

## TERMS OF REFERENCE (TORS) FOR PROCUREMENT CONSULTANT

### About the Organisation

Established in 2004, the Financial Sector Deepening Tanzania (FSDT) is a donor-funded financial sector market facilitator that aims to achieve poverty reduction through a transformative financial sector that offers inclusive and sustainable financial solutions to improve the livelihood, wellbeing, and empowerment of underserved Tanzanians. FSDT's work is guided by the Making Markets Work for the Poor (M4P) approach, which aims to develop market systems that benefit poor people, offering them capacities and opportunities to improve their lives.

Currently, our main target markets are women and youth, who have been identified as the most financially excluded market segments in the country. FSDT is dedicated to supporting the financial sector in delivering inclusive, quality financial solutions that meet the financial needs of women and youth.

Through FSDT facilitation, we hope to achieve the following changes in the market:

- Improved policies, legal and regulatory frameworks that promote gender equality as well as economic and financial opportunities for women and youth;
- Improved availability of relevant financial sector infrastructures that will equip the financial sector players and other stakeholders with the ability to meet the needs and aspirations of women and youth;
- Financial service providers developing and scaling innovative and responsive financial solutions/tools for women and youth to promote equality, empowerment, and wellbeing;
- Improved confidence and capability of women and youth to demand and use financial solutions.

### Objective of the Assignment

FSDT is seeking to commission an individual consultant to assist in managing the programme procurements.

### Scope of Work

The consultant will be responsible for the following:

- Support procurement of goods and services by the Trust in conformance with principles defined in the operating Policies and Procedures including;
  1. Working with Management to produce a procurement plan monthly.
  2. Coordinate end to end procurement process as may arise.
  3. Timely production and safekeeping of procurement meeting minutes and reports.
  4. Ensuring all procurement process obligations are met following the approved policies and procedures.
  5. Preparation of monthly procurement reports detailing the process, lessons and areas that require improvement.
  6. Adhering to turnaround times and service level agreements for all procurement steps/processes and other related activities.

- Maintaining an effective and efficient archiving and retrieval system for proper recordkeeping of all procurement documents under the custody of the procurement department.
  1. Maintain and arrange procurement documents ensuring all documents are scanned and kept orderly in the system.
  2. Maintain and update the Procurement tracker.
  3. Manage the vendor roster and ensure all vendors are registered on the system.
  4. Conduct Vendor due diligence and ensure Vendors have filled Col forms.
  
- Carrying out other project specific tasks as assigned by management.

## Conduct of the Work

The consultant will report to FSDT HR & Corporate Services Manager. The consultant is expected to be a part time in-house resource on a needs basis and as per the agreed workplan.

The duration period of this consultancy is approximately six months in the first instance; the expected start date will depend on the date of contract signing. It is however anticipated to start at the latest by beginning of January 2023 (preferably earlier) and will end on 30<sup>th</sup> June 2023. Renewal and or extension, will be subject to satisfactory performance and mutual agreement.

## Knowledge, Experience And Skills

- A degree or equivalent in Procurement or equivalent.
- At least 5 years' experience in procurement function management.
- Professional certification in Procurement is desirable.
- Ability to work both independently and in teams, while meeting tight deadlines.
- Excellent communication skills i.e. report writing, listening, and verbal in English and Kiswahili.
- Effective interpersonal skills.
- Well-developed skills for use of office tools including excel, outlook, power point and word.
- Attention to detail.
- Effective planning and organising skills.
- Strong critical thinking skills; and
- Creative and results oriented.

## Submssion of application

If you believe you are the right consultant for this position, kindly submit your application with a detailed CV, photocopies of academic certificates, and names of three referees with their contacts, quoting Procurement Specialist (Consultant) on the subject of your email. Application address: [procurement@fsdt.or.tz](mailto:procurement@fsdt.or.tz)

Any queries relating to this ToR should be submitted to the procurement manager under this email; [procurement@fsdt.or.tz](mailto:procurement@fsdt.or.tz) before or by Friday, **5<sup>th</sup> November, 2022.**

## 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.

-----  
**Application Deadline: Monday, 14<sup>th</sup> November 2022**

*FSDT provides equal employment opportunities (EEO) to all employees and applicants for employment.*