

REQUEST FOR PROPOSAL (RFP)

FOR

**CONSULTANCY SERVICES TO CONDUCT
PROJECT ENDLINE SURVEY**

GOOD NEIGHBORS TANZANIA,

P.O. BOX 367,

MWANZA

TENDER NUMBER:

GNTZ/MAO/T/2025/002

MARCH 2025

SECTION I – LETTER OF INVITATION

Dear Sir/ Madam,

RE: REQUEST FOR PROPOSAL (RFP) FOR CONSULTANCY SERVICES TO CONDUCT PROJECT ENDLINE SURVEY

Good Neighbors Tanzania Mwanza Area Office (GNTZ-MAO) invites proposals from consulting firms, research institutes, or academic institutions based in Tanzania to conduct the project endline survey for its 'Promoting Optimal Growth and Development in School-Age Children Through Building a Healthy Environment' project.

The purpose of this consultancy service is to assess the project's impact by comparing key project indicators against the baseline (2023) and midline (2024) assessments.: -

The Request for Proposal (RFP) document includes the following sections:

Section I – Letter of invitation

Section II – Information to Bidders

Section III – Technical proposal

Section IV – Financial proposal

Section IV – Forms

Section VI – Terms of reference (ToR)

Interested applicants must submit their proposals electronically through the **Good Neighbors Tanzania e-Procurement System**.

For further inquiries, please contact gntzmwanza@goodneighbors.or.tz during office hours (08:00 – 16:00 hrs, excluding public holidays).

Project Manager
Good Neighbors Tanzania– Mwanza Area Office
P.O BOX 367
Mwanza.

SECTION II – INFORMATION TO TENDERERS (ITT)

2.1 Introduction

2.1.1 GNTZ-MAO will select a firm among those who submit a proposal in accordance with the method of selection detailed in this request for proposal (RFP).

2.1.2 The firms are invited to submit eligibility documents, technical proposal and financial proposal as specified in this RFP document.

2.1.3 To be eligible for this consultancy, bidders must submit the following:

For Private Firms, NGOs, Government Entities, Universities, and Research Institutions:

- a) Profile of the firm/institutions
- b) Copy of valid Business License (Private entities, NGOs), For Government institutions to submit for confirmation of being a government entity.
- c) Copy of a Certificate Registration and Incorporation.
- d) Bank Statement for the past 6 months, stamped by the Bank for (Private Firms, NGOs), Government owned Entities submit proof letter to show that it is a government entity instead of bank statement.
- e) Valid Tax Compliance Certificate (private entities, NGOs), For Government institutions to submit for confirmation of being a government entity.
- f) Audited Financial Statements for year (2023) for Private Firms and NGOs, For Government owned Entities submit proof letter to show that it is a government entity.

During evaluation, other verification means can be requested for potential bidders.

2.2 Clarification and Amendment of RFP Documents

2.2.1 Interested firms may request a clarification of any of the RFP documents only up to seven days before the proposal submission date. Any request for clarification must be sent in writing by paper letter, or electronic mail to such request and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all interested tenderers who intend to submit proposals.

2.2.2 At any time before the submission of the proposal, GNTZ-MAO may for any reason whether at its initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. The addenda shall be issues to the public with a specific extension period.

SECTION III – TECHNICAL PROPOSAL

2.3 Preparation of Technical proposal

2.3.1 The technical proposal shall not include any financial information, The firm’s proposal shall be written in the English language

2.3.2 In preparing the Technical Proposal, the firm is expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result the in rejection of a proposal.

2.3.3 While preparing the Technical Proposal, firms must give particular attention to the following:

- i. It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
- ii. Proposed professional staff must as a minimum, have the experience indicated in the Appendix, preferably working under conditions similar to those prevailing in Tanzania.

2.3.4 The Technical Proposal shall be structured in the following manner using the attached standard forms to ensure clarity, consistency, and comprehensive evaluation.

(i) Firm’s Profile and Relevant Experience

- A brief background of the firm/consulting entity, including its legal status, areas of expertise, and years of operation.
- A summary of the firm’s experience in health-related research, epidemiological surveys, nutrition assessments, and impact evaluations in Tanzania or similar settings.
- Reference contacts (organization name, email, and phone number) for verification of previous work.

(ii) Proposed Methodology, Data Collection, and Work Plan

- A detailed methodology describing how the consultant intends to execute the end-line survey, including:
 - Survey design
 - Participant tracking mechanisms (follow-up compliance strategies for children).
 - Data collection and analysis procedures for anthropometric assessments, parasitic infection testing, and structured questionnaires.
 - Data quality control measures (enumerator training, supervision, validation techniques).
 - Data management and security protocols to ensure confidentiality.
 - A work plan and timeline (Gantt chart preferred) that outlines all major activities and deliverables within the four-month survey period.

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(iii) Staffing and Team Composition

A list of proposed team members, specifying their roles and responsibilities in the project.

- The team should include a mix of specialists, such as:
 - Lead Researcher/Consultant (Public Health/Nutrition/Epidemiology expert with experience in impact evaluations)
 - Parasitologist (to oversee infection assessments)
 - Statistician/Biostatistician (for data analysis)
 - Field Supervisors (to oversee data collection and quality control)
 - Enumerators and Lab Technicians (to conduct stool sample collection, microscopy, and anthropometric measurements)
- A summary of each staff member's specific tasks estimated level of effort (LOE), and timeline for their involvement.

(iv) Curriculum Vitae (CVs) of Key Personnel

- Signed CVs of the proposed technical team members.

2.4 Submission and Receipt of Proposal

2.4.1 All proposals shall be submitted through an **E-Procurement System**. The submission must include:

- **The Technical Proposal** in PDF format

2.4.2 The electronic submission must be uploaded via the designated E-Procurement Portal provided in the Invitation to Tender (ITT).

2.5 General Proposal Evaluation

2.5.1 Evaluators of Technical Proposal shall have no access to the Financial Proposal until the technical evaluation is concluded.

2.6 Evaluation of Technical Proposal (70 marks)

The evaluation committee appointed by GNTZ-MAO shall evaluate the Technical Proposals based on their responsiveness to the Terms of Reference, applying the evaluation criteria as follows: -Technical evaluation for firms that qualify at the mandatory evaluation stage shall be done out of 70. The pass mark will be 40 out of 70. The firms shall be evaluated on a scoring matrix as shown below:

1. CAPABILITY OF CONSULTANT FIRM	SCORE
Firm's Profile and Relevant Experience	4
Experience in Similar Assignments, (Verified at least three (3) Contracts of similar nature (<i>Verification, including proof of payment, will be conducted at a later stage of evaluation</i>))	11
TOTAL	15
2. METHODOLOGY	SCORE
Understanding the Request for proposal	5
Adequacy of the Technical Proposal and Methodology	20
Work plan and Timeline	5
TOTAL	30
3. STAFFING AND TEAM COMPOSITION	SCORE
Proposed list of the Key staff (Lead Researcher, Parasitologist, Statistician/Biostatistician, Field Supervisors)	10
Educational Qualification for key staff (including CV and copies of academic certificates, license for practice where applicable (marks to be allocated per each item))	15
TOTAL	25
GRAND TOTAL	70

NB: Only firms that achieve a minimum score of 40 in the technical evaluation will advance to the financial evaluation stage; those scoring below 40 will be disqualified.

Potential/successful bidders will be invited to the in-person interviews to check their understanding of Technical Proposal.

SECTION IV – FINANCIAL PROPOSAL

2.7 Evaluation of Financial Proposal (30 Marks)

2.7.1 The total marks allocated to Financial Proposals = 30% marks and the formula for determining the financial score (**F_s**) shall, unless an alternative formula is indicated in **Appendix “A”**, be as follows: - **F_s = 30 * FM/F** where **F_s** is the financial score; **F_m** is the lowest priced financial proposal and **F** is the price of the proposal under consideration. Proposals will be ranked according to their combined technical (**St**)

2.7.2 The tender evaluation committee will determine whether the financial proposals are complete (i.e., whether the firm has priced the item of the corresponding Technical Proposal and corrected any computation errors). The cost of any un-priced shall be assumed to be included in other cost in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail.

2.7.3 The financial proposal prepared by the consultant should be in **an Excel sheet format** and should list the associated with the assignment. These costs normally cover remuneration for staff, subsistence, transportation, services and equipment, the printing of documents, surveys, etc. as may be applicable. The costs should be broken down to be clearly understood by the procuring entity.

2.7.4 The financial proposal shall be referred to in Tanzania Shillings no any other currency allowed in the request for proposal and shall take into account the tax liability as specified in the request for proposal.

2.7.5 The financial proposal and price bid should be prepared using the standard forms provided in this part.

2.7.6 The bid evaluation committee shall evaluate the proposals within 20 days from the date of opening the proposals.

2.7.7 Contract price variations shall not be allowed for contracts not exceeding one year (**12 months**).

2.7.8 Price variation requests shall be preceded by the procuring entity within 30 days of receiving the request.

2.8 Presentation by Successful bidder

2.8.1 Successful bidder will be invited to a presentation, during which they will have the opportunity to describe their proposal and approach for the assignment. GNTZ-MAO will also share its perspective on the proposal.

2.8.2 During the presentation, negotiations will take place. This will involve a discussion of the Technical Proposal, the proposed methodology (work plan), staffing, and any suggestions made by the firm to improve the Terms of Reference. GNTZ-MAO and the firm will collaborate to finalize the Terms of Reference, staffing, and bar charts that outline activities, staff periods in the field and at the head office, logistics, and reporting. The agreed-upon work

plan and final Terms of Reference will be incorporated into the "Description of Service" and will become part of the contract. Special attention will be given to ensuring that the selected firm can deliver within the available resources and clarifying the inputs required from the client for the successful implementation of the assignment.

2.8.3 Unless there are exceptional reasons, the financial negotiation will not involve the remuneration rates for staff (no breakdown of fees).

2.9 Award and Contract

2.9.1 The contract will be awarded following. After negotiations are completed, GNTZ-MAO will promptly notify other firms that they were unsuccessful.

2.9.2 The selected firm is expected to commence the assignment on the date and at the location specified in this RFP.

2.9.3 The parties to the contract shall have it assigned within 30 days from the date of notification of the contract award unless there is an administrative review request.

2.9.4 GNTZ-MAO may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.9.5 GNTZ-MAO shall give prompt notice of the termination to the bidders on request and give its reasons for termination within 14 days of receiving the request from any bidder.

2.9.6 To qualify for contract awards, the bidder shall have the following.

- a. Necessary qualifications, capability experience, services, equipment, and facilities to conduct the assignment
- b. Legal capacity to enter into a contract for procurement
- c. Shall not be insolvent, in the relationship, bankrupt, or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- d. Shall not be debarred from participating in public procurement.

2.10 Confidentiality

2.10.1 Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the firms who submitted the proposals or to other persons not officially concerned with the process until the winning firm has been notified that it has been awarded the contract.

2.11 Corrupt or fraudulent practices

2.11.1 GNTZ-MAO requires that bidding firms observe the highest standards of ethics during the selection award of the consultancy contract and also during the performance of the assignment. The bidder shall sign the declaration he has not and will not be involved in corrupt or fraudulent practices.

Appendix to Information to the Consulting Firm

The following information for procurement of consultancy services and selection of tenderers shall complement or amend the provisions of the information to tenderers, wherever there is a complete between the provisions of the information and to tenderers and the provision of the appendix, the provisions of the appendix herein shall prevail over those of the information to tenderers.

Appendix A: Data Sheet

A. General	
Name of the Client	Good Neighbors Tanzania-Mwanza Area Office
Financial proposal to be submitted together with a technical proposal:	NO
The name of the assignment is:	Request for proposal for conducting project endline survey.
A pre-proposal conference will be held:	NO
The client will provide the tenderers with the following documents:	Terms of reference as part of this RFP
B. Preparation of Proposal	
This RFP has been issued in the following language	English language The proposal shall be submitted in the English language All correspondence exchange shall be in English language
Participation of Non-key Experts in more than one proposal is permissible:	NO
The proposal must remain valid for 120 calendar days after the proposal submission deadline.	YES

Clarifications may be requested not later than 7 days before the submission deadline.	The contact for requesting clarification is: Project Manager Good Neighbors Mwanza Area Office P.O. BOX 367 Mwanza gntzmwanza@goodneighbors.or.tz
C. Submission, Opening, and Evaluation	
The tenderers shall have the option of submitting their Proposals Physically.	No
The Proposal must be submitted no later than:	Date: 4 th April 2025 Time: 10:00 am
D: Negotiations and Awards	
Expected date for contract Negotiation:	Date: To be notified Expected date of commencement of service: To be notified

SECTION V – FORMS

1. TECHNICAL PROPOSAL SUBMISSION FORM

.....Date

To:

.....

.....

(Name and address of the client)

Dear Sir/Madam

We, the undersigned, offer to provide..... (Title of service) per your Request for Proposal dated..... (Date) and our proposal, we hereby submit our proposal which includes this Technical Proposal, (and a financial proposal).

We understand you are not bound to accept and Proposal that you receive.

We remain,

Yours sincerely,

.....(*Authorized Signature*)

.....(*Name and Title of Signatory*)

.....(*Name of firm*)

.....(*Address*)

2. TEAM COMPOSITION AND TASK ASSIGNMENTS

- **Technical/Managerial Staff**

Name	Education	Position	Task

- **Support Staff**

Name	Education	Position	Task

3. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position:

.....

Name of Firm:

.....

Name of Staff:

.....

Profession:

.....

Date of Birth:

.....

Years with Firm:Nationality:

Membership in Professional Societies:

.....

Detailed Task Assigned:

.....
.....
.....
.....
.....
.....

Key Qualification:

(Give an outline of staff member’s experience and training most pertinent to the task on assignment. Describe the degree of responsibility held by staff members on relevant previous assignments and give dates and locations)

Education:

(Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degree(s) obtained.

Employment Record:

(Starting with the present position, list in reverse order every employment held. List all positions held by staff members since graduation, giving dates, names of employing organizations, titles of the position held, and locations of assignments.)

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

.....Date:
.....

(Signature of staff member)

..... Date:.....
(Signature of an authorized representative of the firm)

Full name of staff member:
.....

Full name of authorized representative:
.....

4. FIRM'S REFERENCES

That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity, or in association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff provided by your Firm/Entity (profiles)
Name of Client:		Client contact person for the assignment:
Address:		No of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date:	Approximate Value of Services (Tshs):
Name of Associated Tenderers. If any:		No of Month of Professional Staff provided by Associated Tenderers:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: _____

Name and title of signatory; _____

(May be amended as necessary)

APPENDIX

FINANCIAL PROPOSAL STANDARD FORMS

Table of Contents

- 1. Financial proposal submission form.

1. FINANCIAL PROPOSAL SUBMISSION FORM

.....Date

To:

.....

.....

(Name and address of the client)

Dear Sir/Madam

We, the undersigned, offer to provide the consulting services for

.....*(Title of consulting services)* in accordance

With your Request for Proposal dated (_____) [Date] and our Proposal.

Our attached price bid cost will be

(.....) *(Amount for total cost of midline survey) inclusive of the taxes.*

We remain

Yours sincerely,

_____ *(Authorized Signature)*

_____ *(Name and Title of Signature)*

_____ *(Name of Firm)*

_____ *(Address)*

SECTION VI – TERMS OF REFERENCE (ToR)

TERMS OF REFERENCE (ToR) ENDLINE SURVEY CONSULTANCY SERVICE	
Project Title	Promoting Optimal Growth and Development in School-Age Children Through Building a Healthy Environment Project on Kome Island, Tanzania
Purpose	<p>The primary purpose of this consultancy is to conduct an end-line survey to assess the impact of the project in achieving its intended objectives, specifically in:</p> <ul style="list-style-type: none"> • Enhancing nutritional status among children. • Reducing parasitic infections and promoting healthy growth among children. • Increasing awareness and behavioral change in nutrition, WASH, and parasitic infection prevention at schools and in communities.
Location	Kome Island, Buchosa District Council, Mwanza Tanzania
Duration	Four months (August – November 2025)
Field Data Collection Schedule	<p>11th -14th August (4 days).</p> <p>This field data collection schedule is fixed and must be incorporated into the consultant’s work plan.</p>
Expectedated date of Completion	<p>15th November 2025</p> <p>(including the Client’s acceptance of the final report)</p>
Reporting to	<p>The Project Manager, Good Neighbors Tanzania Mwanza Area Office, P. O. Box 367, Mwanza</p> <p>Mobile: 0738 – 204- 501 E-mail: gntzmwanza@goodneighbors.or.tz</p>

I. GENERAL BACKGROUND

Good Neighbors is an international humanitarian development NGO founded in Korea in 1991. It was granted General Consultative Status from the United Nations Economic and Social Council (UN ECOSOC). The aim is to make the world a place without hunger, where people live together in harmony. In Tanzania, it was officially established in 2005 and our efforts work towards creating an environment where children's rights are protected and sustainable development of communities through empowerment, leadership, and ownership. Good Neighbors Tanzania Mwanza Area Office (GNTZ-MAO) launched its operation in 2009. Our efforts work towards creating an environment where children's rights are protected and sustainable development of communities through empowerment, leadership, and ownership.

Good Neighbors Tanzania Mwanza Area Office (GNTZ) is implementing a three-year (2023-2025) project titled ***“Promoting Optimal Growth and Development in School-Age Children Through Building a Healthy Environment Project on Kome Island Tanzania”***. The project serves 13 primary schools in Kome Island, Buchosa District Council. The project is operated through funds from the Korea International Cooperation Agency (KOICA) in partnership with the Korea Association of Health Promotion (KAHP). The project activities are working towards.

- 1) Enhancing nutritional status among children
- 2) Prevention of parasitological infections and promotion of healthy growth among children.
- 3) Increased awareness and behavioral change in nutrition, WASH, and parasitic infection prevention at school and in communities.

To measure the success and impact of these interventions, an end-line survey is required to compare key project indicators against the baseline (2023) and midline (2024) assessments.

II. SCOPE OF WORK

The selected consultant/firm is expected to deliver the following within the given timeframe.

(a) Survey Design & Ethical Approval

- Develop an inception report which includes the results of the literature review, survey methodology and design, sampling techniques, data collection tools, data analysis, workplan and timeline and ethical considerations.
- Obtain Institutional Review Board (IRB) approval from relevant authorities.
- Ensure the survey adheres to ethical standards and informed consent protocols.

(b) Data Collection & Quality Assurance

- Conduct anthropometric assessments, parasitic infection assessment, structured interviews-
- Train and supervise enumerators, ensuring they follow standardized protocols.
- Ensure high-quality data collection and field supervision including data verification checks.

(c) Data Analysis & Reporting

- Analyze findings through statistical modeling and comparative analysis (baseline vs. midline vs. end-line). Analysis must consider data segregation based on gender, age and other relevant attributes.
- Database of raw data set in EXCEL and SPSS or STATA.
- Two versions of statistics are required for the report. The first version should include only follow-up examination subjects, excluding newly recruited subjects for the vacancy. The second version should include all subjects, including newly recruited students for the vacancy.
- Develop a final report highlighting findings, trends, program impact and provide policy recommendations for sustaining project gains post-implementation.

(d) Stakeholder Engagement & Dissemination

- Organize stakeholder debriefing sessions to validate key findings.

- Facilitate workshops for government officials, GNTZ, and community leaders.

III. METHODOLOGY

The end-line follow-up survey will adopt a quantitative method which will involve the same subjects as the mid-line survey to assess key project indicators and facilitate a comparative analysis with baseline and mid-line results.

IV. MAIN TASKS

Task 1: Sample Size, Follow-up Compliance and Participant Tracking

- The survey will evaluate follow-up compliance among children who participated in the midline survey, ensuring a representative sample of 120 children per school across 13 primary schools.
- Sampling Approach: As much as possible, the same participants from the mid-line survey should be included in the end-line survey to ensure consistency in data comparison. The consultant will also implement a robust selection method to ensure representative sampling where necessary.
- In situations where there is insufficient/missing subjects, the additional subjects will be purposefully selected to match the age and sex of those they are replacing.
- Each child was assigned a Bar Code ID during baseline and midline surveys. The consultant will identify and locate follow-up children by.
 - Collaboration with school administrators and teachers
 - Home visits for absentees to maximize follow-up participation where feasible.

Task 2: Assess the prevalence and intensity of infection of soil-transmitted helminths (*Hookworm, Trichuris trichiura*) and *Schistosoma mansoni*.

- Stool sample collection, examination and analysis will be used to assess Prevalence of *Schistosoma mansoni* and Soil-Transmitted Helminths (*Hookworm, Trichuris trichiura*) including an evaluation of infection intensity.
- The Kato-Katz thick smear method will be utilized, preparing 2 slides per sample for cross-validation.
- A tag (ex. barcode or number formula) must be attached to the testing samples coordinating with the reported raw data so that names of severely diagnosed children will be identified for health treatment service.

- Storage of slides for 30 days to facilitate review and reanalysis if discrepancies arise.

Task 3: Anthropometric measurement (Assess the prevalence of stunting, wasting, underweight and BMI for Age).

- The consultant will conduct anthropometric assessments using standardized WHO measurement protocols to measure prevalence of stunting, wasting, underweight and BMI for age.
- Measurements to be taken using calibrated digital weight scales and measuring boards
- Calculation of Z-scores to be performed using statistical software, ensuring accurate classification based on international growth standards.

Task 4: Assessment of students' awareness of in nutrition, WASH, and parasitic infection prevention.

The consultant will analyze data collected on school children's knowledge, attitudes, and practices related to in nutrition, WASH, and parasitic infection prevention

Survey Methodology

- **Sample Size:** 33 students per school across 13 schools (**Grade IV, V and VI**)
- **Data Collection Tools:** The consultant will use structured questionnaires provided by client to assess students' awareness and behaviors. These questionnaires will be pre-tested in collaboration with Good Neighbors Tanzania to ensure reliability and validity.

V. AUTHORITIES AND RESPONSIBILITY

Partners	Roles
<p>Client (Good Neighbors Tanzania)</p>	<ul style="list-style-type: none"> • Hiring the research consultant • Providing inputs and guiding information on the projects and research needed by the research consultant • Bearing the direct cost of the survey as per the agreement on the proposal and contract. • Monitor and provide feedback and ensure effectiveness of the survey • Give input on the draft and support finalizing the final report
<p>Consultant (Researcher)</p>	<ul style="list-style-type: none"> • Securing IRB permission • Providing specific survey tools and instruments • Briefing stakeholders (including the district authorities) on the activity's purpose • Coordinating any requirements from the local government • Conducting the survey, managing and handling tested samples • Analyzing the data • Reporting (Both Raw and Analyzed data must be reported to the Client)

VII. EXPECTED DELIVERABLES

- (a) Develop an inception report which includes the results of the literature review, survey methodology and design, sampling techniques, data collection tools, data analysis, workplan and timeline and ethical considerations.
- (b) Database of raw data set in EXCEL and SPSS or STATA.
- (c) Draft study report of analyses (with segregated relevant attributes) summarizing the findings, analysis, and recommendations.
- (d) Two versions of statistics that are only for follow-up examination subjects except for newly recruited subjects for vacancy and total subjects including newly recruited students for vacancy.
- (e) Final report including findings, qualitative and quantitative analysis, and recommendations. The report should incorporate inputs from Good Neighbors Tanzania and other partners.
- (f) Dissemination meetings and presentation of results to key government stakeholders including report (minutes)

VIII. MODE OF PAYMENT:

Payment to the consultant will be based on the invoice submitted to Good Neighbors and shall contain an itemized statement of the services performed and any expenses incurred. The invoice shall be submitted in accordance with the current Scope of Work for this Agreement. Payment under this Agreement will be made by bank transfer to the consultant.

The payment plan shall be based on deliverables outlined upon the successful and satisfactory completion of activities. Therefore, the payment terms shall be as follows;

- **30% - initial payment** – Upon submission of inception report and its accompanying survey tools.
- **40% - 2nd Payment**- Completion of Data Collection, submission of Accepted Raw data and Draft Report.
- **30% - final payment** – Upon acceptance/approval of the submitted final report by the Client.

NOTE: The client will deduct a withholding Tax of 5% of the consultant's firm contract sum for every invoice issued on each payment installment. Therefore, the consultant will be paid an amount after withholding 5% of the total service fee in accordance with the Income Tax Act-

Revised Edition 2008. Cap 332 Sections 53(1) and (2). The withholding tax fee certificate for the deducted amount will be submitted to the consultant soon after the client has been issued from TRA for further reference. The consultancy fee payment will be VAT-inclusive. The consultant MUST issue an Electronic Fiscal Device (EFD) receipt to the Client in all payments made.

IX. MONITORING PROGRESS OF ASSIGNMENT

The Client shall monitor and evaluate the progress of the Consultant through the reports on the deliverables regularly to be agreed upon by the parties. The reports will be submitted to the Client through the appointee as may be required.

Additionally, **the Client and the Client's representative shall oversee the fieldwork scheduled from 11th to 14th August. The Consultant's work plan must incorporate this timeline to ensure alignment with the monitoring process and field activities.**

X. ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE CLIENT

The Client shall furnish the Consultant with a design brief/wish list for the project.

In addition, the Client shall:

- i. Release the funds to the consultancy as per the terms and conditions of the agreement.
- ii. Review reports/documents submitted by the consultant and give feedback to the consultant accordingly as provided for in the RFP; and
- iii. Provide the consultant with any other relevant assistance that may be required during the execution of the contract.

XI. ETHICAL CODE AND PROFESSIONALISM

The Consultant shall carry out the above assignment in accordance with the highest standard of ethical competence, integrity, and professionalism, having due regard to the nature and purpose of the assignment. The Consultant will at all times and purposes, regard as strictly confidential all knowledge and information not within the public domain that may be acquired in the course of carrying out this assignment, and the information shall not be directly or indirectly disclosed to any person whatsoever, except with the written permission of the Client. The Tenderers will waive all copyrights of documents, data, and information prepared as part of this assignment in favor of Good Neighbors Tanzania.

XII. CONFIDENTIALITY

The Consultant should treat all the records and information that come into their possession as a result of the constancy assignment as confidential.