

REQUEST FOR A PROJECT COORDINATOR IN DEVELOPING RESPONSIVE AGRICULTURAL MARKET SYSTEMS

TERMS OF REFERENCE

1. ABOUT FSDT

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. PROJECT BACKGROUND

FSDT and the Tanzania Agricultural Development Bank (TADB) have developed a partnership with the objective of enabling a responsive agricultural finance market system for smallholder farmers and the agriculture sector by developing, implementing and facilitating financial products and solutions for farmers, rural households, agri-enterprises, agribusinesses, and related sectors and industries.

The objectives of this partnership are as follows;

1. To facilitate initiatives leading to the development and implementation of the TADB Strategy, by building TADB capacity to mobilize and manage third-party funds for agriculture related investments, as well as developing and adopting two key focus areas and strategic action plans as part of TADB's five-year strategy by January 2021. The action plan areas include: i) Developing industry and knowledge expertise, and; ii) Transforming TADB into a gender-centric organization.

2. To demonstrate upstream and downstream mechanisms to mobilize capital in value chains aligned with the TADB's Integrated Agriculture Value Chain Financing Model (IAVCFM) and capacity building programmes for farmers. Specifically, the Project will enable roll-out and scaling of investment models and tools that will impact incomes of 2,000 farmers and create jobs by:
 - a) Supporting TADB to roll-out investments that unlock value addition for agriculture produce and markets for farmers by developing two model investment cases for industries and value addition that will leverage the Integrated Agriculture Value Chain Financing Model (IAVCFM) and inform TADB how to design such investments.
 - b) Supporting TADB to implement the investment cases and to achieve key targets that indicate successful uptake and scaling of the investment models.
 - c) Strengthening the capacity of farmers (through AMCOS and cooperatives unions), cooperatives, and agribusinesses, to demand and effectively utilize financial services to invest in industries and value addition, through the development of capacity building programmes and tools for farmers, cooperatives, and agribusiness.
3. To facilitate initiatives leading to the development of the TADB's Strategic communication strategy through effective use of insights and communication by developing an approach to insights generation and communication.

The interventions above entail high degree of coordination of activities with partners and stakeholders for the purpose of building effective partnership frameworks, achieving outreach to smallholder farmers, and to convene local and international financial services providers to mobilize services and capital for smallholder farmers and the agriculture sector. The activities will need to be coordinated in a timely and accurate manner to achieve expected outputs and results.

3. THE ROLES AND RESPONSIBILITIES OF A PROJECT COORDINATOR

FSDT is looking for a consultant to act as a Project Coordinator to assist with the various activities related to implementation of the interventions and overall management of the project.

Coordination will relate to the following focus areas:

- a) Facilitate initiatives leading to the development and implementation of the TADB Strategy
- b) Demonstrate upstream and downstream mechanisms to mobilize capital in value chains aligned with TADB's IAVCFM model and capacity building programmes for farmers
- c) Facilitate initiatives leading to the development of the TADB Strategic communication strategy
- d) Contribute to the development of the Mfumo Jumuishi (a rural linkage model) handbook
- e) Project Coordination

Key responsibilities will also include:

- The Consultant will report to the Steering committee and will receive regular and periodic guidance on responsible activities to deliver on the Project interventions and other relevant activities.
- The Consultant will be responsible to understand the Project's Objectives, Milestones, Timelines, and Budget as documented in the Project Approval Request (PAR) and the FSDT/TADB agreement for the purpose of understanding the context, partners, and deadlines for coordination activities.
- The Consultant will prepare workflows for different activities related to the Project. The workflows will align with the Project design and will support the PAR and the agreement. The Consultant will document progress and report on progress from time to time or as required by the steering committee.
- The Consultant will work closely with the project team at FSDT and the manager responsible for this partnership at TADB on some activities as recommended by the Steering committee.
- The Consultant will work with the project team at FSDT and TADB to help deliver the Project objectives, particularly where partner events and publications are concerned.
- The Consultant will be responsible for providing technical advice and other related coordination of activities and events, as well as to document communications, meetings, events, reports etc.

4. SCOPE OF WORK AND DELIVERABLES

The consultant will be responsible to deliver on the following;

No.	Key Focus Areas	Scope of Work	Deliverables
1	Facilitate initiatives leading to the development and implementation of the TADB Strategy	<ul style="list-style-type: none"> • Offer technical inputs in the coordination and actual development of TADB's strategy • Coordinate the development of a work plan for strategy formation • Development of TOR's • Develop a capacitation strategy during the strategy development process • Coordinate • Facilitate the recruitment of strategy development consultants • Coordinate strategy development • Work with TADB in Business Transformation 	<ul style="list-style-type: none"> • Work Plan developed and approved • TOR's developed • Capacitation strategy developed • Strategy facilitation Consultants recruited • Review inputs from consultants • Strategy developed • Strategy is adapted and implemented within TADB
2	Demonstrate upstream and downstream mechanisms to mobilize capital in value chains aligned with TADB's IAVCFM model and capacity building programmes for farmers	<ul style="list-style-type: none"> • Facilitate a rigorous process towards the strategic identification of two to three demonstration value chains • Offer technical input and coordinate development of a business case for two to three • Offer technical input and coordinate development of a capacity building programme for farmers and cooperatives. • Coordinate a study on drivers of investment among farmers • Develop a strategy for resource mobilization • Facilitate the development of appropriate instruments for mobilization of upstream and downstream capital. • Facilitate the capacitation of the TADB's team in the development of business cases, 	<ul style="list-style-type: none"> • Value chain selected • TOR's developed • Business case facilitation consultants recruited • Review inputs from consultants • Investment business case proposals developed • Investment Programme for farmers and cooperative societies developed. • Resource mobilization strategy developed and institutionalized • Two to three financial tools/instruments are developed • Study on mechanisms to drive farmers to invest in value chains undertaken

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		structuring and capital mobilization	<ul style="list-style-type: none"> • Capacitation strategy developed
3	Facilitate initiatives leading to the development of the TADB Strategic communication strategy	<ul style="list-style-type: none"> • Offer technical inputs in the coordination and actual development of TADB's strategic communication strategy • Coordinate the development of a work plan for TADB's communication strategy formation • Development of TOR's for TADB's communication strategy formulation • Develop a capacitation strategy during the strategy development process • Facilitate the recruitment of strategic communication development consultants 	<ul style="list-style-type: none"> • Work Plan developed • TOR's developed • Capacitation strategy developed • Strategy facilitation Consultants recruited • Review inputs from consultants • TADB communication strategy developed and integrated
4	Contribute to the development of the Mfumo Jumuishi (a rural linkage model) handbook	<ul style="list-style-type: none"> • Working with FSDT, TADB, Mfumo Jumuishi partners and the market at large in the development of the Mfumo Jumuishi handbook 	<ul style="list-style-type: none"> • Understand and contribute to the development of a practical handbook on mechanisms to drive uptake and usage of financial services among small holder farmers
5	Project Coordination	<ul style="list-style-type: none"> • Development of a work plan • Track and report on project progress to FSDT, TADB and the steering committee • Development of a project engagement plan • Coordinating technical and steering committee meetings for the initiative 	<ul style="list-style-type: none"> • Monthly, Quarterly, bi-annual and annual plans are developed (with clear deliverables) • Track project progress • Meeting arranged and documented • Stakeholder are aligned
6	Undertake any other lawful tasks aligned to the development of responsive agriculture market	<ul style="list-style-type: none"> • Undertake lawful tasks assigned by FSDT, TADB and the steering committee 	<ul style="list-style-type: none"> • Lawful tasks undertaken on-time and in alignment with existing plans

	system and the economy at large		
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The consultant will work on the tasks assigned to her/him on a project or weekly basis and will be assessed against the same. At the end of every month the consultant will submit a timesheet detailing all activities performed to the designated party for evaluation.

5. CONTRACT PERIOD

The contract period is for one year. The start date for the contract will depend on the contract signing date. It is however anticipated to start by 15th December 2020.

The consultant will be expected to dedicate man days as per the below table;

Months	Estimated man days (per month)
January 2021 – March 2021	20
April 2021 – June 2021	15
July 2021 – September 2021	15
October 2021 – December 2021	20

6. PROFILE OF THE CONSULTANT

Consultant must have at least 5 years' experience and exposure in the agricultural sector development. She/He must have exposure to a range of rural and agricultural finance strategies from around the world. Experience working in Tanzania and/or the Sub-Saharan region context is mandatory.

6.1. MINIMUM REQUIREMENTS

- A degree or equivalent in Economics, Management, Finance or related field.
- A minimum of five years working or consulting in agriculture and rural development.
- Prior working experience or assignment in the agriculture finance (Investment/Structure finance, financial inclusion and other relevant exposures).
- Be based in Tanzania

- Good written and spoken English and Kiswahili
- Computer literacy.
- Prior experience in managing project

6.2 KNOWLEDGE, SKILLS AND EXPERIENCE

- Strong analytical skills, an entrepreneurial drive, results-oriented and problem-solving capabilities
- In-depth understanding of with issues facing the development of financial sector in developing countries, especially as they relate to livelihoods improvements in Tanzania.
- Stakeholder management i.e. ability to coordinate a wide range of stakeholders (public and private sectors) to support implementation of various. Demonstrate ability to engage with the C-suite level across both public and private sector financial institutions.
- Experience in managing programmes that involve multiple partners
- Experience in project design and development
- Experience in translating insights into solutions
- Good planner, clear and logical thinker
- Be persistent, patient and capable of working well under pressure

7. SUBMISSION OF APPLICATION

If you believe you are the right consultant for this position, kindly submit your application with a technical proposal, detailed CV, photocopies of academic certificates, and names of three referees with their contacts, quoting PC/AGRF/23112020 on the subject of your email. Application address: procurement@fsdt.or.tz. Applications deadline is by EOD 8rd December 2020.

Any queries relating to this ToR should be submitted to the procurement manager under this email; procurement@fsdt.or.tz before or by 23 November 2020.

8. PAYMENT SCHEDULES

FSDT will make payments for this consultancy at the end of every month upon receipt of timesheets and invoice. The consultant will receive the agreed rate per day.

The consultant will be reimbursed all agreed travel and other expenses by the project guided by TADB’s travel policy within 30 days of approval of submitted invoices.

9. PROPOSALS – FORMAT AND SCOPE

9.1. TECHNICAL

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.

Technical scoring of the consultant will be guided by the following proposal assessment matrix;

	Max Marks
<i>Understanding of the Terms of Reference</i>	40%
1. Demonstration of the ability to drive and coordinate activities outlined in the scope of work assigned to the consultant <ul style="list-style-type: none"> • Facilitate initiative leading to the development and implementation of the TADB Strategy • Demonstrate upstream and downstream mechanisms to mobilize capital in value chains aligned with TADB’s IAVCFM model and capacity building programmes for farmers • Facilitate initiatives leading to the development of the TADB Strategic communication strategy • Contribute to the development of the Mfumo Jumuishi (Rural linkage model) handbook • Project Coordination • Undertake any other lawful tasks aligned to the development of responsive agriculture market system and the economy at large 	35%
2. Comments on the TOR	5%
<i>Experience of the Consultant</i>	30%
1. Minimum of five (5) years’ experience in Finance, Management or/and Economics	5%
2. Demonstrated experience in strategy development, portfolio management, investment strategies, and agriculture sector development	15%
3. Working in Tanzania’s Agriculture sector development	5%
<i>Professional competence</i>	20%

	Max Marks
<i>Understanding of the Terms of Reference</i>	40%
1. Demonstration of the ability to drive and coordinate activities outlined in the scope of work assigned to the consultant <ul style="list-style-type: none"> • Facilitate initiative leading to the development and implementation of the TADB Strategy • Demonstrate upstream and downstream mechanisms to mobilize capital in value chains aligned with TADB’s IAVCFM model and capacity building programmes for farmers • Facilitate initiatives leading to the development of the TADB Strategic communication strategy • Contribute to the development of the Mfumo Jumuishi (Rural linkage model) handbook • Project Coordination • Undertake any other lawful tasks aligned to the development of responsive agriculture market system and the economy at large 	35%
2. Comments on the TOR	5%
1. Professionalism – even in presentation of consultant profile	5%
2. Strong communication skills, as demonstrated in profile	5%
3. Ability to work in multi-stakeholder projects	10%
<i>Total</i>	100%

Candidates will have to meet the minimum requirements to be included in the evaluation. Candidates should submit relevant supporting documents to support the evaluation. This should include CVs, individual profile plus other documents such as links to reports from previous assignments.

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.

9.2.FINANCIAL

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

Financial proposals should be set out in the following format:

Phases	Rate (TZS)
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Daily fees	
Total fees	

Financial proposals should be in Tanzania shillings and must be submitted separately from the technical proposal, whether electronically or in hard copy. Financial proposals should be inclusive of all relevant tax implications.

Maximum daily rates for hotels and subsistence will be financed by the project guided by TADB's travel policy. 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 which will be reimbursed against receipts.

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 total financial cost in TZS will be weighted according to the formula:

- $(\text{Lowest total financial cost} / \text{Bidder's total financial cost}) \times 0.2$
- 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.

Any queries relating to this TORs should be submitted 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 with copy to consultancyopening@fsdt.or.tz**

10. OTHER MATTERS

10.1. CONFIDENTIALITY

All information contained in the invitation letter, 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
- Not disclose, publish or otherwise reveal any of the information contained herein except with the specific prior written authorization of FSDT

10.2. 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.

11. 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.