

## **FINSCOPE 2017 SURVEY**

### **FINSCOPE ANALYST - THEME REPORTS**

#### **TERMS OF REFERENCE**

#### **1. INTRODUCTION**

The Financial Sector Deepening Trust (FSDT) was incorporated in Tanzania on 1st July 2004. The FSDT's overall aim is to make a contribution to All Tanzanians to (derive value) from regular use of financial services which are delivered with dignity and fairness. Among its secondary objectives are:

- Advocating for an improved policy, institutional, legal and regulatory framework at national and sub-national levels of financial services
- Promoting more relevant market infrastructure and ways to reduce transaction costs between FSPs and potential clients
- Stimulating improved access to financial products and services that respond to the needs of MSMEs
- Stimulating improved access to financial products and services that respond to the needs of households and individuals

#### **2. BACKGROUND OF THE ASSIGNMENT**

The 2017 FinScope Tanzania surveys were designed to better understand the demand, access and usage of financial services by different segments of the population. FinScope Tanzania was designed to build a comprehensive understanding of the financial services landscape and provide a baseline for service access and use. The aim was to inform and influence the FSDT activities, Government policy and private sector investment.

Prior to the FinScope 2017 Survey we have had 3 waves (2006, 2009 and 2013) of FinScope Tanzania. Through these waves of FinScope Tanzania we have been able to track progress towards financial inclusion. The survey has been able to reveal the type of services people use and why as well as the barriers that prevent more use and the regional differences. Given the consultative approach in the implementation of the survey as well as the rigor and quality of the survey, FinScope Tanzania is recognized by both Government and other financial service providers, researchers and academicians.

The survey has been used by the market in product development, tracking progress, shaping policies, formulation of industry strategies and in the implementation of a joint national framework for fast tracking financial inclusion in Tanzania.

Through this fourth wave of FinScope FSDT intends to go beyond top line reporting and perform further dissemination of regional levels as well as theme areas.

### **3. OBJECTIVES OF THE ASSIGNMENT**

FSDT seek to commission a consultant to provide professional analysis services to the FSDT. This service will assist our organization with analysis of the FinScope 2017 data on the specific thematic areas of the FSDT. The various thematic areas are outlined in point 5 below.

### **4. SCOPE OF WORK AND LENGTH OF ASSIGNMENT**

FSDT is seeking the services of a research analyst/consultant thematic area analysis of the 2017 FinScope data.

#### **SPECIFIC RESPONSIBILITIES**

1. Conduct an analysis of 2017 FinScope data; in particular on the niche areas
2. Write an insightful/action compelling niche report on respective focus area
3. Work with FSDT's FinScope Technical Advisor in enriching the report on the financial inclusion angle and cross cutting findings from the wider scope of the survey
4. Identify thematic experts for theme specific inputs on the reports
5. Participate in the launch of the report as well as the engagements FSDT will define based on the agenda
6. In collaboration with FSDT organize and facilitate so called solution sprints (activation workshops)
7. Publication of report
8. Undertake any other lawful task related to the niche report as requested by FSDT

#### **SPECIFIC REQUESTS**

The research analyst will be responsible for the above mentioned tasks. FSDT will only consider bidders with adequate and relevant experience in reporting and who can present relevant expertise in niche report areas.

### **5. THEMATIC AREAS OF NICHE REPORTS**

FSDT envisions to publish niche reports for the below thematic areas:

- Youth Report
- Gender Report
- SME Report
- Insurance Report
- Agribusiness Report
- Digital Report
- Cluster Report
- Consumer Protection Report
- Financial Capability Report
- Value Chain Reports

## **6. CONDUCT OF THE WORK**

The consultant will report to FSDT. The FSDT will provide Staff time and relevant project documents including the original project implementation plan, project design documents as well as full reports from previous FinScope surveys, FinScope 2017 dataset.

## **7. DELIVERABLES FROM THE ASSIGNMENT**

- Development of niche report and publication
- Analysis files (output files, do/syntax files)
- Weekly progress updates
- Solution sprints agenda and roll out plan
- Co-facilitation of solution sprints

## **8. TIMETABLE**

The duration period of this work is six month; the expected start date will depend on the duration of contract signing. It is however anticipated to start by June 2017 and close by December 2017.

## **9. PAYMENT SCHEDULES**

The FSDT will make payments for this assignment as follows:

- 30% of the fees upon signing of the contract
- 70% of the fees upon submission of the final report

The FSDT will be reimbursing all agreed travel and other expenses upon submission of relevant receipts within ten days of approval of invoices submitted by the consultant.

## **10. PROFILE OF THE CONSULTANTS**

- References/experience of previous work related to the scope of work presented above e.g. previous experience, in-house skills, and any other information that will assist FSDT to assess capabilities, capacity, competitive advantages, etc.
- Examples of previous reports that demonstrate analytical skills
- Demonstrate extensive experience in one of the thematic areas
- Detailed work plan and resource schedule
- The service provider must provide details of a dedicated contact point for the management of the contract. This individual must be available by telephone on a daily basis to facilitate briefings on matters of interest to the FSDT. (Contingency arrangements must also be in place in the advent that this individual is unavailable).

- A list of references of previous and current companies served or currently servicing.
- A list of the proposed value added services to be provided to FSDT

## 11. PROPOSALS – FORMAT AND SCOPE

Consultant should submit a technical and financial proposal for undertaking this assignment. These may be submitted electronically. The deadline for submissions is 16 June 2017.

### 11.1 TECHNICAL

Technical proposals should be no longer than 5 pages, excluding any appendices. The technical proposal should focus on the approach to the work, as well as relevant experience.

Consultant is invited to comment on the ToRs and suggest amendments.

Any corporate capabilities, reference projects and detailed CV should be appended.

Reference projects should (where appropriate) detail the length of time since the consultant performed the duty, key tasks performed in an assignment, geographical location and contact person(s). The CV must be no more than five pages containing the relevant and required information only.

### 11.2 FINANCIAL

This will be a fixed priced contract. Financial proposals should be quoted in US dollars set out in the following format:

<i>Component</i>	<b>Units</b>	<b>Rate</b>	<b>Total (US\$)</b>
Person-days of consultant (fee)			
Travel within Tanzania (air and ground)			
Hotel nights			
Daily subsistence for travel outside Dar es Salaam (includes food and drink)			
Communications and internet access			
<b>Total Expenses</b>			
<b>Cost</b>			

Daily rates for hotels and subsistence are fixed by FSDT policies. The FSDT's daily subsistence rates for Dar es Salaam and other parts of Tanzania are shown in Appendix A.

The actual time spent on field trips should be included in the person-days, but the location and therefore the final expense budget will be agreed with FSDT before the start of field work. Nonetheless, consultant is required to put in expenses based on the estimated time spent on field trips and the detailed unit costs shown on Appendix A.

Financial proposals should be denominated in US dollars. This consultancy will be subject to local taxes. It is the sole responsibility of the Consultant to meet all the tax liabilities arising out of this assignment. Financial proposals will be evaluated on a basis net of any local taxes.

## 12. EVALUATION AND SELECTION

### 12.1 METHOD USED

Overall, the preferred bidder will be selected on the basis of presenting the most economically advantageous tender. This means that bidders will be evaluated on a combination of technical and financial criteria. In this case the ratio between technical and financial scores will be 80/20.

The technical component of each proposal will be scored first using a grid that assesses a number of key attributes. This is set out below.

#### Technical Proposals Scoring Grid

<i>Criteria</i>	<b>Sub-criteria score</b>	<b>Max. score for each criteria</b>
<i>Understanding of the ToRs and soundness of the proposal</i>		<b>40%</b>
<ul style="list-style-type: none"> <li>▪ <i>Addressing the challenges and all tasks mentioned in the scope of work</i></li> </ul>	<b>15%</b>	
<ul style="list-style-type: none"> <li>▪ <i>Originality and suitability of the proposal</i></li> </ul>	<b>15%</b>	
<ul style="list-style-type: none"> <li>▪ <i>In-depth knowledge of the financial field</i></li> </ul>	<b>10%</b>	
<i>Experience and professional competence</i>		<b>60%</b>
<ul style="list-style-type: none"> <li>▪ <i>Professionalism</i></li> </ul>	<b>5%</b>	
<ul style="list-style-type: none"> <li>▪ <i>Sound analysis skills</i></li> </ul>	<b>20%</b>	
<ul style="list-style-type: none"> <li>▪ <i>Ability to write well explored pieces from research and data and transform into insightful reports</i></li> </ul>	<b>20%</b>	
<ul style="list-style-type: none"> <li>▪ <i>Personal capacity to handle the assignment and coordinate with FSDT</i></li> </ul>	<b>5%</b>	
<ul style="list-style-type: none"> <li>▪ <i>Portfolio and samples of previous reports</i></li> </ul>	<b>10%</b>	
<b>Total</b>		<b>100%</b>

To be considered further, a minimum total technical score of 65/100 is required. Only financial proposals from bidders scoring at least that level will then be evaluated.

The total financial cost in US\$ will be weighted according to the formula:

- (Lowest total financial cost/ Bidder's total financial cost) x 0.2
- Total technical marks weighted by a factor of 0.8.

The weighted technical and financial scores for each proposal that passes the minimum technical threshold will then be added to produce a total score. The preferred bidder will be the one producing the highest total combined score.

Scoring will be carried out by a panel comprising one representative from the FSDT (the Operations Director or one other), a representative of the Finance Manager (FM – Deloitte) and the Head of Research.

All bidders will be informed of the combined weighted scores for all proposals that pass the minimum technical threshold. The FSDT will also separately inform the bidder of any proposal that fails to meet this threshold.

Any queries relating to this ToR should be submitted in writing to FSDT under the following address:

Elvis Mushi  
Head of Research  
Financial Sector Deepening Trust  
P.O. Box 4653  
De Ocean Plaza, 2nd floor,  
400 Toure Drive, Masaki  
Dar-es-Salaam  
Tanzania  
elvis@fsdt.or.tz

These questions and the answers will be shared with all short listed candidates. The deadline for any queries is 2 days before the proposal submission deadline date.

## **14. OTHER MATTERS**

### **14.1 CONFIDENTIALITY**

All information contained in the terms of reference and attachments is provided on a strictly confidential basis solely for the use of Tenderers in connection with a competition for the supply of services for the above contract. It is a condition of this competition that Tenderers (and any sub-contractors) shall:

- take all reasonable measures to protect this confidentiality and avoid the unauthorized use, disclosure, publication, or dissemination of confidential information;
- not use this information other than for the purposes of preparation of a tender, and shall disclose it only to officers, directors, or employees on a specific need to know basis; and
- not disclose, publish or otherwise reveal any of the information contained herein except with the specific prior written authorization of FSDT.

#### **14.2 CONFLICT OF INTEREST**

Tenderers (and any sub-contractors) must disclose in their tender details of any circumstances, including personal, financial and business activities that will, or might, give rise to a conflict of interest, if they were awarded this contract. Where Tenderers identify any potential conflicts they should state how they intend to avoid such conflicts. FSDT reserves the right to reject any tender which, in its opinion, gives rise, or could potentially give rise to, a conflict of interest.

#### **15. TAXATION MATTERS**

**The Consultants will be responsible to pay withholding tax and all other tax liabilities as per Tanzanian Tax laws. Any such tax amounts shall be the responsibility of the consultant.**

#### **16. SUBMISSION DETAILS**

The deadline for submitting proposals is 1600 Tanzanian time on 16 June 2017. Submissions after this time will not be considered. Bids must be submitted electronically.

Bids sent electronically but failing to arrive by the deadline will require proof of date and time sent to be considered. However, in the case of any uncertainty about the date and time of dispatch of a bid, the decision of the FSDT's Technical Director will be final. Bids should be delivered to the following addresses:

Nkundwe Mwakiluma  
Procurement Specialist  
Deloitte Consulting Limited  
10th Floor, PPF Tower  
Cnr of Ohio Street & Garden Ave  
P.O Box 1559

Dar es Salaam  
Tanzania

Electronic: [nmwakiluma@deloitte.co.tz](mailto:nmwakiluma@deloitte.co.tz)

A copy of the bid document must be emailed to:

Elvis Mushi  
Head of Research  
Financial Sector Deepening Trust  
P.O. Box 4653  
Dar es Salaam  
Tanzania

Electronic: [elvis@fsdt.or.tz](mailto:elvis@fsdt.or.tz)



**APPENDIX A - FSDT ACCOMMODATION RATES FOR BED & BREAKFAST BASIS (in US\$) AND DAILY ALLOWANCES (IN TSh)**

<b>Group A</b> Dar es Salaam Arusha Mtwara	<b>US\$</b>  200.00
<b>Group B</b>  Mwanza Zanzibar Mbeya	  170.00
<b>Group C</b> Tanga Dodoma Morogoro Iringa	  150.00
<b>Group D</b> Any other place not mentioned above	  130.00

**DAILY ALLOWANCES (in TSh)**

Groups	Lunch	Dinner	Incidental	<b>TOTAL (TSh)</b>
A&B	25,000.00	40,000.00	35,000.00	<b>100,000.00</b>
C&D	20,000.00	30,000.00	25,000.00	<b>75,000.00</b>