



**TANZANIA WOMEN LAWYERS ASSOCIATION (TAWLA)**

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**RFP No: TAWLA/FY21/003**

**FOR**

**PREPARING A GUIDE ON BEST PRACTICES TO SUPPORT LOCAL COMMUNITIES IN  
DEVELOPING AND ADOPTING GENDER SENSITIVE VILLAGE BY-LAWS**

## **1.0 ABOUT TAWLA AND PROJECT**

**Tanzania Women Lawyers Association (TAWLA)** is a Non-Governmental Organization (NGO) as of July 2019. This was a result of changes in the legal and regulatory introduced in 2019 through Written Laws (Miscellaneous Amendments) Act, No.3 of 2019, which amended the Non-Governmental Organizations Act, Act No.24 of 2002 by imposing a mandatory obligation for all organizations that has been registered other than under the NGOs Act, but engaged in community activities, to undergo compliance exercise which has the effect of changing their legal status to NGO.

TAWLA was formerly registered under the Societies Act in 1990 mainly as a guild to promote and advance legal and constitutional rights of women and this still stands and relevant to date. The aims and objectives of the organization is; to advocate for gender equality, promotion of human dignity and gender justice through policy, legal and institutional reforms, community action and media engagement. To this end, TAWLA envisage a society that respects, upholds the rights, enhances the responsibility and empowers women.

## **2.0 INTRODUCTION AND BACKGROUND OF THE PROJECT**

In partnership with IIED, TAWLA has been implementing a project in Kisarawe District that aims to strengthen women participation in land governance through facilitating development of gender sensitive by-laws. Gender sensitive by-laws is a tool that is increasingly win attraction of many development partners in addressing legal and policy local challenges through crafting context specific local legislation to provide local solution. TAWLA work in Kisarawe has been implemented through phases, but to date

TAWLA has facilitated gender sensitive by-law developed in 64 villages in Kisarawe District. These villages are Mtamba, Kauzeni, Bwama, Kibuta, Masanganya, Chang'ombe, Kitongamango, Palaka, Marumbo, Chang'ombe A, Mfuru, Kikwete, Maneromango Kaskazini, Kidugalo cha kanga, Msegamo, Mengwa, Ngongele, Chale, Boga, Maneromambo Sokoni, Msanga, Bembeza, Visiga, Mianzi, Manumisera, Mngwata, Kihale, Kisengere, Tiku, Sofu, Kwara, Kuruichole, Yombo luinga, Chole samvua, Mafundi, Vikumburu, Panga, Mtunani, Koresa, Kitonga, Mafizi, Nyani, Gwata, Ving'andi, Zegero, Mtakayo, Kurui ya Mzenge, Kidugalo, Mzenge A, Chakanga, Vilabwa, Mitengwe, Chamalale, Sangwe, Kibemwenda, Mzenge B, Vitungo, Mihungwe, Gumba, Masaki, Sungwi, Kisanga, Mhaga and Mtamba

TAWLA is now implementing a new project phase (Phase 3) which aims to achieve the following objectives:

1. Build a strong evidence base to pave the way to up scaling, adaptation and/or replication of the approaches developed during the previous phase by documenting whether and how these approaches can make a difference in the long term and how they could be further strengthened to maximise lasting impact;
2. Develop and test innovative strategies to mainstream gender in land tenure regularisation processes; and
3. Translate the evidence and knowhow generated by the previous two activities into policy and practice for gender-sensitive land governance both for Tanzania and internationally strengthen its work on by-laws in Kisarawe District and supporting land regulation in 2 villages.

### **3.0 ABOUT THE CONSULTANCY**

Among the activities under this project phase is to develop a guide on best practices to support local communities in developing and adopting gender sensitive village by-laws. Considering gender sensitive by-law has not been explored by many Civil Society Organizations, TAWLA and IIED find it important to develop a guide that can be used as resource and reference book to guide communities within Tanzania and across Africa (with similar context to Tanzania) in developing their local rules to address various local challenges. The guide will focus more on by-law development process rather than on the content of the by-law. However, where necessary, cross reference to the specific provisions within the by-laws, can be made where that particular provision is considered to provide best practices.

### **4.0 SCOPE OF WORK**

The engaged Consultant is expected to do the following,

1. Conduct a desk review and interviews where necessary on approaches, processes and practices that TAWLA and other CSOs in Tanzania, Africa and across the globe have been using to assist their local communities in

developing by-laws in their respective areas. This shall also include the process that has been 100% led and supported by the Local Government Authority. The consultant will consult TAWLA and IIED to discuss and agreed on by-laws works that can be reviewed by the consultant.

2. Field Visit in Kisarawe. The consultant is expected to conduct field visits in 20 villages at Kisarawe District which will represent the other villages supported by IIED and TAWLA to adopt the gender sensitive Bylaws. Among other things, during the field visit the Consultant will interview the community members to assess the impact of their participation during the by-laws development and adoption process. TAWLA will develop a criterion for selecting villages for Consultation. Further, consultant together with TAWLA will identify villages that will be engaged in consultation with the Kisarawe District authorities
3. To prepare the draft guide and present the same for validation before TAWLA, IIED Team and other invited stakeholders.
4. Submit the final draft guide to TAWLA within the agreed timeframe

## **5.0 DELIVERABLES**

The consultant will provide these key deliverables.

- ✓ Inception report
- ✓ Tools and protocols that will be used in discharging the assignment
- ✓ Draft guide for validation
- ✓ Presentation that summarize the preliminary findings as per draft guide
- ✓ Final draft of the guide

## **6.0 EXPERTISE**

TAWLA is seeking an individual consultant with extensive experience in legal issues, gender mainstreaming, strategy and policy development, policy briefs development and mentoring capacity. The candidate should be well experienced of not less than three years of working experience

## **7.0 REPORTING**

The consultant will be reporting to the TAWLA and all deliverables will be submitted to TAWLA on dates as may be mutually agreed during the inception meeting..

## **8.0 TIME FRAME**

This assignment is expected to be carried for 60 Calendar Days after the date of signing of the Contract.

## 9.0 INSTRUCTION TO BIDDERS

1. To be evaluated, bidders **MUST** include the following in the proposal

- (a) A copy of registration certificate, TIN and VAT certificate (if applicable)
- (b) Bid form
- (c) Summary of Costs
- (d) Contact reference for a least 3 reputable organizations, preferably NGO: and
- (e) A copy of a previous reports of a similar nature undertaken

### 2. Payment Schedule

- a) The consultant is expected to pay all government taxes for which they are responsible. Where applicable, TAWLA shall deduct all applicable government taxes and submit them to the Tanzania Revenue Authority (TRA)
- b) Terms of payment is 100% after submitting final report.

### 3. Bid validity period

Bids will be valid for a period of 60 days the date of final submission of proposals

### 4. Preparation of the Proposals

Technical proposal which shall provide the following information **[70%]**:

#### 5. Desired Qualifications and Experiences of the consultant

Experience, reputation, and experience in previous similar work. TAWLA is looking for a qualified, highly self-motivated, enthusiastic, and innovative consultant/consulting firm with the following skills and qualifications **(20%)**:

- Holder of a degree in law and highly experience in policy development, research, communication.
- Strong knowledge of contemporary development issues nationally and globally especially on gender and Human Rights issues.
- Previous experience in developing participatory advocacy strategies and plans.
- Previous experience in policy analysis and policy research.
- Strong background in capacity building and training on advocacy and policy implementation.
- Previous experience in consulting with organizations on advocacy or similar assignments.
- Good communication written and verbal in English and Swahili.
- Excellent networks with government and civil society partners.

a) Understanding of “call of Consultants” and TAWLA Profile **(10%)**

b) A description of the methodology and the overall quality of the proposal and detailed activities schedule/work plan with time frame **(20%)**

- c) Qualification of key personnel proposed to carry out the assignment and qualifications, must provide information indicating that they are qualified to perform the services by submitting updated CV's, description of similar assignments, experience in similar conditions and relevant skills. Team composition (including sex-disaggregation) and level of effort of each proposed team member, if applicable **(20%)**

The minimum technical score required to pass for financial evaluation: **50% and above out of 70%**

#### Financial Proposal **[30%]**

- a) In preparing the financial proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents. Financial proposal should cover all cost to conduct the survey, to include;
- An itemized line by line budget proposal for consultancy fees/cost.
  - Administrative costs such as travel, accommodation, meals, and stationery etc; and
  - Itemized field data collection expenses.
- b) The financial proposal should clearly indicate, as a separate amount, any applicable taxes(withholding tax), duties, fees, levies, and other charges imposed under the applicant law, on the consultants, the sub consultants, and their personnel; and
- c) The formula for determining the financial scores is the following:  
**Sf** = 30 x Fm/F, in which **Sf** is the financial score, **Fm** is the lowest price and **F** the price of the proposal under consideration.

Proposals will be ranked according to their combined technical (St) and financial (Sf) scores. The firm achieving the highest combined technical and financial score will be invited for negotiations.

#### **5.Selection Criteria**

Selection Criteria: In order to determine the quote offering the best value for money, that is the best price to quality ratio, TAWLA will consider the following criteria;

- a) Specific experience of the consultants related to the assignment;
- b) Adequacy of the proposed work plan and methodology and understanding of the Terms of Reference;
- c) Qualifications and competence of the key staff for the Assignment;
- d) Total costs to carryout the assignment; and
- e) Reference.

## **6. Queries/Requests for Clarifications**

Queries/requests for clarifications must be directed to procurement unit at [electronic.bids@tawla.or.tz](mailto:electronic.bids@tawla.or.tz)

## **7. How to bid**

*Interested and suitably qualified consultant or consulting firm must send their CV accompanied with a letter of interest detailing their qualifications and experience as well as the inception report described to [electronic.bids@tawla.or.tz](mailto:electronic.bids@tawla.or.tz) not later than **1600PM** Tanzania Time on **Monday 13<sup>th</sup> August 2021***

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