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**Request for Proposal**

 **BASELINE ASSESSMENT**

**RFP DOCUMENT # HROP-001**

**RFP Issue Date: JANUARY 31, 2025**

**Proposal submission DEADLINE:**

**FEBRUARY 14, 2025**

**CARE Tanzania**

**Ruhinde Road, Plot 175 B**

**Ada Estate Kinondoni Upper,**

**Dar  Es Salaam | P.O. Box 10242**

**Confidential Document**

*Prepared by*

*CARE ®*

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# ABOUT CARE

At CARE, we seek a world of hope, inclusion, and social justice, where poverty has been overcome and people live with dignity and security.

This has been our vision since 1945, when we were founded to send lifesaving CARE Packages® to survivors of World War II. Today, CARE is a leader in the global movement to end poverty. We put women and girls in the center because we know we cannot overcome poverty until all people have equal rights and opportunities. In 2019, CARE worked in 100 countries and reached 70 million people with an incredible range of life-saving programs.

To know more about CARE, visit: <https://www.care.org/our-work/> or <https://www.care.or.tz>

# GENERAL CONDITIONS and CLAUSES

#  CARE’s GENERAL CONDITIONS

The enclosed document is not an offer to contract, but a solicitation of a vendor’s proposed intent. Acceptance of a proposal in no way commits CARE to award a contract for any or all products and services to any vendor.

CARE reserves the right to make the following decisions and actions based on its business interests and for reasons known only to CARE:

* To determine whether the information provided does or does not substantially comply with the requirements of the RFP
* To contact any bidder after proposal submittal for clarification of any information provided.
* To waive any or all formalities of bidding
* To accept or reject a proposal in whole or part without justification to the bidder
* To not accept the lowest bid
* To negotiate with one or more bidders in respect to any aspect of submitted proposal
* To award another type of contract other than that described herein, or to award no contract;
* To enter into a contract or agreement for purchase with parties not responding to this RFP
* To request, at its sole discretion, selected Vendors to provide a more detailed presentation of the proposal
* To not share the results of the bids with other bidders and to award contracts based on whatever is in the best interest of CARE.

Any material statements made orally or in writing in response to this RFP or in response to requests for additional information will be considered offers to contract and should be included by vendor in any final contract.

#  CONFIDENTIALITY/ NON-DISCLOSURE

All information gained by any vendor concerning CARE work practices is not to be disclosed to anyone outside those responsible for the preparation of this proposal. Any discussion by the vendor of CARE’s business practices could be reason for disqualification. CARE, at their discretion, reserves the right to require a non-disclosure agreement.

Reciprocally, CARE commits that information received in response to this RFP will be held in strict confidence and not disclosed to any party, other than those persons directly responsible for the evaluation of the responses, without the express consent of the responding vendor.

Finally, the information contained within this RFP is confidential and is not to be disclosed or used for any other purpose by the vendor.

#  PUBLICITY

Any publicity referring to this project, whether in the form of press releases, brochures, or photographic coverage will not be permitted without prior written approval from CARE.

#  LIABILITY

The selected vendor(s) will be required to show proof of adequate insurance at such time as CARE is prepared to procure the services. The participating vendor will also be required to indemnify and hold harmless CARE for, among other things, any third-party claims arising from the selected vendor’s acts or omissions, and will be liable for any damage caused by its employees, agents or subcontractors.

#  FORCE MAJEURE

1. Neither Party shall be responsible for a performance that is delayed, hindered, or is rendered inadvisable, commercially impracticable, illegal, or impossible by a “Force Majeure Event.” A Force Majeure event includes, without limitation, an act of nature, a pandemic, emergency, civil unrest or disorder, actual or threatened terrorism, war, fire, governmental action or interference of any kind, power or utility failures, strikes or other labor disturbances, a health warning issued by the Center for Disease Control (or similar agency), any other civil or governmental emergency and/or any other similar event beyond a Party’s reasonable control.
2. The Party that seeks to invoke this Force Majeure provision (the “Affected Party”) shall provide the other Party (the “Unaffected Party”) with a written notice within ten (10) days of the date the Affected Party determines a Force Majeure Event has occurred.

#  ERRORS AND OMISSIONS

CARE expects the vendor will provide all labor, coordination, support, and resources required based on the vendor’s proposal and corresponding final SOW. No additional compensation will be available to the vendor for any error or omission from the proposal made to CARE. The only exclusions are add-ons, deletions, and/or optional services for which the vendor has received written authorization from CARE.

#  OWNERSHIP OF WORK

All work created during this evaluation must be original work, and no third party should hold any rights in or to the work. All rights, title and interest in the work shall be vested in CARE.

#  CONFLICT OF INTEREST

CARE encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to CARE if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFP.

# COMPANY PROFILE & BIDDER’S DECLARATION

Bidders are requested to complete this form, including the Company Profile and Bidder’s Declaration, sign it and return it as part of your proposal. No alterations to its format shall be permitted and no substitutions shall be accepted.

#  COMPANY PROFILE

***Table 4.1.A*** **Previous Work with CARE**

|  |  |  |
| --- | --- | --- |
| Have you already had previous transactions with CARE? | Yes | No |
| [ ]  | [ ]  |
| If marked ***“Yes”,*** please provide the year of the latest transaction with CARE and the requirement that was delivered. *(This is to inform everyone that this information is for system checking only. This will not be part of any evaluation process.)* |
|  |
| If you marked, ***“No”*** on the table above, please answer the Table 4.1.A. below: |

***Table 4.1.B*** **Other Information**

|  |  |
| --- | --- |
| **Item Description** | **Detail(s)** |
| Legal name of bidder |  |
| Legal Address, City, Country |  |
| Website |  |
| Year of Registration |  |
| Company Expertise |  |
| **Bank Information** *(Please answer below)* |
| Bank Name:  |  |
| Bank Address:  |  |
| IBAN:  |  |
| SWIFT/BIC:  |  |
| Account Currency:  |  |
| Bank Account Number:  |  |

|  |
| --- |
| **Previous relevant experience: 3 contracts** |
| **Name of previous contracts** | **Client & Reference Contact Details** | **Contract Value** | **Period of activity** | **Types of activities undertaken** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

#  BIDDER’S DECLARATION

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** |  |
| [ ]  | [ ]  | **Ethics:** By submitting this Proposal/Quote, I/we guarantee that the bidder has not engaged in any improper, illegal, collusive, or anti-competitive arrangements with any competitors; has not directly or indirectly contacted any buyer representative (aside from the point of contact) or gather information regarding the RFP; and has not attempted to influence or offer any type of personal inducement, reward, or benefit to any buyer representative. |
| [ ]  | [ ]  | I/We affirm that we will not engage in prohibited behavior or any other unethical behavior with CARE or any other party. We also affirm that we have read the general clause and conditions included in this RFP and that we will conduct business in a way that avoids any financial, operational, reputational, or other undue risk to CARE. |
| [ ]  | [ ]  | **Conflict of interest:** I/We warrant that the bidder has no actual, potential or perceived Conflict of Interest in submitting this Proposal/Quote; or entering into a Contract to deliver the Requirements. CARE Procurement's Point of Contact will be notified right away by the bidder if a conflict of interest occurs during the RFP process. |
| [ ]  | [ ]  | **Bankruptcy:** l/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal issues that could hinder the ability to conduct business. |
| [ ]  | [ ]  | **Offer Validity Period:** I/We confirm that this Proposal/Quote, including the price, remains open for acceptance for the Offer Validity. |
| [ ]  | [ ]  | I/We understand and recognize that you are not bound to accept any proposal you receive, and we certify that the goods offered in our Quotation are new and unused. |
| [ ]  | [ ]  | By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorized by the Organization/s to make this declaration on its/their behalf |

|  |  |
| --- | --- |
| Supplier Name: |  |
| Title/Designation: |  |
| Company Name: |  |
| Date: |  |
| Signature |  |

# CONDITIONS AND GUIDELINES FOR SUBMISSION OF PROPOSAL

#  PROPOSOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process.

All vendors must provide written notification via email to **TZA.Procurement@care.org** of their intent to participate, or not to participate in the bidding process by **February 14, 2025.**

Proposals will be accepted until **17:00Hrs February 14, 2025, delivered via email solely to TZA.Procurement@care.org**, no later than the above specified date.

Any proposals received after this date and time will not be accepted. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in the proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning candidate for this RFP. All contractual terms and conditions will be subject to review by the CARE legal department, and will include scope, budget, schedule, and other necessary items pertaining to the project.

You must respond to every subsection including statement, question, and/or instruction without exception.

Any verbal information obtained from, or statements made by representatives of CARE shall not be construed as in any way amending this RFP. Only such corrections or addenda as are issued in writing by CARE to all RFP participants shall be official. CARE will not be responsible for verbal instructions.

#  PROJECT PURPOSE AND DESCRIPTION

CARE is issuing this RFP (Request for Proposal) soliciting qualified bidders to submit proposals intended for the Baseline Assessment of the Her Resilience, Our Planet (HROP) Project.

This RFP is an invitation to bid, not an offer of contract. Bidders must submit a response that complies with the minimum requirements contained herein.

#  PROJECT OVERVIEW

CARE is seeking a provider to submit proposals intended for the **Baseline Assessment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Requirement & Specs** | **Qty.** | **Unit of Measurement** | **Required Delivery Lead Time** | **Delivery Address** | **Contract Period** |
| Consultancy Service for Baseline Assessment of Her Resilience, Our Planet (HROP) Project | 01 | Each | 14 days | TZA.Procurement@care.org |  |

[Provide additional requirements]

|  |  |
| --- | --- |
| **Item #** | **Other Requirements** |
| 1 | Delivery Date & Time | Bidder shall deliver the goods at least \_\_\_\_ weeks after Contract signature. |
| 2 | Delivery Terms (incoterms) | [ ]  EXW [Ex-works (Place)] |
| [ ]  FCA [Free Carrier (Port)] |
| [ ]  FAS [Free Along-Side Ship (Port)] |
| [ ]  FOB [Free On-Board (Port)] |
| [ ]  CFR [Cost, & Freight (Port)] |
| [ ]  CIF [Cost, Insurance & Freight (Port)] |
| [ ]  CPT [Carriage Paid-To (Place)] |
| [ ]  CIP [Carriage & Insurance Paid-To (Place)] |
| [ ]  DAP [Delivered at Place (Place)] |
| [ ]  DPU [Delivered at Place Unloaded (Place)] |
| [x]  DDP [Delivered Duty Paid (Place)] |
| 3 | Custom Clearance(Must be linked to Incoterms at origin) | [ ]  Not Applicable. Shall be done by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| [ ]  Shouldered by CARE |
| [x]  Supplier/ Bidder |
| [ ]  Freight Forwarder |
| 4 | Exact Address(es) of Delivery Location | Iringa-Tanzania |
| 5 | Warranty Period | Standard Manufacturer’s Warranty (if applicable) |
| 6 | Payment Terms | 30 Days upon Receipt of items |
| 7 | Quotation Validity | The quote needs to be valid for 90 days to cover all the days from bidding up to the award process. However, once the contract has been released, it shall be valid for the same coverage as reflected in the requirement above. |

#  PROJECT TIMELINE

All bidders are advised to strictly follow the timeline below as noted.

Any technical questions arising during the preparation of your response to this RFP should be submitted in writing via email to **TZA.Procurement@care.org** no later than **February 14, 2025.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Schedule of Activities/ To-do** | **Date of the Activity/ Deadline of Submission** | **Responsible** | **Remarks** |
| **RFP Issued** | *January 31, 2025* | CARE |  |
| Supplier to notify CARE of intention to participate in bidding | N/A | Supplier | Deadlines must be strictly observed. |
| Deadline for submission of clarification questions to CARE | *February 05, 2025* | Supplier | Deadlines must be strictly observed. |
| CARE to answer all clarifications | *February 06, 2025* | CARE |  |
| **Supplier’s Deadline of Submission of Proposal** | *February 14, 2025* | Supplier | Deadlines must be strictly observed. |
| Evaluation of Proposal | *From February 15, 2025, to February 18, 2025* | *CARE* |  |
| Vendor presentation (if required) | *TBD* | *Supplier* |  |
| Finalists selected | *February 25, 2025* | CARE | Upon notification, the contract negotiation with the winning bidder will begin immediately. |

#  PROJECT REQUIREMENTS

1. **Technical Requirements**

***a.1 Technical Proposal of the Product***

|  |  |
| --- | --- |
| **REQUIREMENTS** | **Provide the necessary details. Attach document or provide separate sheet if needed.** |
| 1. **Overall Proposal Suitability**
 |
| 1 | Please see the Scope of Work and any other required specifications for this project. |   |
| 2 | Provide Delivery Lead Time |  |
| 3 | Provide after-sales service (if applicable) | N/A |
| 4 | Ability to provide sample (if applicable) |  |
| 5 | Provide Warranty Period | N/A |
| 6 | (Any additional requirement that is deemed necessary for “Previous Works & Awards” Category |  |

|  |  |
| --- | --- |
| **REQUIREMENTS** | **Provide the necessary details. Attach document or provide separate sheet if needed.** |
| 1. **Previous Works and Awards**
 |
| 1 | Provide 3 or more client experiences or testimonials (References whose environment, size, and scope are most similar to CARE. Include a summary of the work completed for each account. Include reference contact names, with telephone numbers and email addresses.) |   |
| 2 | Provide previous records of performance and service. |  |
| 3 | Provide citations and awards. This encompasses reviewing the citations and awards a vendor has received from other customers and award-giving bodies. |  |
| 4 | Provide any testimonials, survey response/s from previous buyers and/or partners. |  |
| 5 | *(Any additional requirement that is deemed necessary for “Previous Works & Awards” Category*. |  |

|  |  |
| --- | --- |
| **REQUIREMENTS** | **Provide the necessary details. Attach document or provide separate sheet if needed.** |
| 1. **Technical Expertise and Organizational Experience**
 |
| 1 | Provide 5 Availability of vendor’s representatives to call upon and consult with. |  |
| 2 | Any proof that the vendor has the Ability to render satisfactory service in this instance. |  |
| 3 | Provide Years of experience in providing the same requirement to other companies. |  |
| 4 | Provide the latest audited Financial Statement |  |
| 5 | (Any additional requirement that is deemed necessary for “Technical Expertise and Organizational Experience. |  |

|  |  |
| --- | --- |
| **REQUIREMENTS** | **Provide the necessary details. Attach document or provide separate sheet if needed.** |
| 1. **Others**
 |
| 1 | Provide any relative requirements which were not mentioned above. (delete if not applicable) |  |

1. **VALUE & COST (Financial Requirements)**

*(Provide below requirements, payment terms, etc., if there’s any*)

*See attached template (in Excel File) to be used for your financial bid.*

**Compliance with Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes, we will comply** | **No, we cannot comply** | **If marked as “No”, please provide counter proposal** |
| Minimum Technical Specifications | [ ]  | [ ]  |  |
| Delivery Lead Time | [ ]  | [ ]  |  |
| Delivery Term (INCOTERMS) | [ ]  | [ ]  |  |
| Warranty Period (if applicable) | [ ]  | [ ]  |  |
| Validity of Quotation | [ ]  | [ ]  |  |
| *Payment Terms (30 Days)* | [ ]  | [ ]  |  |
| *Other Requirements (Please specify)* | [ ]  | [ ]  |  |

#  EVALUATION CRITERIA

CARE will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

* **Overall Proposal Suitability:** proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
* **Previous Work and Awards:** Bidders will be evaluated on examples of their work pertaining to the requirement as well as client testimonials and references
* **Technical Expertise and Organizational Experience:** Bidders must provide descriptions and documentation of staff technical expertise and experience. Bidders also need to provide their experiences as an organization which include but not limited to years of experiences, financial stability, expertise, and edge to other competitors.
* **Value and Cost:** Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project.

*Note for Country Offices (CO): The specific criteria must closely represent the objective and scope given the nature of the procurement required. Evaluation criteria reflected above can be added and or adjusted depending on the requirement and the type of purchase. The final evaluation criteria must be reflected above prior to releasing of this RFP.*

CARE will review proposed budgets and pricing after the initial review of the criteria above.\*

**Term of Reference**

**Baseline Assessment of the** **Her Resilience, Our Planet (HROP) Project**

**REQUEST FOR BIDS FOR BASELINE SURVEY**

CARE Tanzania would like to invite a qualified consultant to bid for the baseline survey for the Her Resilience, Our Planet project.

1. **Background Information**

CARE is a leading humanitarian organization dedicated to fighting poverty and social injustice with a special emphasis on women and girls. CARE Tanzania is part of CARE International, with the vision to seek a world of hope, tolerance, and social justice, where poverty has been overcome, and people live in dignity and security. CARE International is a global force and a partner of choice within a worldwide movement dedicated to ending poverty. We are known everywhere for our unshakable commitment to the dignity of people. CARE Tanzania and partners contribute to the empowerment of the most marginalized and vulnerable rural women and girls to exercise their rights. More details about CARE and its work can be found on the website: https://www.care-international.org/

CARE Tanzania in consortium with of six organizations: CARE, WWF and four local implementing partners: SAGCOT Centre Ltd (SCL), Tanzania Gender Networking Programme (TGNP), Shahidi Wa Maji (SwM) and Conservation Farming Unit Tanzania (CFU-Tanzania) is implementing the 6-year (September 2024 – March 2030) “Her Resilience, Our Planet (HROP)” project that will enhance the adoption of gender-responsive climate-smart agriculture systems and biodiversity protective food systems for nature-positive climate change adaptation by food insecure communities, especially women and youth; increase the utilization of gender-responsive, climate-smart, and nature-positive agricultural business development resources and services by food insecure communities, especially women and youth; and enhance leadership and participation of women and female youth in the processes leading to gender-responsive, climate and nature-informed policies, strategies, plans and budgets in SAGCOT. The consortium will offer decades of experience in women’s leadership, climate change adaptation and ecosystem conservation. It will also harness learning from 15 years of joint programming by the CARE-WWF Alliance. The project aims to enhance climate resilience of food insecure communities especially women and youth relying on the Great Ruaha River (GRR) ecosystems in Iringa, Kilolo, Mufindi and Wanging’ombe Districts in Ihemi cluster and Mbarali District in Mbarali Cluster of the SAGCOT region.

Her Resilience, Our Planet intends to directly reach 175,282 small-scale farmers, agripreneurs, family, community and market gatekeepers and duty-bearers (36,606 female and 15,688 male youth aged 18-35, and 86,092 women and 36,897 men over 35). This includes 60,122 small-scale farmers (31,380 female and 28,742 male) and 18,037 agripreneurs (9,414 female and 8,623 male). Indirectly, the project will reach 408,992 individuals (200,881 women, 86,092 men, 85,413 female youth, 36,605 male youth) in five districts in two SAGCOT geographic priority clusters: Iringa, Kilolo, Mufindi and Wanging’ombe districts (Ihemi cluster); Mbarali district (Mbarali cluster).Participants will include small-scale farmers, fisherfolk, agro-preneurs, pastoralists, and nature-positive enterprises (NPEs) within and around the Great Ruaha River (GRR) wetlands, grasslands and forests ecosystems. The project will work at district level with relevant Lead Ministries, Departments and Authorities (MDAs) in particular the Ministry for Agriculture, the Ministry of Livestock and Fisheries, Ministry of Health, Community Development, Gender, Elderly and Children, the Ministry of Water and Irrigation, the Ministry of Natural Resources and Tourism, the Ministry of Labor, Women and Youth Development, the Vice President’s Office (Dept of Environment) as well as the Tanzania Meteorology Authority (TMA). Engagement of private sector actors in SAGCOT will be critical for the adoption of climate-smart practices and technologies and promotion of nature-positive enterprises supporting scalable inclusive green agricultural growth.

In order to achieve this, the project will capitalize on a series of well-tested intervention strategies: **(a)** Strengthening institutional and technical capacities for promoting gender-responsive, climate-smart, and biodiversity-protective agriculture; **(b)** Empowering women and youth to lead and participate in climate-informed policies, planning, and budgeting processes; and **(c)** Fostering sustainable and equitable access to resources and services for climate-resilient agriculture and biodiversity conservation. As such, the project will empower target beneficiaries especially women and female youth in target Districts to participate fully in socio-economic activities and exercise leadership in their communities.

**Her Resilience, Our Planet (HROP) Project** is structured around three key intermediate outcomes:

1. Enhanced adoption of gender-responsive Climate-Smart Agriculture systems and biodiversity protective food systems for nature-positive climate change adaptation by food insecure communities, especially women and youth,
2. Increased utilization of gender-responsive, Climate-Smart, and nature-positive agricultural business development resources and services by food insecure communities; and
3. Enhance leadership and participation of women and female youth in the processes leading to gender-responsive, climate and nature-informed policies, strategies, plans and budgets in SAGCOT.
4. **Purpose of the Baseline Study**

The baseline survey will be conducted to provide the project with a general situational analysis of the area of operations but also will be considered as a reference point for assessing changes and impact by establishing a basis for comparison before an intervention or set of interventions takes place. The results obtained from the baseline will be used to inform and adjust the implementation approach, including adaptations to the existing workplan. The survey analysis findings will be used to set project targets/indicators for the life of project (LOP). This is important because it will help identify the existing opportunities and challenges facing communities especially women in agricultural value chains and conservation aspects.

1. **Objective**

The overall objective of the assignment is to determine quantitatively and qualitatively the current situation of the project target areas and beneficiaries in relation to the main elements of the project; to assess the relevance and measure the status of project and set targets to outcome level indicators. It will lay down the groundwork against which to measure and track project progress in accordance with project goal, objectives, and outcomes.

* 1. **Specific Objectives**

**A)** Establish baseline indicators and targets: Establish baseline values for the project’s performance management framework (PMF) indicators and set annual targets to enable the project team to track changes, make evidence-based decisions, and evaluate the project’s contributions to desired outcomes throughout the project lifecycle.

**B)** Assess participation and capacity in climate-resilient practices: gather data on the current status of participation, knowledge, and capacity of women and youth in climate-resilient agricultural practices, biodiversity-protective food systems, and decision-making processes.

**C)** Examine gender dynamics and inequalities: develop an understanding of the current gender dynamics and inequalities as they relate to food security, climate resilience, and access to resources, and their implications/impact to women and youth.

**D)** Evaluate stakeholders’ technical and operational gaps: assess the technical, operational, and capacity gaps of key stakeholders, including government institutions, private sector actors, and community groups.

**E**) To assess the current levels of vulnerability of project participants especially youth and women to climate change extremes and impacts in target Districts

**F**) To assess attitudes/perceptions among the target groups regarding their access and participation in productive resources, practices and services and its implication on their livelihoods

1. **Methodology and Scope of Work**

The study design, methodology and scope of work will be discussed and agreed with CARE team and its implementing partners at the beginning of the consultancy. The consultant will use different data collection methods: desk review, direct observations, quantitative survey, interviews, focus group discussions (FGDs) and Key Informant Interview (KIIs), to establish a baseline for the project’s key indicators. Indicators were initially developed with a representation of target beneficiaries and were validated with project implementing partners during a start-up workshop of the project. However, the consultant may review and suggest changes to some indicators to reflect realities on the ground and suggest methods for tracking progress. During engagement, the consultant will be provided with the developed indicators sheet, PMF and other relevant documents for review.

The methodology will follow the following steps:

1. **Preparatory phase/Inception phase:** Key documents of the project will be submitted to the consultant together with draft questionnaires for the quantitative surveys (for different target groups), interviews, focus groups discussions (FGDs) and Key Informant Interviews (KIIs), which incorporate the different sub-indicators and questions referred to above. The consultant will:
	* Kick off meeting with HROP project CARE Tanzania and CARE Canada project staff.
	* Desk review of all documentation.
	* Prepare a work plan jointly with the project team and agree scope of work.
	* Finalize methodology of the study, including but not limited to the finalization of the sample size, design data collection tools for quantitative and qualitative data; propose methods for data coding (both quantitative and qualitative) and data entry, develop protocols.
	* Submit and obtain ethics approvals.
	* Preparation for baseline (recruitment, training materials, logistics).
	* Submission and approval of inception report.
2. **Field Work:** Field work will take place in the five target districts of Iringa, Kilolo, Mufindi, Wanging’ombe and Mbarali. Additional field visits may be agreed to partner offices in Dar es Salaam and Morogoro if deemed necessary at the time of engagement. During the field work, and with the support of the project team and implementing partners, the consultant will:
	* Recruit and train data collectors.
	* Pilot test tool (HH survey and qualitative IDI, FGDs, KIIs).
	* Supervise data collection.
	* Supervise data entry and cleaning (Data Management.)
	* Analysis and draft report writing in collaboration with the data collection team and the project team.
3. **Draft reports:** Inception report, Raw Baseline data shared, share the first draft report, present a high-level PowerPoint presentation, incorporate final comments for final report submission and distribution
4. **Final report:** Taking into consideration at least two rounds of comments from the project team and partners.
	* Submit final report.
	* Submit all raw data, transcribed, translated and summary data with analytical framework for qualitative data and raw quantitative data from appropriate statistical software.
	* Submit PowerPoint presentation of key findings of the study, including methodology, key findings, major areas of consideration (improvements) and recommendations. The consultant might be requested to present findings to partners and stakeholders.
	* Submit beneficiary database.
5. **Timeframe**

The baseline study will take place during the months of February/March 2025. The consultant will submit a workplan and specific dates will be agreed at the beginning of the consultancy. A draft report and presentation will be submitted at the end of data collection and CARE Tanzania will have a maximum of two weeks to submit two rounds of comments on the reports. The final report must take into consideration the comments made by the project team.

1. **Final Report**

The final report will be written in English and will be maximum 35 pages long (without annexes). It must include the following sections:

* Executive summary (max. 5 pages)
* Introduction
* Context (description of the project and the areas where it is implemented)
* Objectives of the baseline study
* Methodology and limitations to the methodology (if any)
* Analysis of the main findings (per indicator)
* An updated project monitoring and evaluation matrix with a summary of each indicator’s baseline data and milestones over a project milestone
* Conclusions and recommendations
1. **Required Profile of the Consultant (s)**

We are looking for a consultant or firm which lives up to the following qualities and qualifications:

* The consultant or lead consultant should have a minimum of Masters’ degree in Natural Resource Management, Agriculture, Forest/Wildlife, Environment, Climate Change, Development Studies, Gender Studies, Rural Development or Statistics/Business or related fields; and must be well experienced in conducting baseline assessments in similar contexts.
* Proven experience in conducting baseline assessments, project monitoring and evaluation, or similar assignments in agriculture, climate change adaptation, or natural resource management.
* Proven expertise in climate-smart agriculture, biodiversity conservation, and gender-responsive programming, especially in rural contexts.
* Strong track record in designing and implementing projects addressing sustainable land management, agriculture value chains, or climate resilience.
* Extensive knowledge of mixed-methods research approaches (quantitative and qualitative) and development of data collection tools tailored to diverse populations.
* Experience in working with participatory approaches, stakeholder engagement, and applying intersectional gender lenses in project evaluations.
* Excellent working knowledge of English and Swahili, and excellent writing skills in English (as documentation will be in English).
* Ability to integrate gender-responsive and youth-focused methodologies in agricultural and natural resource management projects.
* Familiarity with Performance Measurement Frameworks (PMFs), baseline studies, and Monitoring & Evaluation plans in development programs.
* Strong analytical and report-writing skills, with the ability to synthesize findings into actionable recommendations.
* Firms or individual consultant must be registered in Tanzania to conduct business with valid TIN and business license for consultancy works.
1. **Copyright and Intellectual Property Rights**

In consideration of the fees paid, the Consultant expressly assigns to CARE Tanzania any copyright arising from the works the consultant produces while executing this contract. The consultant will not allow to, reproduce or otherwise disseminate or authorize others to use, reproduce or disseminate such works without prior consent from the CARE Tanzania.

1. **Payment Schedule**
* Payments will be made in two installments only.
* 40% will be paid after the inception report and delivery of work plan.
* The final 60% will be paid after delivery and approval of final report.
1. **Selection/Evaluation Criteria**

The selection committee will review all applications after the submission deadline. All applicants must meet the minimum requirements that are described above and below. The following are the evaluation/selection criteria for the technical and financial proposals:

**Technical**

|  |  |  |
| --- | --- | --- |
| **SN**  | **Criteria**  | **Points (100%)**  |
| 1  | Understanding of Terms of Reference (TOR)  | 20%  |
| 2  | Methodology  | 30% |
| 3  | Proposal presentation  | 10% |
| 4  |  General Qualifications: Length of experience, organization past performance, previous assignment in relevant job, and team composition  | 10% |
| 5 | Submit all legal documents as mentioned to ToR | 5% |
| **Overall Assessment** | **75%** |

 **Financial**

|  |  |  |
| --- | --- | --- |
| **SN**  | **Criteria**  | **Points (25%)**  |
| 1  | Budget realism and reasonableness  | 15% |
| 2  | Bottom line price analysis  | 10% |
| **Overall assessment** | 25%  |

**Instructions to Bidders** to be considered, bids must:

* Contain both technical and financial proposals – including methodology, work plan/schedule, team composition with personal CV(s) and three professional references, evidence of relevant experience and competencies.
* Brief description (half a page) of why you consider yourself the most suitable for the assignment.
* Include at least two samples of previous work, relevant/similar to this project
* Be on your firm’s letter headed paper
* The proposal must include the following documents.

a.          Company profile

b.          Copy of Valid Business Licence

c.          Copy of TIN certificate

d.          Copy of VAT registration certificate if applicable

e.          Certificate of registration/incorporation

f.           Names, curriculum vitae of personnel

g.          Details of relevant previous experience.

h.          At least three references from organisations in the Development and/or NGO sectors

i.           Budget proposal in **TZS** (indicating clearly whether the rate quoted includes

               necessary taxes – such as withholding, and value added)

j.           Letters of reference from at least two (2) clients for whom similar assignments have been undertaken.

Application should be submitted to CARE Tanzania through email address TZA.Procurement@care.org **within 14 days** from the ﬁrst appearance of this advertisement by Friday 14**th February 2025 at 17:00 hours**

**NB: Failure to provide the required documents will result in disqualification.**