



Request for Proposal
For
Conducting System Re-design and Updating of TAWLA M&E and Reporting System.

1. Background Information

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 envisages a society that respects, upholds the rights, enhance the responsibility, and empowers women. TAWLA's mission is to advance women as champions in promoting and protecting the rights of women and good governance through legal empowerment.

With the support from We Effect towards enhancement of gender equality and targets through technical provision on gender issues to We Effect partners in Tanzania, organization strengthening is among the activities aimed at supporting organization capacity for partners of We-Effect in Tanzania. On this regard, TAWLA is planning to redesign and update its M&E system to respond to the multiple needs as per the current strategic plan, project, and organization need for specific data that help in programming decision. TAWLA has been using her current system for about 5 years now but due to emerging data demand for the reasons stated above, there is the need to redesign and update the existing system to be able to capture both project/programs that are currently implemented by TAWLA as well as progress made by the organization in implementing its strategic plan.

It is from this background that TAWLA is calling for suitable candidate to conduct service as consultant in redesigning and updating TAWLA M&E system, a system that will be used by all TAWLA offices; Dar es Salaam, Dodoma, Mwanza, Tanga, Arusha and Mbeya.

2. Purpose and Scope of the Assignment

The assignment aims to strengthen the TAWLA M&E system by redesigning and updating it to respond to the organization data need and be able to track the progress of the TAWLA interventions and generate reports that will be used by the organization for multiple uses. The assignment will include reviewing the existing system and how it operates, incorporating current tools that have been developed to respond to the data need and multiple functionalities, and linking different sections within the system so that the system can be able to produce monthly, quarterly as well as an annual report based on the activities reported on the system. Further, the assignment will include training to TAWLA staff on how to use the system.

3. Specific Objective and Expected Outcomes of the Assignment

The main objective of this assignment is to review and redesign the TAWLA M&E system to make the system able to do the following,

- Allow the front desk officer to assign the client to the specific legal aid officer after qualifying for the eligibility criteria.
- Allow legal officer to summarize clients' information in the system and saved against the client case
- The system should allow legal officers to upload soft copies of documents submitted by client and prepared for clients (pleading) into the system.
- The system should be able to automatically produce reports and include dashboards that indicate performance on a monthly, quarterly, and annual basis.
- The system should be able to capture information/data that respond to the TAWLA strategic plan indicators.
- The system should be able to capture reports from program activities and disaggregate the information based on sex, age, and regional wise.
- Any other areas that TAWLA will instruct the consultant to include into the system during the development period.

4. Expected Output/ Deliverables

The expected output and deliverable for this assignment include the following

- Inception Report that explains how the consultant has understood the assignment and the scope of the work, detailed plan on how is planning to conduct the assignment including methodologies and strategies s/he will employ and timeline.
- Functioning system that meets data demand of the client (TAWLA)
- A Summary Report (Five pages at most) on the assignment.
- PowerPoint presentation on system functionalities and how to use those functionalities.

5. *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

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 40% after successful presentation of inception report and 60% after the accomplishment of the job

3. **Bid validity**

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

4. **Preparation of proposal**

Proposal is supposed to be in two parts , named as **Technical (70%) and Financial proposal (30%)**

5. **Desired qualifications and experience of the consultant**

- a) Proven track record and experience in assignments of similar nature, including understanding the current trends on access to justice programming (20 Marks)
- b) Understanding call of consultant and TAWLA profile (10 Marks)
- c) Description of methodology and the overall quality of the proposal and detailed activities schedule/work plan with time frame (20 Marks)
- d) Qualification of key personel 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 (20 Marks)

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

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 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 formular 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

7. Selection criteria

In order to determine the quote is 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 carry out the assignment; and
- e) Reference.

8. Time and how to bid

(a) Timeline

The assignment will be conducted within 60 days with no expectation for further extension. As part of the inception report, the consultant will submit a detailed plan with a timeline on how he is going to finalize the assignment within 60 days.

(b) How to Bid

Interested and suitably qualified persons must share their CV accompanied with a letter of interest detailing their qualifications and experience for the work as well as the inception report to

electronic.bids@tawla.or.tz not later than 1600 hrs Tanzania Time - on 09th April 2022.