



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

ADVERTISEMENT

INDIVIDUAL NATIONAL CONSULTANT-USAWA INDEX

Date: 23 Nov 2021

Procurement Notice No.: IC/TZA/2021/UNDP- 054

Duty Station: Dar es Salaam

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

Description of the assignment

- Familiarize the WEPs Gender Analysis tool to Tanzania Private Sector
- Test applicability and propose modification as may warrant; of the Gender Analysis tool to different company sizes and types in Tanzania private sector
- Create and document cases from a wide representation of private sector that amplify and promote gender equality
- Document success stories and or case studies of companies/organizations that have been tested to embrace WEPs as a way to enhance awareness cum dissemination of USAWA Index
- Create a new reliable statistical model and metrics for private sector index for gender equality, which includes indicators for gender norms, laws and policies

Project name: "CONSULTANT USAWA INDEX"

Period of Assignment/Services: 33 days spread in 2 months

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 Thursday 02 Dec 2021 at 10:00 hrs. (Local time):**

IMPORTANT NOTE: The reference of the IC Procurement Notice No. **IC/TZA/2020/UNDP-054** ("CONSULTANT USAWA INDEX").

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-054** ("CONSULTANT USAWA INDEX") in all inquiries;

1. BACKGROUND

UNDP is supporting The Tanzania's network of the United Nations Global Compact, the UN Global Compact Network Tanzania (GCNT) in the shared mission of advancing the 17 Sustainable Development Goals (SDGs).

The Tanzania's network of the United Nations Global Compact, the UN Global Compact Network Tanzania (GCNT) is dedicated to assisting Tanzanian organizations with the advancement of the 17 Sustainable Development Goals (SDGs) and the 10 Principles of the United Nations Global Compact.

Since its inception in 2017, the GCNT has allowed creation of a platform for multi stakeholders from the private sector, the public, UN agencies and civil society organizations (CSOs) with a focus of promoting sustainability, good governance and fighting corruption in Tanzania. The GCNT has worked on several interventions to further the 10 Principles of the United Nations Global Compact. It has mainly partaken in public sensitization and mobilization, training and capacity building as well as advocating for social accountability in line with its four pillars namely, Human Rights, Labor, Environment and Anti-corruption alongside the SDGs.

As part of these continued efforts to raise awareness and interest toward the SDGs and furthering the 10 Principles, GCNT are launching the USAWA index. The USAWA Index will be a tool to measure the progress of gender equality in a selected scope of the private sector in Tanzania.

Without the equal inclusion of half of the world's talent, we will not be able to deliver on the promise of the Fourth Industrial Revolution for all of society, grow our economies for greater shared prosperity or achieve the UN Sustainable Development Goals. At the present rate of change, it will take nearly a century to achieve parity, a timeline we simply cannot accept in today's globalized world, especially among younger generations who hold increasingly progressive views of gender equality. Fortunately, the pathways to accelerating gender parity have also become more evident. While there has been much debate about closing gender gaps and improving the environment for current and future generations, this has yet to be borne out in the data.

USAWA Index will be introduced to close this data gap. It is within this framework UNDP is seeking to hire a consultant to facilitate the creation of the USAWA Index.

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:

Advanced university degree in a relevant field in the area of research, public policy, development studies

Experience:

- At least five years professional experience in research consultancy
- Prior working experience on decentralization issues is an added advantage
- Demonstrated experience in working with government partners and other stakeholders in public sector development programs especially in the area of capacity development.

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>
• Minimum educational background and language requirement met	10.00	
• Understanding the Scope of Work; comprehensive articulation of the technical proposal	30.00	
• Demonstrated relevant experience in similar work, previous work	30.00	

should be attached as documentation.			
<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