



TANZANIA WOMEN LAWYERS ASSOCIATION (TAWLA)

P O Box 9460, Dar es Salaam, Tanzania

tawla.information@gmail.com, info@tawla.or.tz,

Tel: +255 (0) 22 286 286 5

TERMS OF REFERENCE TO ENGAGE A CONSULTANT TO CONDUCT AN ANALYSIS ON THE EXTENT TO WHICH NATIONAL LEVEL POLICY AND LEGISLATIVE FRAMEWORKS ON GENDER EQUALITY ARE IMPLEMENTED.

1.0 ABOUT TAWLA

Tanzania Women Lawyers Association (TAWLA) is a Non-Governmental Organization established in 1989 and registered under the Societies Act of 1990. The organization is compliant with the NGOs Act of 2002 and obtained an NGOs status in 2019. The aims and objectives of the organization are to advocate for gender equality, promote human dignity and gender justice through policy, legal and institutional reforms, and community action and media engagement. To this end, TAWLA envisage a society that respect, uphold, and enhances the responsibilities and empowers women and her mission is to collaborate with relevant stakeholders in creating a conducive legal and policy environment, providing diverse platforms on sectoral reform and access to justice through legal aid services, advocacy, awareness raising, strategic litigation, research and publications on issues affecting women and children.

2.0 INTRODUCTION AND BACKGROUND OF THE PROJECT

Gender equity is an important tool to ensure inclusive participation of all sections of the community in the governance of their Country. Achieving gender equality is among the Sustainable Development Goals that the International community has pledged to achieve. It is widely recognized that for a meaningful and sustainable development initiative, gender consideration is a must. In Tanzania, various strategies and plans have been designed to achieve gender equality and in general terms we are walking on the right direction towards achieving gender equality. However, there are still challenges related to protection of women from violence and participation in decision-making and economic activities.



TAWLA is implementing a project titled "**Contributing to Increased Women Representation and participation on country's governance and political processes**"

The overall objectives of the program are to ensure greater women and youth economic empowerment and greater gender equality in National level government and Parliament through the increase of women and youth participation and representation in decision making bodies. The specific objectives are.

Objective 1: GREATER WOMEN AND YOUTH (18-25 YEARS) ECONOMIC EMPOWERMENT

1. A more enabling policy and legislative environment for poor and marginalised women and youth economic empowerment
2. Increased national budget allocation to agriculture to benefit poor and marginalized women and youth
3. Increased national discourse on the productive roles of poor and marginalized women and youth in the economy

Objective 2: GREATER GENDER EQUALITY

1. Increased representation and participation of women in National level government and Parliament
2. A more enabling National Policy and legislative environment for gender equality
3. Strengthened partner capacity, coordination and reach in terms of National advocacy surrounding GBV

This action seeks to address barriers hindering women and youth from participating in economic empowerment and political processes and hence making them underrepresented in the decision-making organs. From that context, TAWLA is planning to "**Engage a Consultant to conduct an analysis on the extent to which national level policy and legislative frameworks on gender equality are implemented**".

3.0 THE ASSIGNMENT

- To conduct an analysis on the extent to which national level policy and legislative frameworks on gender equality are implemented.



4.0 MAIN OBJECTIVES OF THE ASSIGNMENT:

- To analyze how legal and policy framework on gender equality are implemented to enhance women and youth participation and representation on political processes and governance.

5.0 SPECIFIC DUTIES AND RESPONSIBILITIES.

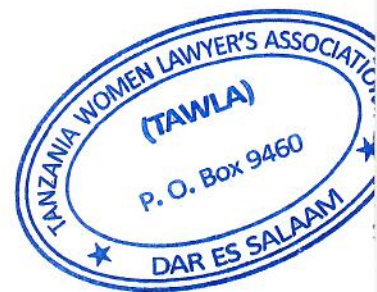
- To identify legal and policy frameworks related to women and youth political participation and representation in Tanzania and-
- Analyze how the identified legal and policy frameworks are implemented to enhance the increase of women and youth participation and representation in political processes and decision-making bodies.

6.0 DELIVERABLES

- **A comprehensive report** regarding an analysis on how legal and policy framework regarding women and youth political representation and participation are implemented to enhance the increase of women and youth participation and representation in political processes and decision-making bodies.
- **Submit a draft report on 14th October 2021** for Pretesting and Validation session arrangements on a date which will be communicated in due course.
- **Present the findings** of the analyzed legal and policy framework regarding women and youth political representation and participation on a date which will be communicated in due course.
- **Submit the final report on 25th October 2021.**

7.0 EXPECTED OUTCOMES-.

- A more enabling National policy and legislative environment for gender equality enhanced.
- A more enabling environment for women and youth representation and participation on political processes enhanced.
- Increased representation and participation of women and youth in decision making bodies.



8.0 TIME FRAME

The Consultant is expected to undertake the assignment within **twenty-one (21) days from 24th September to 14th October 2021.**

9.0 INSTRUCTIONS TO BIDDER

9. 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

9. 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 50% upon signing of the contract and 50% upon submission of final report.

9. 3. Bid validity period

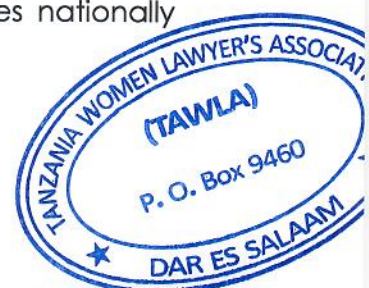
Bids will be valid for a period of 60 days the date of final submission of proposals

9. 4. Preparation of the Proposals

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

9. 5. Desired Qualifications and Experiences of the consultant

- a. Experience and reputation 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 women empowerment



- 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.

b. Understanding of "Terms of reference" and TAWLA Profile **(10%)**

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

d. 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%)**

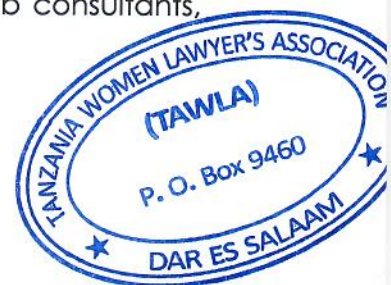
- The minimum technical score required to pass for financial evaluation: **50% and above out of 70%**

9.6 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 standard formula for determining the financial scores is the following:

$Sf = 30 \times Fm/F$, 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.

9.7 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) Specific Qualification - Holder of a degree in law and highly experienced in policy development, research, and communication
- c) Adequacy of the proposed work plan and methodology
- d) Understanding of the Terms of Reference
- e) Qualifications and competence of the key staff for the Assignment;

10 Queries/Requests for Clarifications

Queries/requests for clarifications must be directed to procurement unit at electronic.bids@tawla.or.tz

11 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 summary of working experience described to electronic.bids@tawla.or.tz not later than 1000Am Tanzania Time on **Wednesday 22nd September 2021**

