



TERMS OF REFERENCE

CONSULTANCY SERVICES FOR THE PROVISION OF BUSINESS DEVELOPMENT SERVICES TO YOUTH AND WOMEN-OWNED MSMES IN TANZANIA

DECEMBER 2025

1. About FSDT

Established in 2004, 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 Market Systems Development (MSD) approach, which aims to develop market systems that benefit the poor, offering them capacities and opportunities to improve their lives.

Currently, FSDT's main target markets are women, youth and MSMEs, 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, youth and MSMEs.

Through its catalytic function, FSDT hopes 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, youth and MSMEs.
- 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, youth and MSMEs.
- Financial service providers developing and scaling innovative and responsive financial solutions/tools for women, youth and MSMEs to promote equality, empowerment, and wellbeing.
- Improved confidence and capability of women, youth and MSMEs to demand and use financial solutions.

2. Background

FSDT, with support from the European Union under the Inclusive Finance for the Growth of Women and Youth MSMEs programme, is implementing the Integrated MSME Impact Grant Fund Project to strengthen women- and youth-owned MSMEs in Tanzania through a linked finance–capability–systems approach. The project integrates three mutually reinforcing components: (i) the Impact Grant Fund (IGF), which provides catalytic grants to MSMEs in high-impact sectors; (ii) the Enterprise Development Programme (EDP), which delivers diagnostics and tailored business development support to help grant recipients absorb capital, formalise, and become credit-ready; and (iii) Technical Assistance to Financial Service Providers (FSPs), which strengthens institutional systems and inclusive product offerings to sustainably finance EDP-supported MSMEs. The project targets approximately 154 MSMEs across eight financially excluded regions—Morogoro, Manyara, Shinyanga, Rukwa, Kagera, Simiyu, Kigoma, and Singida—ensuring catalytic finance and enterprise support reach underserved geographies. Together, these components form a closed-loop model that drives inclusive, climate-resilient MSME growth.

Under this assignment, the Enterprise Development Programme (EDP) through Business Development Service Providers (BDSPs) will support effective utilisation of IGF grants by addressing enterprise capability gaps and facilitating structured linkages to financial service providers (*Banks, MFIs, SACCOs, digital lenders, impact funds*) and markets, particularly with FSPs supported under the Institutional Strengthening and Innovation Support Project (ISISP). BDSPs will deliver targeted training, coaching, and mentorship to build MSME competencies in financial and digital literacy, entrepreneurship and innovation, business planning and compliance, market access, and the adoption of low-carbon and green business practices.

Support will focus on IGF grant beneficiaries operating in sustainability-linked sectors, including the circular economy, renewable energy, waste management, clean cooking solutions, agroforestry, biodiversity restoration, pollution control, and sustainable water and marine resource use, while enabling stronger access to finance and integration into relevant value chains.

3. Purpose and objectives of the assignment

FSDT seeks to engage qualified firms to deliver targeted Business Development Services Provider (BDSP) under the Enterprise Development Programme (EDP) component of the Integrated MSME Impact Grant Fund Project. The purpose of the assignment is to strengthen the capabilities, credit readiness, and market participation of women- and youth-owned MSMEs and early-stage start-ups that have been newly selected and awarded catalytic grants under the Impact Grant Fund (IGF).

4. Scope of Work

(i) Review and Refinement of the Enterprise Development Program Design and Market Assessment

- Undertake a comprehensive review and refinement of the existing EDP Concept Note and Market Assessment Report, identifying gaps, overlaps, and opportunities to strengthen programme coherence, sequencing, and overall implementation feasibility, and recommending improvements where necessary.
- In close collaboration with the Finance for Growth Project Team and the IGF Grant Manager, ensure programme design and sequencing are fully aligned with IGF grant milestones and post-award enterprise support requirements.

(ii) Delivery of Enterprise Development, Financial Linkage, and Market Linkage Support

- Conducting enterprise diagnostics in coordination with the IGF Grant Manager, to ensure alignment with grant objectives, approved use of funds, and milestone-based disbursement requirements.
- Developing tailored enterprise development plans that reflect diagnostic findings, grant conditions, and identified post-grant award support needs.
- Delivering structured training, coaching, and mentorship focused on enterprise capability building, financial management, and credit readiness.
- Facilitating structured access to finance and market linkages, particularly with Financial Service Providers participating in the ISISP technical assistance programme, and supporting integration into relevant supply chains and markets within the sustainability-linked sectors prioritized under the IGF; and
- Supporting MSMEs to comply with IGF grant conditions, manage milestone-based disbursements, and prepare for co-financing and follow-on finance opportunities.

(iii) Monitoring, Learning, and Reporting

- The BDSP shall support programme learning, accountability, and adaptive management by:
- Tracking enterprise-level progress against agreed capability, market access, and finance-readiness indicators;
- Submitting monthly and quarterly progress reports aligned with FSDT's Monitoring, Evaluation, and Learning (MEL) framework;
- Documenting lessons learned and implementation insights to inform continuous improvement of the EDP; and
- Preparing a final completion and learning report summarizing results, challenges, and recommendations.

5. Deliverables:

The BDSP will be responsible for delivering the following:

1. Inception Report – outlining the work plan, methodology, timelines, and coordination arrangements with the Finance for Growth Project Team and the IGF Grant Manager.
2. Final EDP Concept Note and Market Assessment Report
3. Enterprise Generic Training Program (aligning with IGF's objectives)
4. Enterprise Diagnostic Reports, Customized Training Programs, and implementation plan – diagnostic and capacity assessment reports for newly awarded IGF grant beneficiaries, identifying capacity gaps and post-grant award support needs, prepared in coordination with the IGF Grant Manager.
5. Progress Reports – periodic updates on activities, outputs, challenges, and outcomes.
6. Final Completion Report – summarizing achievements, lessons learned, growth, and sustainability recommendations.
7. Final Completion and Learning Report – summarising achievements, lessons learned, and recommendations for sustainability and scale-up.

6. Timeline

The consultancy is anticipated to be carried out between March 2026 and March 2027.

7. Evaluation and Selection

Any firm interested in participating in this bid should submit a separate technical and financial proposal, detailed in TZS, to FSDT. The following format should be observed:

- Maximum 5-page technical proposal including the following:
 - i. Comments on the TOR
 - ii. Proposed implementation approach and work plan
 - iii. Company Profile
 - iv. Relevant previous similar work/assignment (include two references with email and phone number)
 - v. Annex with CV of key personnel (excluded from the 5-page count)
- Overall, the preferred bidder will be selected based on 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 several key attributes. This is set out below.

8. Technical Proposal Scoring Grid

The table below describes the criteria and weights to be used to score, assess, and select the best candidate to undertake this assignment. The evaluation committee will review all the submitted proposals (technical and financial) and score them based on the criteria below.

Evaluation Criteria	Marks
Required experience (Consulting firm)	
The firm must demonstrate experience in designing and/or delivering Business Development Services, enterprise development programmes, or post-award MSME support linked to grants, impact funds, financial sector and markets access initiatives within the last five (5) years. Provide at least two (2) reference letters for similar assignments undertaken in the last 3–5 years.	25
E Experience in implementing similar assignments in Tanzania or Sub-Saharan Africa, including work with MSMEs, financial institutions, or entrepreneurship support ecosystem.	10
Sub Total – Experience	35
Qualifications	
Consultant(s) The Team Leader must meet the following qualifications to be considered eligible to undertake the tasks outlined in the Scope of Work:	
A master's degree in business administration, Finance, Economics, Entrepreneurship, Development Studies, Social Sciences, or a related field.	5
A minimum of five (5) years of demonstrated experience in designing and/or delivering Business Development Services (BDS) and enterprise development programmes, including structured training, coaching, mentorship, and advisory services to MSMEs and early-stage start-ups, within grant-funded, blended finance, or financial sector initiatives in the last five (5) years. Provide at least two (2) reference letters for similar assignments undertaken in the last 3–5 years.	20
Demonstrated track record in financial sector work; expertise in SME financing, product development, gender-responsive and youth-focused financial inclusion. Proven experience in supporting women- and youth-led enterprises to strengthen business performance, financial readiness, and access to finance and markets.	10
Demonstrated knowledge of climate finance, ESG integration or green product development is an added advantage. A minimum of 3-5 years of experience working with or supporting enterprises operating in sustainability-linked sectors —including but not limited to water and marine resources, circular economy, pollution prevention, biodiversity and ecosystem restoration, waste management, renewable energy, alternative cooking fuels, and agroforestry—will be an added advantage.	10
Demonstrated analytical, reporting and communication skills. Fluency in English both verbal and written. Ability to understand and or speak Kiswahili is an advantage.	5
Subtotal - Team Composition	50
Adequacy of Technical Approach, Methodology and Comments	
Technical approach and methodology (demonstration of clear understanding of TORs, detailed methodology)	10
Adequacy of the comments on the TOR	5
Sub-Total – Methodology	15
Total	100

- For the technical proposal to be considered further, a minimum total technical score of 70 out of 100 is required. Only financial proposals from bidders scoring at least that level will then be evaluated.
- 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.
- The winning bidder will be notified of their selection, and other bidders will be informed of the outcome.

9. Financial Proposal

The financial proposal should present the proposed technical and facilitation fees for delivering the scope of work under this assignment, covering post-award enterprise development and market linkage support to 150 MSMEs located across eight (8) financially excluded regions, namely Morogoro, Manyara, Shinyanga, Rukwa, Kagera, Simiyu, Kigoma, and Singida.

Bidders should ensure that the proposed costs reflect the scale, geographic coverage, and intensity of engagement required to deliver high-quality Business Development Services to newly awarded IGF grant beneficiaries, in close coordination with the Finance for Growth Project Team and the IGF Grant Manager.

- This will be a reimbursable fee contract up to a maximum financial limit. Financial proposals should be quoted in Tanzanian Shillings. FSDT requires a detailed and transparent budget breakdown in which all line items are clearly specified.
- Financial proposals should be in Tanzanian Shillings and must be submitted electronically **separately** from the technical proposal.
- Provide a daily rate for work within Dar es Salaam for the main consultant and potential co-facilitators.
- It is assumed that in case of any transport expenses or remote facilitation, FSDT will directly facilitate the same. If the consultant is based outside Tanzania, FSDT will not cover travel costs in and out of Tanzania.

Financial proposals should be in this format:

Detail/Item	Rate (TZS)	Total (TZS)

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.

10. Submission of Bids

The deadline for submission of the proposal documents is 5 pm, 19th January 2026.

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 bidders. The deadline for any queries is 2 days before the tender submission deadline date.

**Procurement Manager,
The Financial Sector Deepening Tanzania,
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**

11. Other Matters

Confidentiality

- All information contained in the Terms of Reference and attachments are provided on a strictly confidential basis solely for the use of tenderers in connection with the competition for the supply of services. 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.

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.

Taxation

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.