



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE (ICPN)

### DESIGN OF A PROGRAMME DOCUMENT FOR A TRANSFORMATIVE LEADERSHIP PROGRAM FOR WOMEN

#### National Consultant

Date: 26 November 2021

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**Procurement Notice No.:** IC/TZA/2021/052

**Duty Station:** Dar Es Salaam/Remote work

**Eligibility:** Qualified and Experienced National Expert are invited to submit their proposals **“Female candidates are encouraged to apply”**

**Period of assignment/services:** 30 working days

**Contract period:** 15 December 2021 to 14 March 2022

#### Description of the assignment:

To prepare a detailed Programme Document (PRODOC) for the new UNDP Tanzania programme on: **Transformative leadership for women**, which seeks to build a critical mass of transformative women leaders that will drive positive change in their spheres of influence (communities, institutions) as a means to accelerate progress in achievement of FYDP III, MTDS and SDG commitments.

#### Description of Responsibilities (scope of the work)

The following are the expected outputs for this evaluation.

The assignment is to prepare a detailed Programme Document (PRODOC) for the new UNDP Tanzania programme on: **Transformative leadership for women**, which seeks to build a critical mass of transformative women leaders that will drive positive change in their spheres of influence (communities, institutions) as a means to accelerate progress in achievement of FYDP III, MTDS and SDG commitments.

The associated contributory documents to be developed by the consultant as part of the Program Document (PRODOC) formulation are:

- Institutional and context analysis
- Problem tree analysis
- Solution/Objectives tree
- Theory of Change
- Concept paper for the new programme

**Separate technical and financial proposals** detailing understanding of the TOR, methodology and work plan should be submitted through: [icprocurement.tz@undp.org](mailto:icprocurement.tz@undp.org) **not later than Friday, 10<sup>th</sup> December 2021 at 10:00 am (Local Time)**

**IMPORTANT NOTE:**

The reference of the IC Procurement Notice No. **IC/TZA/2021/052** (Design of a programme document for a transformative leadership program for Women) *should* be indicated in all correspondences.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail address: [tenders.tz@undp.org](mailto: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/2021/052** (Design of a programme document for a transformative leadership program for Women) *in* all inquiries.

**1. BACKGROUND**

The United Republic of Tanzania as a country has proven the impact of transformative leadership in accelerating growth, development and overall socio-economic and cultural advancement. With strong leadership the country has been able to achieve Lower Middle Income (MIC) status five years in advance of the envisioned time. Through the Tanzania Development Vision 2025 (TDV 2025), which is being realized through Five-Year Development Plans (FYDP) , the Tanzanian government is focused on nurturing an industrial economy, as well as creating economic transformation and human development with high-quality livelihoods. The Zanzibar Development Vision 2050 (ZDV 2050) puts human development at the forefront of national planning and will be realized through Medium Term Development Plans (MTDS). Having achieved lower middle-income status much sooner than projected, both the Union Government and Revolutionary Government of Zanzibar (RGoZ), have set their sights on attaining semi-industrialized upper middle-income status by 2025. In this regard, the leadership elected in October 2020 has set out the frameworks - FYDP III and MTDS – for achieving this goal. In order to meet the development objectives specified in Tanzania’s Development Vision 2025 and to achieve higher MIC status in this time, human development and the empowerment of women will be key drivers to accelerate growth.

The empowerment of women is a key development area in the ongoing process of deepening pillars of democracy and good governance in Tanzania. Government and development partners continue to develop an enabling environment through law and policy reforms; and through designing national programmes that are responsive to the needs in Tanzania. The UNDP Gender Equality in Public Administration (GEPA) report launched in July 2021 shows that the percentage of women in Public Administration is only 26%, meaning there is great potential for increased equality. The private sector is another instrumental area in accelerating growth, of which women are active. More than 50 percent of women are found in the MSMEs economic sector where there is potential to excel provided that they have access to financial and capacity development support to professionalize and grow their businesses. In 2019, the Gender Inequality Index ranked Tanzania 163 of 189 countries with a score of 0.514, implying significant gender gaps in human development. Inequalities in paid and unpaid work between women and men hampers women’s economic empowerment and increase violence against women

**1. DUTIES AND RESPONSIBILITIES**

For detailed information on the tasks to be performed and expected deliverables, please refer to the Terms of Reference (TOR) attached

## 2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### I. Education:

- Advanced degree in economics, gender studies, women's leadership, political science, international relations or similar

### II. Experience:

- 7 years' work experience and demonstrated competence in the fields of leadership, management, gender equality+, and in related fields such as programme design, innovations, strategic planning, socioeconomic and gender analysis.
- Has designed three or more programmes that have a gender focus, for UN agencies, including log frames, a large budget (3-5 million) and multi-year program plan including a robust M&E system

### III. Language requirements:

- Fluency in English. Fluency in Swahili an advantage.

### IV. Compliance of the UN Core Values

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

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

Interested Individual Consultants must submit the following documents/information to demonstrate their qualifications:

### I. Technical (70 points - pass mark is 49 points):

#### i. Proposal

- Explaining why they are suited to the work (maximum ½ page)
- Providing a brief description of the proposed work plan and methodology (max. 1 page)

#### ii. Personal CV or P11

- Must include past experience in similar assignments 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 (prepared in accordance with the instructions indicated in Section 4 below).

## 4. Financial Proposal (30 points)

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 (***based only on the professional fees***): 30%

Only candidates obtaining a minimum of 49 points in the technical evaluation will be considered for the Financial Evaluation.

Criteria	Weight
<b>Technical Proposal</b>	<b>70</b>
The methodology for achieving the outcomes and deliverables	10
Innovative programmatic ideas for this type of program	10
A description of how previous experience will be brought to this consultation	10
How an 'ecosystem' approach of bringing together stakeholders for understanding funding, building out the program in a collaborative manner, designing with the user in mind (bottom-up consultation and design) could be employed	10
A list of relevant and similar programmes of which the consultant has led, including where the consultant has been a consortium member	10
Has designed three or more programmes that have a gender focus, for UN agencies, including log frames, a large budget (3-5 million) and multi-year program plan including a robust M&E system	10
Advanced degree in economics, gender studies, women's leadership, political science, international relations or similar	05

7 years' work experience and demonstrated competence in the fields of leadership, management, gender equality+, and in related fields such as programme design, innovations, strategic planning, socioeconomic and gender analysis	05
<b>Financial Proposal - Must be prepared in accordance with the instructions indicated in Section 4 above</b>	<b>30</b>

- ANNEX 1

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TERMS OF REFERENCE (TOR)
- ANNEX 2

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INDIVIDUAL CONSULTANTS GENERAL TERMS AND CONDITIONS

*Jeremiah Mallongo*

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Jeremiah Mallongo

Operations Manager