

**REQUEST FOR PROPOSAL FOR FINDISRUPT INNOVATION SPRINT
ORGANIZER SERVICES TO THE FINANCIAL SECTOR DEEPENING TRUST
(FSDT)**

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 FSDT's 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

In pursuit of its objectives, the FSDT works with a number of donor partners including the Swedish International Development Agency (SIDA), the Danish International Development Agency (DANIDA), the UK Department for International Development (UKaid), the Bill & Melinda Gates Foundation, the Government of Canada (DIFTAD), the Bank of Tanzania and the Government of Tanzania.

2. THE PROJECT

FinDisrupt is an ambitious innovation sprint that seeks to utilize insights and product development rigor in developing innovative solutions that meet the needs of consumer and service providers in the market.

This installment of FinDisrupt seeks to nurture an evidence based innovation culture among the Tanzanian Financial Technology (FinTech) society. We are bringing together the most innovative teams to build their understanding of insights and product development, help them identify the right solutions to pertinent problems, and support them to refine, launch, and scale their business ventures.

This installment of FinDisrupt will take place in following phases:

Boot Camp (Tentative Dates: 18th-22nd December 2017)

In order for one to make it to the boot camp, FinTechs that participated in the pre-boot camp will have to submit a product idea as per the criteria provided. Based on the criteria, FSDT will select up to 12 teams to participate in the boot camp. These FinTechs will be involved in exciting working, learning and mentorship sessions which aim at assisting the teams to sharpen and shape their ideas in order to build bankable solutions in the market.

Acceleration (Tentative Dates: 15th January-12th February 2018)

Following up with the Bootcamp will be sessions to oversee the capacity building (Acceleration) of FinTechs. Up to 7 successful FinTechs from the boot camp will make it to the acceleration stage. This is one step from funding. The acceleration program is very instrumental in shaping the product before launch. It is for this reason that FSDT will connect the FinTech teams with global FinTech and financial sector leaders in shaping the product before the soft launch. We believe that with the right guidance, the FinTechs will be best placed to launch their product in the market, as well as receive significant investments.

The Huddle (Tentative Dates: 17th February 2018)

All seven FinTechs that make it past the boot camp phase will be eligible to participate in The Huddle, which is an initiative that bridges the existing gap between the FinTech community, devoted to innovative and transformative interventions, and venture capitalists in Tanzania. Out of these seven FinTechs, only three successful FinTechs based on evaluation will be selected for funding during The Huddle.

3. OBJECTIVES OF THE ASSIGNMENT

In order to have a focal point for future FinDisrupts, FSDT will commission 'Innovation Sprint Organizers' who will run FinDisrupt related events. The objective is to have able managers of FinDisrupt with minimal FSDT involvement. The firm will coordinate every aspect of planning and managing the activities; including managing vendors associated with creating the look and feel of events and will work closely with the FSDT team and Innovation Sprint facilitators to understand FinDisrupt in depth.

4. SCOPE OF WORK AND DELIVERABLES

4.1 Scope of work

General

- The Innovation Sprint Organizers will have to attend FinDisrupt related meetings with Project Managers and Innovation Sprint Facilitators to gain better understanding of FinDisrupt Innovation Sprint initiatives.
- Post every FinDisrupt Innovation Sprint activity, event, and meeting, Innovation Sprint organizers should be prepared to provide a lessons-learned report when requested by FSDT.

Logistics:

- Organize all logistics in preparation for FinDisrupt related events, including branding, set-up, placement and testing of appliances (projectors/microphones/pointers etc.) and seating.
- Manage flight bookings and accommodation as needed.
- Manage the invitation list. The Innovation sprint organizer will be required to closely collaborate with Project Managers to;
 - Obtain and update the list of invitees from FSDT
 - design and print the Save-the-dates and invitation cards/letters, and send them out to all guests.
 - follow up invitations and confirm attendance of guests
 - Registration of the invited guests at the event.
- Ensure smooth flow of FinDisrupt events and have an adequate number of personnel to aid with the co-ordination of the event.
- Ensure availability and distribution of printed materials (publications, brochures, feedback forms, agenda)
- Coordinate with Innovation Sprint Facilitators to rehearse event programs to ensure smooth flow.

Communication:

- Organize and manage media, rapporteur, social media promotion prior and during FinDisrupt events.
- Design and print FinDisrupt materials to be used during FinDisrupt events including T-shirts, post cards, placards, notebooks, certificates, name tags, stickers, invitation cards/letters. The Innovation Sprint organizers will also be responsible for revising invitation animation.
- Videography and photography
 - Organize and manage videography that will capture this FinDisrupt journey, from Boot Camp to Acceleration, all the way to The Huddle. Ensure a professional, exciting and flowing storyboard that will bring together the different facets of the project. Also ensure that filming and photography is creative and effectively communicates the FinDisrupt initiative to promote innovative, insights-based solutions, among FinTechs looking to provide financial solutions to the Tanzanian market.
 - Arrange for any permits needed for videography activities.

- When needed, the Innovation Sprint Organizers must also organize media presence, including TV, Radio, Social media, Newspaper, and blogs.

The Innovation Sprint organizers will report directly to the project managers and Communication Advisor in preparation for FinDisrupt related activities, and are expected to submit the following working reports in addition to the deliverables mentioned above:

4.2 Deliverables

The specific deliverables that will be required from every event are draft or edit text elements of:

- Plan/strategy of how FinDisrupt phases (Boot camp, Acceleration, The Huddle) will be managed-
 - Venue setup prior to events (including selecting the best venue to achieve event purpose, logistics note, 3D floor plan, selecting vendors to be reached to ensure the desired look and feel of the event)
 - List of confirmed attendees
 - Registration list of attendees
 - Feedback/evaluation forms collected from attendees.
- Video and photographs of event
 - Story board for videography
 - Scripts for all videography outputs
 - A video on all facets of the event
 - 1-2 minute promotional video of the event
- Detailed media and social media plan (including artwork)
- Report post the FinDisrupt Innovation Sprint events/activities, including
 - Lessons learned report in order to improve future events/ activities
 - Social media and traditional media analytics and printouts

5. METHODOLOGY

- Written assurance that the above contract requirements can be fulfilled.
- A brief outline of the internal systems/procedures used to identify the relevant content for a client.
- Details of a dedicated contact point for the day-to-day management of the contract.
- Details of any contingency (relating to staff illness or holiday leave) and out-of-hours cover arrangements.
- A brief description of how this project will be managed and can be sustained.

6. PAYMENT SCHEDULE

Please provide us with your daily rate for this arrangement. This will be a framework contract where payments will be made according to the time record sheet up to the contract financial limits. Estimated days of input per project will be determined by Innovation Sprint organizers, Project Manager and Communications Advisor before commencement of any event.

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

7. DURATION OF THE ASSIGNMENT

The Innovation Sprint Organizer is expected to start the assignment in December 2017 and the expected completion date is February 2018.

8. PROPOSAL

The Innovation Sprint organizers should submit a brief technical proposal clearly describing past experience in project management. The innovation sprint organizers should also submit an in-depth portfolio illustrating their skills. The technical proposal must demonstrate familiarity with similar assignments.

8.1 Technical Proposal Grid

Criteria	Sub- criteria score	Max. score for each criteria
Understanding of the FinDisrupt objectives and soundness of the proposal		40%
<ul style="list-style-type: none">Thorough understanding of the scope of work and good demonstration of the approach to the project.	40%	
Experience and project management competence		60%
<ul style="list-style-type: none">Relevant professional qualifications- a degree in project management, Communications, or related field, or demonstrated real-world work experience.	15%	
<ul style="list-style-type: none">Portfolio and experience in managing multi-stakeholder projects.	15%	
<ul style="list-style-type: none">Prior exposure to working in multi-media teams environment and logistics team.	15%	
<ul style="list-style-type: none">Established relationships with service providers such as videographers and	15%	

photographers, media houses, graphics designers and printer houses, event managers (outline the service providers that you usually work with for projects of this nature.)		
Total		100

To be considered further, a minimum total technical score of 70% 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.

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.

8.2 Financial Proposal

This will be a reimbursable fee contract up to a maximum financial limit. Financial proposals should be quoted in US dollars. The FSDT requires a detailed and transparent budget breakdown in which all line items are clearly specified.

Financial proposals should be in US dollars and must be submitted electronically separately from the technical proposal.

Financial proposals should be in this format:

<i>Phases</i>	Rate (US\$)	Total (US\$)
Daily Fees		
Total Fees		
Other expenses (if any)		
Total 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.

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.

The deadline for submission of the tender documents is 24th November 2017.

Any queries relating to this TORs should be submitted in writing to FSDT under the following address, all questions and the answers will be shared with all short listed candidates. The deadline for any queries is 2 days before the tender submission deadline date.

Procurement Manager,
The Financial Sector Deepening Trust,
2nd Floor De Ocean Plaza,
Plot 400 Toure Drive,
P.O. Box 1559 Oyster Bay, Dar es Salaam, Tanzania
+255 222 602 873/5/6
procurement@fsdt.or.tz

9. OTHER MATTERS

9.1. 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.

9.2. 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.

9.3. TAXATION MATTERS

The winning bidder 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

APPENDIX A - FSDT ACCOMMODATION RATES FOR BED & BREAKFAST BASIS AND DAILY ALLOWANCES

Group A Dar es Salaam Arusha Mtwara	Tsh 400,000
Group B Mwanza Zanzibar Mbeya	 340,000
Group C Tanga Dodoma Morogoro Iringa	 300,000

Group D Any other place not mentioned above	260,000
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DAILY ALLOWANCES

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