

THE FINANCIAL SECTOR DEEPENING TRUST, TANZANIA (FSDT)

PROJECT MANAGER FOR NATIONAL SMALL BUSINESSES SURVEY IN TANZANIA

Fixed Term Contract, Local Position

Position

The Financial Sector Deepening Trust (FSDT) is looking to contract an individual consultant to coordinate and manage the first national Small Business Survey in Tanzania.

Background

The FSDT was incorporated in Tanzania on 1st July 2004. The FSDT's overall aim is to develop a deeper financial system that can provide greater access to finance for more Tanzanians. Among its secondary objectives are to fund:

- The development of new financial products that address the needs of poor households and micro and small enterprises
- Initiatives aimed at improving financial market integration and access to wholesale forms of finance by financial service providers addressing poor households and micro and small enterprises
- Initiatives aimed at enhancing the supply of appropriate business support services to financial service providers in Tanzania
- Improvements in the policy, legislative and regulatory framework affecting delivery of services.

FSDT aims to conduct a national survey of small businesses in order to quantify demand for financial services, profile this demand, and segment small businesses in ways that are practical for the design of appropriate interventions and services. The study will also assess barriers to access for small businesses. It will be the first nationally representative small business survey in Tanzania and will cover all small businesses in their entirety in order to create a spectrum covering the whole market. The survey also aims to obtain regionally representative data for more specific analysis and use. The small business survey will be carried out every three years to track developments.

FinMark Trust (FMT) will design the survey and provide quality assurance, and supervise a local firm to undertake the fieldwork and capture data. The survey in Tanzania will be based on FMT's FinScope-branded small business survey measures.

Roles and Responsibilities

FSDT expects the project manager to do the following:

- Coordinate the various players in the survey and ensure their timely inputs and attention to tasks, including survey design (FMT and National Bureau of Statistics), statistical sampling (NBS), fieldwork and data capture (local research house), print designs and public relations (consultants)
- Recruit relevant stakeholder representatives and engage their inputs throughout the survey
- Participate in the selection of a suitable research house
- Build an ability to analyze data and interpret survey results under FMT direction and coaching
- Lead and organize launch events and workshops to disseminate survey results.
- Based on the skills and proficiency the consultant acquires and demonstrates, the contract may extend to include data mining for users after the survey.

Contract Period

The contract period will be over a span of 13 months on average at 16 working days a month.

Subject to performance, FSDT may extend the contract for on-going data-mining, dissemination, and to work on future updates of this survey.

Qualifications

Applicants for the position of Project manager will be evaluated on the following criteria:

- Proven experience in project management and reporting procedures
- Excellent written and oral communication skills in English
- Familiarity with carrying out large, preferably national surveys
- Familiarity with small businesses and their financing issues
- Some knowledge of the Tanzania financial sector
- Ability to prepare background papers, succinct briefs and reports
- Strong in inter-personal, team-building and facilitating skills
- A clear focus on getting results.

This position will be based in Dar es Salaam. The successful applicant will be a contractor to the FSDT and not a full-time employee. Interested applications who would need to relocate should build relocation costs into their fees.

How to Apply

Applicants should email a CV and a cover letter highlighting how their qualifications match the requirements of the position advertised. The cover letter should include a daily fee rate quoted in US Dollars or Euro. Applications should be delivered to the address below by **15:00 hours East African Time on 21st July, 2008** and should be clearly marked "**Application for Project Manager - Small Business Survey**"

Emails should be sent to Patricia Mwangi, SME Finance Specialist
patricia@fsdt.or.tz

Selection Process

Applications by email will be screened by the FSDT. We will then invite no more than three short-listed applicants for interview, which will be the final stage in the selection process. FSDT will contact only the short-listed applicants by 31 July 2008