

**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF FINANCE**



TENDER NO. ME/004/ 2011-12/HQ/C/30

FOR

**PROVISION OF CONSULTANCY SERVICES TO DEVELOP GUIDELINES ON
IMPLEMENTATION OF INSTITUTIONAL RISK MANAGEMENT FRAMEWORK IN
PUBLIC SECTOR FOR THE MINISTRY OF FINANCE (VOTE 50)**

REQUEST FOR EXPRESSION OF INTEREST (EOI)

27th December, 2011

1. This invitation for expression of interest follows the General Procurement Notice (GPN) which appeared in the Daily News Issue No.10, 372 and HabariLeo Issue No. 01652 both dated 30 June, 2011 and the Guardian Issue No. 5168 and Uhuru Issue No. 20916 both dated 01 July, 2011. Also in the Ministry's website (www.mof.go.tz) and PPRA website (www.ppra.go.tz).
2. The Government of the United Republic of Tanzania has set aside funds for the operation of the Ministry of Finance during the financial year 2011/2012. It is intended that part of the proceeds of the fund will be used to cover eligible payment under the contract for Provision of Consultancy Services for Developing Guidelines on Implementation of Institutional Risk Management Framework in Public Sector for the Ministry of Finance (Vote 50).
3. The Ministry of Finance now invites eligible Consulting firms to indicate their interest in providing the Consultancy Services for Developing Guidelines on Implementation of Institutional Risk Management Framework in Public Sector for the Ministry of Finance (Vote 50).
4. **Scope of Services**
The overall scope of this assignment involves development of Guidelines on Implementation of Institutional Risk Management Framework in Public Sector. The Guidelines shall aim at providing practical guidance to Ministries, Departments, Government Institutions, Regions, Local Government Authorities (LGAs), Executive Agencies and Donor funded projects, herein referred to as MDAs, for developing, implementing and enhancing their own risk management framework.
5. Interested firms must submit relevant and comprehensive information and documentation showing that (i) they have legal status i.e. relevant registration certificates to perform the services and that (ii) they have the required capability. The capability statement should include description of similar assignments, qualifications, experience and competence to perform the assignment, availability of appropriate skills among staff and any other relevant information.

6. Firms will be short listed in accordance with procedures set by the Public Procurement Act No.21 of 2004 and the Public Procurement (Selection and Employment of Consultants), Regulations 2005 – Government Notice No. 98 of 15th April, 2005. In assessing the submission consideration will be given to the qualifications, technical competence of a consultant, experience on similar services and the capacity to undertake the assignment. Only consultants with demonstrated experience and excellent track records in similar assignments will be considered for short listing.
7. This is not a request for proposals. After a review of the letters of interest, a short list will be prepared, and those short listed firms will be invited to submit their proposals through a letter of invitation including specific Terms of Reference.
8. Interested firms may obtain further information from the Secretary, Ministerial Tender Board, Principal Accountant Treasury (PAT) Building, Madaraka Avenue/Shaabab Robert Street/Luthuli Street, and P.O. Box 9111, Dar es Salaam from 7.30 am. to 3.30 pm on Mondays to Friday inclusive except on Public Holidays.
9. Deadline for submission of Expression of Interest is **10:00 hour's local time on Wednesday 25th January 2012.**
10. The expression of interest (EOI) will be opened immediately after deadline for submission in Public and in the presence of Consultants' representatives who choose to attend in the PAT Building Conference Room of the Ministry of Finance, Madaraka Avenue/Shaabab Robert Street/Luthuli Street - Dar es Salaam. Envelopes containing the Expression of Interest sent by post must be registered and shall be clearly marked: -

“TENDER NO. ME/004/ 2011-12/HQ/C/30 FOR EXPRESSION OF INTEREST FOR PROVISION OF CONSULTANCY SERVICES FOR DEVELOPING GUIDELINES ON IMPLEMENTATION OF INSTITUTIONAL RISK MANAGEMENT FRAMEWORK IN PUBLIC SECTOR (VOTE 50) NOT TO BE OPENED BEFORE 10:00 HOURS LOCAL TIME ON WEDNESDAY 25TH JANUARY, 2011”.
11. Expression of Interest received late shall not be considered for short-listing irrespective of the circumstances.

**ACCOUNTING OFFICER (VOTE 50)
MINISTRY OF FINANCE**