



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

ADVERTISEMENT

INDIVIDUAL NATIONAL CONSULTANT - NATIONAL CONSULTANCY TO DEVELOP AN AWARENESS RAISING PLAN ON ENERGY EFFICIENCY FOR TANZANIA.

Date: 09 Nov 2022

Procurement Notice No.: IC/TZA/2022/UNDP- 019

Duty Station: Dodoma, Tanzania

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

Description of the assignment

- i. Prepare and present a detailed work plan for the desk and opinion research to understand the practices on energy efficiency and capture the level of awareness on energy efficiency in Tanzania, which will support in designing creative ideas and innovative approaches for awareness raising plan for energy efficiency for the general public; private and public companies' management; government and public institutions Officials; decision-makers; import companies, dealers, distributors and retailers of energy-consuming products; high school and University students.
- II. Prepare requisite data collection tools (e.g., questionnaires/interview guidelines) focused on the respondents' knowledge of Minimum Energy Performance Standards (MEPS) and Labelling, a framework for energy performance certification in large buildings, Energy Consumption Data of Large Energy Consumers, management of large energy consumers, and professional qualifications and skills in Energy Management and Audit.
- III. Coordinate data collection (field visits and desk reviews), analyse and interpret data and produce a full report.
- IV. Work with the technical committee in stakeholder mapping to identify needs of the target groups for awareness.
- V. Prepare a full report on the desk and opinion research focusing on energy efficiency and awareness-raising in Tanzania with graphically designed layouts/formats.

Period of Assignment/Services: 25 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 Friday 18 Nov 2022 at 10:00 hrs. (Local time):**
IMPORTANT NOTE: The reference of the IC Procurement Notice No. **IC/TZA/2022/UNDP-019** ("Dar es Salaam Tanzania").

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-019** ("Individual National consultancy - National consultancy to develop an Awareness Raising plan on energy efficiency for Tanzania.") in all inquiries;

1. BACKGROUND

UNDP Tanzania is supporting the Ministry of Energy in implementing Tanzania's 1st Energy Efficiency Action Plan, with the support from the European Union (EU). The overall objective of the Action Plan is to ensure access to affordable, reliable, sustainable, and modern energy for all in Tanzania. The project is dedicated to assist the Government to prepare a comprehensive updated Energy Efficiency Action Plan, which will be integrated with the Tanzania Energy Efficiency Strategy (TEES) to support the implementation of the National Energy Policy and strategic goals set by the Tanzania National Development Vision 2025, in terms of ensuring that Energy Efficiency plays a key role in contributing to the economic and social development of the country.

The project is expected to help the county in strengthening Legal, Regulatory, and Institutional frameworks and administrative actions to support the implementation and introduction of Energy Efficiency Actions (EEA); help large energy consumers and general users to identify and implement quantifiable investments in Energy Efficiency; help in capacity and skills development, jobs creation and increase employability in Energy Efficiency and Renewable Energy Services and technology sector, particularly for women and youth; and increase public awareness, access to information, stakeholder dialogue and visibility of financial, economic, and societal benefits of Energy Efficiency and Renewable Energy.....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:

- Bachelor's degree or above in public relations, electronic media, communication, journalism or other relevant.

Experience:

- At least 9 years of professional experience in the field of public relations/communication
- At least 3 years of experience in developing awareness raising and communication strategies, campaigns, tools and materials. The candidate will be requested to provide relevant samples to verify this requirement
- At least 5 years of experience in stages of activity planning and implementation of public relations and/or awareness raising campaigns in international donor funded projects/organizations (minimum requirement: 5 points)
- Experience in developing social media accounts/websites of public or private institutions/international organizations/corporations will be an asset. Vital behavioral change communications research and analytical skills for awareness-raising plan.
- Knowledge of energy efficiency, resilience, and climate change topics and issues are an 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:

- 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>
<ul style="list-style-type: none"> Experience in the areas of interest (research and analysis, strategic communication, awareness-raising plan and energy efficiency and statistical analysis) 	35.00	
<ul style="list-style-type: none"> Strong quantitative and qualitative skills and demonstrated capacity to perform outstanding desk and opinion research 	20.00	
<ul style="list-style-type: none"> Up-to-date knowledge of Energy Efficiency, resilience, risk reduction, and climate change topics and issues are an advantage 	10.00	
<ul style="list-style-type: none"> Previous relevant experience with UN or UNDP policy and programming processes at the global, regional, or country level 	05.00	
<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:

Sergio Valdini

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Deputy Resident Representative