

Actions for Development Programs - Mbozi

(ADP-MBOZI)



P.O. Box 204 Mbozi, Mbeya Region, Tanzania
Tel. +255 (025)-2580095 Mob. +255 0754 398342, Fax: +255 (025) 2580312
E-Mail: adpmbozi@yahoo.com & adpmbozi@iwayafrica.com

TERMS OF REFERENCE

Assignment: Program Management Training

Period of Performance: April 1st to 30 May, 2023

Contract Type: Fixed Price

Location: Tanzania (Mbeya City)

Target participants: ADP Mbozi staff

Number of participants: 15

Reports to: Procurement Unit

1. Introduction

Actions for Development Programmes (ADP)-Mbozi is a Non - Governmental Organization established in 1986 as a project and registered as Trust Fund on 29th of November 1995. Following the changes in law governing the establishment of Non-Governmental Organization in 2002, ADP-Mbozi re-registered on 10th October 2005 as an NGO with registration number 1639.

The organisation's core business is to facilitate socio-economic empowerment of marginalized rural and urban communities in Tanzania Mainland through promotion of food security in the context of climate change and improved nutrition, entrepreneurship and market development, community empowerment on gender, HIV/AIDS, Children, good governance and environment.

Currently, the organisation works in five regions-Songwe, Mbeya, Njombe, Katavi and Rukwa implementing programs/projects related to health, markets, agriculture, environment and

entrepreneurship. The organisation makes every effort to reach and provide services to small scale farmers, youth, Low income women, AGYWs and children.

2. Objectives of training

To improve organisation's capacities in managing her diverse projects. Also, to enable the organisation to come up with best mechanisms and or approaches on how well to manage a sundry programs. Additionally, to come up with the organization program manual which will be used as a program operation guiding tool.

3. Scope of Service

The service provider must provide a summary report outlining staff members trained, details of training modules completed by each staff, the competency level of each staff trained, and a certificate to the trained staff. The service provider is expected to produce a comprehensive set of training tools that suffice the purpose.

4. Expected deliverables

The consultant must be able to equip the ADP Mbozi staff with skills and knowledge practical understanding on program management. The assignment is estimated to yield a maximum of ten (10) billable days plus 30 days for manual development and submission. The qualified consultant(s) is expected to start immediately after signing the contract.

The table below provides the deliverables and related deadlines.

	Activity	Expected deliverable	Deadline	Days allocated
1	Inception and Work plan Development	Arrangement meetings minutes	18/04/2023	1
		Identification of capacity gaps from review of the recommended documents/manuals, or discussions.	19/04/2023	1
		Full swing project management training	20-25/04/2023	6
		Consultancy report writing and submission.	26-27/4/2023	2
2	Project management manual development	Project management manual developed and delivered to ADP Mbozi.	01/05/2023 to 30/05/2023	30 days

5. Selection criteria

Criteria	Score (%)
Previous technical experience in project management training with local or international NGOs	20
Previous experience in project management manuals development, emanated from natural environment of the NGO.	20
Previous experience working with PEPFAR and/or USAID-funded projects.	10
Sound and evidence-based technical approach to activity implementation and completion of deliverables.	30
Competitive price	20
Total	100

6. Qualifications

- i. The consultant/firm must be based and legally registered to undertake business in Tanzania.
- ii. Demonstrate a remarkable knowledge and experience in training NGOs on how to manage community based programs.
- iii. A minimum of a Master's degree in business administration, social sciences, economics, communications, or development studies with a focus on social sciences, or related field.
- iv. Minimum ten years of technical experience with capacity development, organizational business development, resource mobilization, or systems strengthening with national or international development programs.
- v. Strong writing, facilitation, research, and analytical skills in English and Kiswahili.
- vi. Familiarity with USAID and PEPFAR-funded programming is preferred.
- vii. Proof of carrying out a similar assignment
- viii. Kiswahili and English language proficiency

7. Notification

- a) Late or incomplete bids will not be accepted.
- b) Electronic bids are acceptable.
- c) The quote that complies with all the requirements and offers the lowest price and all other evaluation criteria indicated here shall be selected for further steps.
- d) ADP Mbozi may cancel the solicitation and not the award.
- e) ADP Mbozi may reject any or all responses received.
- f) ADP Mbozi reserves the right to disqualify any offer based on the offerer's failure to follow the solicitation instructions.
- g) ADP Mbozi reserves the right to renounce minor proposal deficiencies that can be corrected before award determination to promote competition.

- h) ADP Mbozi will contact all officers to confirm the contact person, address, and the proposal submitted for this solicitation.
- i) ADP Mbozi will not compensate vendors for their response to the solicitation.
- j) Information about and obtained from the vendor due to participation in this solicitation is confidential.
- k) Non-disclosure agreements bind all reviewers

8. How to Apply

To apply, please send your firm profile/ CV, a short proposal (maximum ten pages) that summarizes your understanding of the ToR, evidence of previous assignments, and technical details of how you plan to execute the assignment. Include the proposed budget for each deliverable in the assignment in TZS.

Submit your proposal to:

procurement@adpmbozi.or.tz with the subject: PRAGRAM MANAGEMENT TRAINING

The deadline for applications is **12th April 2023**. Only shortlisted companies will be contacted for further inquiry and details.