increased focus on developing the host communities.

Expanding and increasing the support to host communities contributes to the enhancement of the co-existence between the refugee/migrant population and the host population. Through supporting stability and prosperity in the Kigoma region the programme contributes to the stability of the Great Lakes region.

The 16 participating UN agencies are cooperating across 7 themes which are Sustainable energy and environment; Youth and women's economic empowerment; Ending violence against women and children; Education with a focus on adolescent girls and young women; WASH (Water, Sanitation and Hygiene); Agriculture with a focus on developing local markets; and Health, HIV/AIDS and Nutrition.

The programme was officially launched in September 2017 in partnership with the local government authorities, development partners, refugees, the host community and civil society. Its main focus is in the districts which are currently hosting refugee camps though other districts in the region are not being excluded.

The total estimated budget for the programme is about 63 MUSD of which about 30.6 MUSD has been mobilized to date.

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 international development, Development Studies, Economics, Public Administration, Monitoring and Evaluation (M&E) or related field;

Experience:

- 15 years' experience of conducting complex analytical reviews and/or evaluations preferably UN Joint

Programmes/ Development Frameworks;

- Experience in reviewing complex humanitarian – development multisectoral programmes;
- Demonstrable experience of conducting Gender Equality and Human Rights responsive evaluations;
- A strong record of assessing management structures, in terms of cohesiveness, responsiveness and procedural approach;
- Familiarity with the UN system including DaO principles and processes
- Ability to assess the application of the five UN Programming Principles: human rights; gender equality; environmental sustainability; results-based management (RBM); capacity development
- Experience in qualitative and quantitative data collection and analytical methods including Interview techniques.
- Proficiency in English (spoken and written, with capacity to write inception, draft and final evaluation reports);
- Experience in working in the sub-Saharan region will be considered an added advantage;
- Understanding of Kiswahili language will be considered added advantage.

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 ^o	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
<u>Technical :</u>	<u>70%</u>	<u>70</u>
• Educational relevance	10	
• Understanding the scope of work and organization of the proposal	10	
• Strong knowledge in strategic plan development	15	
• Relevant experience of sustainability and ethical practice i.e. human rights, labour, environment and anti-corruption	15	
• Experience of similar assignment/Programme document development	20	
<u>Financial:</u>	<u>30%</u>	<u>30</u>

ANNEX 1 - TERMS OF REFERENCE (TOR)

ANNEX 2 - INDIVIDUAL CONSULTANTS GENERAL TERMS AND CONDITIONS

Jeremiah Mallongo

Jeremiah Mallongo
Operations Manager