



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

ADVERTISEMENT

INDIVIDUAL NATIONAL CONSULTANT- GENDER MAINSTREAMING EXPERT

Date: 29 March 2022

Procurement Notice No.: IC/TZA/2022/UNDP- 004

Duty Station: Dar es Salaam

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

Description of the assignment

- Review relevant supporting/background information and documents about the project gender mainstreaming strategy, including but not limited to the project document on combating poaching and the illegal wildlife trade in Tanzania through an integrated approach, the UNDP gender mainstreaming strategy, GEF gender mainstreaming guidelines, the national gender mainstreaming policy, and other relevant gender policies and plans.
- Review the actual practices relating to gender mainstreaming across wildlife management undertakings within the Ministry of Natural Resources and Tourism, Local Government Authorities (LGAs) and WMAs involved in the Combating poaching and the illegal wildlife trade project and other communities in relation to participation arrangements in the wildlife management in the project area
- Assess provisions in the institutional and legal framework including the financing mechanisms that can potentially be used to enhance gender mainstreaming in the relevant project components. Further the consultant will have to establish how the provisions can effectively be used to mainstream gender in the relevant project components

Project name: “Combating poaching and the illegal wildlife trade in Tanzania through an integrated approach”

Period of Assignment/Services: 20 working days spread in April and June

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 Friday 08 April 2022 at 10:00 hrs. (Local time):**

IMPORTANT NOTE: The reference of the IC Procurement Notice No. **IC/TZA/2022/UNDP-004** (“GENDER MAINSTREAMING EXPERT”).

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/2022/UNDP-004** (“GENDER MAINSTREAMING EXPERT”) in all inquiries;

1. BACKGROUND

The United Nations Development Programme (UNDP) Tanzania, in collaboration with the Ministry of Natural Resources and Tourism (MNRT) is facilitating the implementation of a project on combating poaching and the illegal wildlife trade in Tanzania through an integrated approach. This project, which forms part of the GEF-financed, World Bank-led Global Wildlife Program (GWP) has as its main objective to support Tanzania in enhancing capacity for biodiversity conservation at the national and local levels. This objective will be achieved through the implementation of four project components: Component 1 will support the Government of Tanzania in enhancing legislative and policy frameworks as well as its national wildlife crime monitoring system. Component 2 will focus at the landscape level, by strengthening the capacity of Tasking and Coordination Groups (TCGs), in improving multi-institutional collaboration, and increasing their level of cooperation with local communities, business, and NGOs in targeted ecosystems. Component 3 facilitates increased involvement of local communities in wildlife enforcement and monitoring activities and addresses the need for enhanced sustainable livelihood opportunities to reduce dependency on vulnerable habitats and wildlife within the Ruaha-Rungwa ecosystem of southern Tanzania. Component 4 focuses on gender mainstreaming, supported by strong knowledge management, communication, and Monitoring & Evaluation. (Project Document will be availed for more details on the project).....etc....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 or higher in a relevant field, preferably in the field of Gender, Public Administration, Sociology, or any relevant social sciences.

Experience:

- At least five (7) years of experience in working on mainstreaming gender in design, implementation, monitoring and evaluation of large-scale projects and programmes;
- At least three (3) years of work experience in should be on environment related projects and implementing gender mainstreaming strategies;
- Ability to apply analytical tools/approaches to collate for Results Based Management and Monitoring and Evaluation
- Previous professional experience working with national government institutions and local communities on gender mainstreaming is a strong asset;
- Previous professional experience with development agencies and/or the United Nations is an asset.
- Excellent working knowledge in written and spoken English.

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>
• Master's degree or higher in a relevant field, preferably in the field of Gender, Public Administration, Sociology or similar fields	10.00	
• At least five (7) years of experience in working on mainstreaming gender in design, implementation, monitoring and evaluation of large scale projects and programmes	20.00	
• Demonstrated understanding of the UNDP/GEF rationale and procedures, and previous engagement in similar assignments	10.00	
• Proposed Methodology and work plan based on the objectives and approaches outlined in the TOR	30.00	
<u>Financial:</u>	<u>30%</u>	<u>30</u>

ANNEX 1 - TERMS OF REFERENCE (TOR)

ANNEX 2 - INDIVIDUAL CONSULTANTS GENERAL TERMS AND CONDITIONS

DocuSigned by:

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Jeremiah Mallongo
 Operations Manager