**Tai Tanzania Procurement Consultant**

 **Terms of Reference**

**Purpose of consultancy:** Reviewing, and strengthen procurement policy and procedures

**Type of contract:**  Individual Consultant

**Supervisor:**  Administration Manager

**A. Background**

Tai Tanzania is an innovative youth-led organization that uses the power of combining data, storytelling and technology to inspire behaviour change among young people based on stories from the community. We produce edutainment content such as animation film, music, and comic posters. Tai was founded in 2012 and registered in 2013. Tai's vision is to create social behavioural change to live in a society where youth are responsible leaders in ensuring sustainable development. To do so, Tai focuses on creating environments that will foster adolescents' access to school, since education plays a crucial role in children's and adolescents' future lives.

**B. Scope of Work**

**I. Goal**

The main goal of this consultancy is to provide technical expertise to the Tai Tanzania Administration team in reviewing the procurement policy and procedures and providing training to the admin team on how to implement the policy.

* + 1. **Key Activities**
* Conduct desk review on existing Tai Tanzania procurement documents
* Presentation of observed gaps on procurement policy and procedures
* Revise procurement policy and procedure based on gap analysis observed
* Offer quality advice regarding procurement affairs
* Conduct training on the revised procurement policy and procedures to the team
* Finalize and submit the final procurement policy and procedure documents on the agreed date and time

**D. Expected Deliverables**

In line with the above proposed scope of work, it is expected that deliverables would encompass the following:

* Inception report is produced
* Submit the first draft of the revised procurement policy and procedure on the agreed date and time
* Submit final draft of procurement policy and procedure after addressing the comments from the first draft
* Presentation of procurement policy and procedures to Management
* The consultant should demonstrate that all the activities bulleted in the TOR under the heading method/key activities were all fulfilled as a process for amendment of Tai Tanzania Financial manual

**E: Qualification and Experience**

**Qualification and Education**

* Master degree in Business administration or equivalent.

**Experience**

* Minimum of 7 years of relevant experience
* Experience in overseeing the development and implementation of the procurement policies
* Demonstrated hands on experience in finance management
* Experience in working with different organizations in an advisory or consultancy role, assisting

them to understand and implement policies and procedures

**Competency**

* Theoretical and practical knowledge of procurement process and procedures
* Ability to explain ideas and concepts in simplicity manner
* Excellent in listening and writing skills

**F. Criteria for Selection**

1. Tai Tanzania will use a combined scoring method, in which the technical proposal explaining consultant experience, approach and methodology for carrying out the required assignment and will be weighted at100% Scoring for the technical proposal as follows:
   * Education: **10 points**
   * Relevance of Experience: **40 points**
   * Approach to completing the assignment: **50 points**
2. Detailed budget providing the cost of the consultant’s services
3. Resume, curriculum vitae or bio
4. List of past clients for whom the most closely related work was conducted, indicating those who may serve as professional references with contact information

**G. Submission**

Send your letter of interest and CV to email: [joinus@tai.or.tz](mailto:joinus@tai.or.tz) and for further questions or inquiry contact Human Resource Manager through +255(0)743 300 006. When submitting your applicant make sure the subject on the email state: **“Application for Procurement Consultant Service”**. The deadline for this application is **November 30th, 2020**.