

**CALL FOR CONSULTANCY SERVICE TO RE-EVALUATE
UNHCR Tanzania Contribution towards Partner Personnel Costs
Ref. No: UNHCR/2020/PR1 – Tanzania; 21st September 2020**

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and coordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country. It also has a mandate to help stateless people.

In delivering its mandate, UNHCR also collaborates with more than 900 governmental, non-governmental, UN agencies and other partners, and this partnership is solid and expanding.

While host Governments have the primary responsibility for assuring protection and provision of basic services to refugees and asylum-seekers, UNHCR supports the Governments in discharging this responsibility in line with international protection standards.

UNHCR is physically present in Tanzania and supports the Government of Tanzania in the provision of assistance to refugees and asylum seekers also known as Persons of Concern (PoCs) through close collaboration with the UN-system in Tanzania and through partnership(s) with international / local organization(s) and other stakeholders based in Tanzania. One of the partnership mechanisms in collaborating with the above partners is through UNHCR funded Partnership Agreements where UNHCR and implementing partners contribute complementary resources (human resources, knowledge, funds, in-kind contribution, supplies and/or equipment) to achieving common objectives as agreed in a Project Partnership Agreement.

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SCOPE OF WORK

Under the Project Partnership Agreements, implementing partners are the sole responsible entity for the recruitment, employment, establishment of contracts, management, and dismissal of Partner Personnel and for all related payment of salaries and other entitlements as well as for complying with all relevant national laws and regulations applicable to the employment relationship with their personnel including the recruitment, contracting, management and dismissal of Partner Personnel and for all related payments. However, UNHCR is also committed to contribute towards the total personnel costs of the implementing Partners, as UNHCR and Partners work in collaboration to protect and assist persons of concern. In line with this UNHCR is looking for an experienced consultancy firm to carry out an evaluation of the current UNHCR scale of contribution to partner personnel cost in Tanzania and recommend an efficient and reasonable personnel levels and associated costs (in terms of number of persons, competencies, skills, and reasonable costs), in order to maximize benefits for persons of concern and achieve the objectives of the Partnership Agreements.

Firms that have the required technical attributes and have the experience in carrying similar works are invited to respond to this call by submitting the following documents to UNHCR Representation office in Dar es Salaam located at Plot no 1658, Rufiji Street, Off Haile Selassie Road, Masaki, Dar es salaam, Tanzania latest by **12th October 2020**.

EXPECTED OUTPUTS

- A interim draft report which summarizes the desk reviews with data set specifically qualitative information from the desk review must be submitted as soon as the data cleaning process is completed.
- Presentation of findings to stakeholders for validation.
- A final report with findings and recommendations

DOCUMENTS TO BE SUBMITTED

1. Outline Technical Proposal of a maximum five pages which includes the following:

- The Consultant understanding of the expected works (1-page max)
- An outline methodology of the survey, including tools /framework applied and feasible timeline/work plan (3 pages max)
- Names, addresses, telephone numbers of three professional referees (0.5-page max)
- Full names, post office box, telephone numbers, e-mail address, physical address and contact person of the consultancy firm (0.5-page max)

2. Attachments to the Technical Proposal should include two examples of similar work conducted in a similar field, and the CVs of the proposed team members.

3. Financial Proposal which includes the following:

- An itemized budget proposal for consultancy fees, as well as administrative costs such as travel, visas (if required), accommodation, meals etc.
- Copy of TAX registration and other relevant documents