

FINSCOPE 2017 SURVEY

FINSCOPE TRANSLATOR

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 English to Kiswahili translation services to the FSDT. This service will assist our organization with the appropriate dissemination of the FinScope 2017 findings. The various pieces which will require translations are outlined in point 4 below.

4. SCOPE OF WORK AND LENGTH OF ASSIGNMENT

FSDT is seeking the services of a professional translator of the 2017 FinScope outputs.

SPECIFIC RESPONSIBILITIES

Translation of:

1. The FinScope 2017 Book (15-20 pages)
2. 15 Regional FinScope 2017 Reports
3. 11 Thematic FinScope 2017 Reports
4. Various Press releases which will come out prior, during and post the launch of the main report as well as various regional and thematic dissemination workshops
5. Undertake any other lawful task related to the translations as requested by FSDT

SPECIFIC REQUESTS

The translator will be responsible for the above mentioned tasks. FSDT will only consider bidders with adequate and relevant experience on translation and who can present relevant expertise. Translation experience in financial inclusion/sector and research is an added advantage.

5. 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 as well as full reports from previous FinScope surveys.

6. DELIVERABLES FROM THE ASSIGNMENT

- English to Kiswahili Translations of:
 - The FinScope 2017 Book (15-20 pages)
 - 15 Regional FinScope 2017 Reports
 - 11 Thematic FinScope 2017 Reports
 - Various Press releases

7. TIMETABLE

The duration period of this work is six months; 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.

8. 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 translations

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.

9. 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 translations that demonstrate translation skills
- Demonstrate extensive experience in research/financial sector translations
- 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

10. 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.

10.1 TECHNICAL

Technical proposals should be no longer than 3 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.

10.2 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>	Units	Rate	Total (US\$)
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			
Total Expenses			
Cost			

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.

11. 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>	Sub-criteria score	Max. score for each criteria
<i>Understanding of the ToRs and soundness of the proposal</i>		40%
▪ <i>Addressing the challenges and all tasks mentioned in the scope of work</i>	15%	
▪ <i>Originality and suitability of the proposal</i>	15%	
▪ <i>In-depth knowledge of the financial field</i>	10%	
<i>Experience and professional competence</i>		60%
▪ <i>Professionalism</i>	20%	
▪ <i>Sound translation skills</i>	10%	
▪ <i>Ability to translate sound and well pronounced pieces from research reports</i>	15%	
▪ <i>Personal capacity to handle assignment in coordination with FSDT</i>	5%	
▪ <i>Portfolio and samples of translations</i>	20%	
Total		100%

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 FSDT Communications Advisor.

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:

Neema Masha
Communications Advisor
P.O. Box 4653
De Ocean Plaza, 2nd floor,
400 Toure Drive, Masaki
Dar-es-Salaam
Tanzania
neema@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

A copy of the bid document must be emailed to:

Neema Mosha
Communications Advisor
P.O. Box 4653
De Ocean Plaza, 2nd floor,
400 Toure Drive, Masaki

Dar-es-Salaam
Tanzania

Electronic: neema@fsdt.or.tz

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

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

DAILY ALLOWANCES (in TSh)

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