

**THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF FINANCE AND ECONOMIC AFFAIRS  
MINISTERIAL TENDER BOARD**



**TENDER NO. ME/OO4/2008-09/HQ/C/2**

**FOR  
CONSULTANCY SERVICE FOR CONDUCTING MONITORING AND  
EVALUATION (M&E) CAPACITY NEEDS FOR SECTORS**

**REQUEST FOR EXPRESSION OF INTEREST (EOI)**

**RE- TENDERING**

Date: 2<sup>nd</sup> January, 2009

1. The Government of the United Republic of Tanzania has received a donor funding (IDF) Under the Technical Assistance Facility of the World Bank for the operations of the Ministry of Finance and Economic Affairs (Poverty Eradication Division) during financial Year 2008/2009. It is intended that part of these funds to be applied to cover eligible payments under this Consultancy.
2. The overall objective of this assignment is to conduct a detailed and systematic review of Monitoring and Evaluation systems in the five pilot sectors and conduct training to those sectors basing on the suggested strengthened M&E results framework that has a strong links to MKUKUTA Monitoring System
3. The scope of activities shall include but not limited to the following:
  - (i). To review terms of reference of M&E units in pilot sectors.
  - (ii). Collate and review all existing documentation in each of the pilot sectors.
  - (iii). Determine how the outputs of their M&E system are used, identifying the main groups or organisations that use the outputs,

and in particular how they are used in evidence based planning and policy making.

- (iv). Identify gaps in terms of organization structure and data management in their current M&E systems, design and implementation of programmes.
- (v). Assess the list of indicators (at sector level) which are in use and provide recommendations on how best it can be collected (format, actor and frequency).
- (vi). Examine and identify established /required links (assess their strengths and weaknesses) to the MKUKUTA Monitoring System and propose the way forward.
- (vii). Assess the human resource capacity responsible for M&E in each of the pilot sectors and recommend accordingly.
- (viii). Suggest a strengthened sector M&E results framework that has a strong links to MKUKUTA Monitoring System. This should include the reporting systems.
- (ix). Develop a training material (training manual) for M&E results framework. This training manual should be shared by central ministries and comments incorporated.
- (x). Conduct training to sectors on M&E results framework.

4. The output of this study:-  
After sector assessment, the consultant shall prepare training materials that will be used to train sectors for M&E results framework. This will contribute to effective monitoring and evaluation results frameworks
5. The Ministerial Tender Board now invites eligible consulting firms to express their interest in providing the services. 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. Consultants may work in association to enhance their qualifications.
  8. 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.
  9. Interested firms may obtain further information from the Secretary, Ministerial Tender Board Office at Room No. 2, Principal Accountant Treasury (PAT) Building, Madaraka Avenue/Shaaban Robert Street/Luthuli Street, P.O. Box 9111, Dar es Salaam from 7.30 am. to 3.30 pm on Mondays to Friday inclusive except on Public Holidays.
  10. Deadline for submission of Expression of Interest is 10:00 hour's local time on 19<sup>th</sup> January, 2009.
  11. 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 Conference Room of the Ministry of Finance, Madaraka Avenue/Shaaban Robert Street/Luthuli Street-Dar es Salaam. Envelopes containing the Expression of Interest shall be clearly marked: -  
  
"EXPRESSION OF INTEREST FOR TENDER NO. ME/004/2008-09/HQ/C/2 FOR PROVISION OF CONSULTANCY SERVICES FOR CONDUCTING MONITORING AND EVALUATION (M&E) CAPACITY NEEDS FOR SECTORS. NOT TO BE OPENED BEFORE 10.00 HOURS LOCAL TIME ON 19<sup>th</sup> January, 2009".
  12. Expression of Interest received late or not opened during the public opening shall not be considered for short-listing irrespective of the circumstances.

SECRETARY  
MINISTERIAL TENDER BOARD