
EVANGELICAL LUTHERAN CHURCH IN TANZANIA



PROPOSAL No. ELCT/KH/FY25/HQ2/CS

**SELECTION AND EMPLOYMENT OF INDIVIDUAL
CONSULTANT**

TO

**INTEGRATE PEDIATRIC AND ADOLESCENT HIV IN THE
PALLIATIVE CARE POLICY GUIDELINE FOR ELCT – USAID
KIZAZI HODARI NORTHEASTERN ZONE PROJECT**

NOVEMBER, 2024

ABBREVIATIONS AND ACRONYMS

BOQ	Bill of Quantities
CV	Curriculum Vitae
ELCT	Evangelical Lutheran Church in Tanzania
GITA	General Instructions to Consultants, in the SPD
ICT	International Competitive
IF	Information Forms
IFT	Invitation for Proposals
IFP	Invitation for Prequalification
ITT	Instruction to Consultants
JV	Joint Venture
JVA	Joint Venture Association Agreement
KHNEZ	Kizazi Hodari North Eastern Zone
NCT	National Competitive Tendering
PITA	Particular Instructions to Consultants
PDS	Proposal Data Sheet
PMU	Procurement Management Unit
PQ	Prequalification
SBT	Standard Bidding Document
SPD	Standard Prequalification Document
ToR	Terms of Reference

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SELECTION AND EMPLOYMENT OF INDIVIDUAL CONSULTANT

TO

INTEGRATE PEDIATRIC AND ADOLESCENT HIV IN THE PALLIATIVE CARE POLICY GUIDELINE FOR ELCT – USAID KIZAZI HODARI NORTHEASTERN ZONE PROJECT

Invitation for Expression of Interest

Date: 22nd November 2024

1. This is the invitation for Proposal for Consultancy Services in Northeastern zone for Kizazi Hodari Project that operates in Nine regions which are; Arusha, Kilimanjaro, Tanga, Singida, Dodoma, Manyara, Mwanza, Geita and Mara in Tanzania.
2. The Evangelical Lutheran Church in Tanzania through project donor has set aside funds for the operation of Kizazi Hodari project, Northeastern Zone during the financial year 2024/2025. It is intended that part of the fund will be used to cover eligible payment for consulting services under the contract for the Proposal No. **ELCT/KH/FY25/HQ2/CS**. **ELCT** now invites proposals from Individual Consultants for the underlisted whilst more details on the services will be provided in the Terms of Reference.
3. The ELCT now invites eligible Individual Consultants to indicate their interest in providing the services as indicated in Section II of the ToR.
4. Interested Individual Consultant must provide information indicating that they are qualified to perform the services by submitting updated CV's, description of similar assignments, experience in similar conditions and relevant skills. Interested individual consultants must also submit Financial Proposal in writing.
5. Interested Consultant must have an EFD receipt.
6. You are requested to submit your written expression of interest, one original detailed Curriculum Vitae (CV) of each member and Financial Proposal plus one (1) copy of detailed CV of each member and Financial Proposal in writing by 06th December 2024 at 1200hrs noon local time. The Detailed CV and Financial Proposal shall each be enclosed in a separate envelope and marked "*Detailed CV*" and "*Financial*

Proposal” respectively. The two envelopes shall then be enclosed in a single envelope and marked “Proposal for the **“Integrate Pediatric and Adolescent HIV In the Palliative Care Policy Guideline For ELCT– USAID Kizazi Hodari Northeastern Zone Project”** and submitted to the following address:

*Secretary General,
Evangelical Lutheran Church in Tanzania
Block 66, Boma Road
P.O.BOX 3033,
Arusha-Tanzania.*

7. Public Opening will only involve reading of names of Individual consultancy. Applying individual consultants are invited to attend the opening ceremony.
8. A consultant will be selected in accordance with the procedures set out by ELCT.
9. CVs shall be evaluated on the basis of the criteria shown in the Instructions to Consultants. Only individual Consultants scoring above 80% shall be engaged (depending on their availability) to carry out the assignments during the financial year 2024/2025.
10. Terms of Reference for the respective assignment is herein attached.
11. Any request for clarification with regard to this assignment shall be addressed to the undersigned email address not less than three days before deadline for submission. The Client shall respond to clarifications received within three working days from the date of receipt of query.
12. Late Expressions of Interest shall not be accepted for evaluation irrespective of the circumstances.

Yours sincerely,

*Secretary General,
Evangelical Lutheran Church in Tanzania
Block 66, Boma Road
P.O.BOX 3033,
Arusha-Tanzania.
procurement@elct.or.tz*

SECTION I: INSTRUCTION TO CONSULTANTS

1. This TOR consist of the following documents:
 - SECTION I: Instruction to Consultants
 - SECTION II: Terms of Reference
 - SECTION III: Proposed Contract Format
 - SECTION IV: Forms of Integrity

2. The expected duration of the assignment is **Thirty (30) days** from the date of commencement.

3. You will find in Section II: Terms of Reference (ToR) showing the scope of the assignment to be conducted and services requested from the short-listed Consultants. You are expected to submit your: -
 - comments on the ToR of the assignment;
 - relevant experience in similar assignments; and
 - updated detailed CV.

In addition, please submit your Financial Proposal regarding the fees, (the fees should be indicated either on daily basis or monthly basis) and reimbursable if any.

4. The currency for the Supply of Consultancy Services and services that the Consultants will supply the prices shall be quoted in Tanzania Shillings.

5. The proposal to be submitted by the Consultants will be evaluated on the basis of the CV and later, they will be classified by order of merit. The following criteria will be used to evaluate the CVs.

S/No.	Criteria	Weights %
1	General qualification of key expert and supporting staff and suitability for the task to be performed.	30%
2	Experience in the specific assignment described in the Terms of Reference from Key Expert and Supporting staff.	40%
3	Descriptions of the Approach, Methodology, and Work Plan for Performing the Assignment, Schedule and Planning of deliverables	20%
4	Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client	10%

The minimum score is 80%

5.1 Sub-Criteria.

When evaluating general qualification and suitability for the task to be performed under Item No. 1 on the Table above the proposal will be evaluated by analyzing the consultant's academic qualification in relation to the assignment as described in the Terms of Reference.

6. The PE will award the Contract to the Consultant whose combination of Technical and Financial Proposals have been determined to be substantially responsive to the Documents.
7. The first individual consultant on the ranking shall then be contacted and if available, fees and contract terms shall be negotiated. If an agreement is not reached the next consultant by order of merit will be invited to negotiate and so on until one of the individual consultants is definitively retained for the assignment.
8. The Consultant shall meet the cost of any insurance and/or medical examination or treatment required in the course of performing the services.
9. The consultant shall duly fill and submit integrity form in Section IV.
10. A Consultants may modify or substitute or withdraw its Proposal after it has been submitted to the PE, provided that such modification or substitution or withdraw is made prior to the deadline for submission of Proposals
11. Consultants must not be under a declaration of suspension for corrupt, fraudulent, collusive, coercive, or obstructive practices.

SECTION II: TERMS OF REFERENCE

1.0 BACKGROUND

USAID Kizazi Hodari (Brave Generation) Northeastern Zone project is implemented by the Evangelical Lutheran Church in Tanzania (ELCT) as a prime partner and in collaboration with the Government and its National Implementing Partners (NIP) within 48 councils across 9 regions of Arusha, Dodoma, Geita, Kilimanjaro, Manyara, Mara, Mwanza, Singida and Tanga. The project is child-focused and family-centered that implements the National Integrated Case Management System (NICMS) to deliver comprehensive services of health/HIV, psychosocial support, child protection, education, and economic strengthening to OVC, young people, and their caregivers in high HIV-burdened communities in attaining UNAIDS 95-95-95 goals. The project goal is to improve the health, well-being, and protection of Orphans and Vulnerable Children (OVC), adolescents, youth, and their caregivers. The project implements OVC comprehensive and OVC preventive services that are tailored to the specific needs of the priority OVC sub-populations (e.g., children and adolescents living with HIV, HIV Exposed infants, children of key populations, biological children of HIV+ mothers, SVAC survivals and child-headed households), Adolescents Girls and Young Women (AGYW) and Adolescents Boys and Young Men (ABYM). The project interventions and services are aligned with the three strategic objectives; -

1. To increase the use of OVC platforms for pediatric HIV case finding, linkage to treatment, and Viral Suppression.
2. Increase Access to HIV Prevention, Violence Prevention, and Response Services for OVC And Caregivers.
3. To improve the socio-economic capacity of at-risk young women (AGYW) and OVC caregivers

2.0 Overview of the Consultancy Activity

The Ministry of Health in Tanzania is committed to enhancing the quality of life for children, and adolescents living with HIV/AIDS. Recognizing the critical need to address the unique challenges faced by these groups of individuals, the Ministry aims to integrate pediatric and adolescent HIV/AIDS services into the national palliative care policy. This effort aligns with Tanzania's national HIV/AIDS and palliative care strategies and global guidelines on providing comprehensive, age-appropriate, and holistic care for children and young people affected by HIV/AIDS. In this FY 25, the project will collaborate with the Ministry of Health to hire a consultant who will incorporate pediatric and adolescent HIV/AIDS services into the palliative care policy and guidelines. At the community level, the project expects the developed guideline to catalyze maintaining continuity of care and services for C/ALHIV and their caregivers. By ensuring a community HIV treatment cascade, the guidelines will help beneficiaries achieve viral suppression, especially those who are critically ill. Last but not least, the guideline will establish criteria for creating detailed instructions for establishing community structures in response to the coordination of palliative care services.

3.0 Consultancy objective:

The primary objective of this consultancy is to support the Ministry of Health in updating and integrating pediatric and adolescent HIV/AIDS care components into the existing national Palliative Care Policy Guideline. This work will ensure that the policy reflects the specific needs of children and adolescents living with HIV, including pain management, psychosocial support, and treatment adherence

4.0 Scope of Work and Approach:

The consultancy will involve the following key tasks:

I. Policy Review and Needs Assessment

- a. Conduct a detailed review of existing palliative care and HIV/AIDS policy guidelines in Tanzania.
- b. Assess the current gaps in addressing pediatric and adolescent HIV/AIDS-related needs within the palliative care framework.
- c. Consult with stakeholders, including healthcare providers, NGOs, and affected populations, to understand specific needs and recommendations.

II. Stakeholder Engagement and Advocacy

- a. Designing data collection tools required to collect the assessment data and Validating methodology and data collection tools.
- b. Collect data through workshops, focus groups, or consultative meetings with stakeholders, including policymakers, health professionals, and patient advocacy groups.
- c. Facilitate discussions and consensus-building on proposed policy updates and priorities.
- d. Consolidate the information gathered from interviews, focus groups, and consultations

III. Policy Drafting and Recommendations

- a. Develop a draft of the revised Palliative Care Policy Guideline that includes specific sections or guidelines for pediatric and adolescent HIV/AIDS care.
- b. Ensure that the guidelines incorporate international best practices and WHO recommendations for HIV/AIDS-related palliative care for young populations.
- c. Integrate feedback from stakeholders to ensure the policy is contextually relevant and addresses all critical areas.

IV. Capacity Building and dissemination

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- a. Conducting stakeholder mapping for capacity building and dissemination
 - b. Develop training and dissemination materials that fit the mapped groups
 - c. Provide training materials or sessions for Ministry of Health staff and healthcare providers on implementing pediatric and adolescent HIV care within the palliative care framework.
 - d. Develop monitoring and evaluation tools to assess the effectiveness of policy implementation.

V. Final Report and Policy Submission

- a. Submit a final report summarizing the consultancy work, findings, and recommendations.
- b. Present the final version of the Palliative Care Policy Guideline to the Ministry of Health, including a roadmap for implementation.

5.0. The Consultant's Specific Deliverables:

- I. Comprehensive policy review and Need assessment report.
- II. Drafted Palliative Care Policy Guidelines with integrated pediatric and adolescent HIV/AIDS care components.
- III. Training materials and/or sessions for the Ministry of Health and relevant stakeholders.
- IV. Monitoring and evaluation framework for policy implementation.
- V. Final report including recommendations and a roadmap for implementation

6.0. Duration and Timeline

The consultancy is expected to be completed within a month (1) from the start date. A tentative schedule of deliverables is as follows:

- I. Week 1: Policy review and needs assessment
- II. Week 2: Stakeholder engagement and consultations
- III. Week 3: Drafting of the revised policy guideline
- IV. Week 4: Submission of final report and policy guideline

7.0. Qualifications & Experience:

The consultant(s) should have:

- I. Master's in public health, social sciences, Public Policy or related fields.
- II. Minimum of 5 years' experience in HIV, palliative care, public policy or health policy in Tanzania or similar contexts.
- III. Proven experience in policy development, stakeholder engagement, and advocacy.
- IV. Familiarity with government/public policy design and development in Tanzania context.
- V. Strong analytical, writing, and communication skills.

8.0. Skills and attributes:

- I. Team player, self-starter, & enthusiastic.
- II. Excellent in Swahili and English written communication skills
- III. Ability to engage others and demonstrate interest in building the personal capacity and skills of other people.
- IV. Creative and analytical thinker.

9.0. Consultancy terms:

- I. The applicant could work remotely during the assignment. Daily work hours are flexible and can be negotiated between ELCT and successful applicants.
- II. The consultancy is expected to run for 30 days maximum (Specific dates can be adjusted as needed to fit changing schedules, but all work must be completed by January
- III. A delivery schedule (timeline) will be developed between ECLT and successful consultant.
- IV. ELCT will support logistics, the printing of materials, and other related costs for any staff or partner-related training or workshops that are facilitated by the consultant

10. Supervision and Reporting

The consultants(s) will report to the designated official within the Ministry of Health and work closely with relevant departments, particularly the HIV/AIDS and Palliative Care units.

11. Payment

Payments will be made upon completion of key deliverables as follows:

- a. 20% upon completion of the needs assessment and policy review.
- b. 30% upon delivery of the draft policy guideline.
- c. 50% upon submission of the final report and the updated guideline.

12. Application Requirements

Interested consultants should submit the following:

- I. **Technical Proposal:** Outline of approach, methodology, and timeline.
- II. **Financial Proposal:** Detailed budget including consultancy fees and any other expected expenses.
- III. **CVs** of key personnel, with references.
- IV. **Samples of Previous Work:** Relevant to health policy (optional but recommended).

SECTION III: CONTRACT AGREEMENT FORM

Draft Contract Agreement Form

THIS CONTRACT AGREEMENT IS MADE THIS *[insert date]* day of *[insert month and year]* between *[insert name and address of the client]* (hereinafter called “*the Client*”) on the one hand and *[insert name and address of the Consultant]* (hereinafter called “*the Consultant*”) on the other hand.

WHEREAS, the Client wishes to have the Consultant perform the services hereinafter referred to as *[insert brief description of the assignment]* and **WHEREAS**, the Consultant is willing to perform these services.

The following documents shall be deemed to form and be read and construed as part of this Agreement;

1. This Contract Agreement;
2. The Client’s Notification of Award;
3. Agreed Terms of Reference (ToR); and
4. Minutes of the Negotiation Meeting.

NOW THEREFORE THE PARTIES hereby agree as follows: -

-
- 1. Services**
- (i) The Consultant shall perform the services specified in Terms of Reference, which is made an integral part of this Contract (“the Services”).
 - (ii) The Consultant shall provide the personnel as indicated in the agreed ToR to perform the Services.
 - (iii) The Consultant shall submit to the Client the reports in the form and within the time periods specified in the agreed ToR.

2. Terms

The Consultant shall perform the Services during the period commencing *[insert date]* and continuing through *[insert completion date]* or any other period as may be subsequently agreed by the parties in writing.

3. Payment

A. Ceiling

For Services rendered pursuant to the agreed ToR, the Client shall pay the Consultant an amount of *[insert amount in currency words and figures]* This amount has been established based on the understanding that it includes all of the Consultant’s costs and profits as well as any tax obligation that may be imposed on the Consultant.

B. Schedule of Payments

The following payment schedule will be used: *-[insert payment schedule as in the ToR]*

C. Payment Conditions

Payment shall be made in *[insert currency]* no later than **30 days** following submission by the Consultant of invoices in duplicate to the coordinator designated in paragraph 4.

4. Project Administration

A. Coordinator

The Client designated *[insert name of the coordinator]* as Client’s Coordinator; the coordinator will be responsible for the coordination of activities under this

Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for the payment.

B. Reports

The reports listed in the agreed ToR, shall be submitted in the course of the assignment, and will constitute the basis of the payments to be made under this Contract.

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5. **Performance Standards** The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.
6. **Confidentiality** The Consultant shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.
7. **Ownership of Material** Any studies reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.
8. **Consultant Not to be Engaged in Certain Activities** The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.
9. **Insurance** The Consultant will be responsible for taking out any appropriate insurance coverage.
10. **Assignment** The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.
11. **Law Governing Contract and Language** The Contract shall be governed by the laws of United Republic of Tanzania, and the language of the Contract shall be **English**.
12. **Dispute Resolution** Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the United Republic of Tanzania.

**SIGNED FOR AND ON BEHALF
OF THE CLIENT:**

.....
Signature
(Name).....
(Designation).....

In the presence of

.....
Signature
(Name)
(Designation).....

CONSULTANT:

.....
Signature
(Name).....
(Designation).....
(Address).....

In the presence of

.....
Signature
(Name).....
(Designation).....
(Address).....

SECTION IV: INTEGRITY

Undertaking by Consultant on Anti – Bribery Policy / Code of Conduct and Compliance Programme

Each Consultant must submit a statement, as part of the tender documents, in the format provided below, which must be signed personally by individual consultant.

MEMORANDUM

**UNDERTAKING BY CONSULTANT ON ANTI – BRIBERY POLICY / CODE
OF CONDUCT AND COMPLIANCE PROGRAMME
(Made under Regulation 78 (2) of Public Procurement Regulations, 2013)**

I _____ (*name of consultant*) have issued, for the purposes of this proposal, a Compliance Program copy attached -which includes all reasonable steps necessary to assure that I will comply to the No-bribery commitment given in this statement, as well as by all third parties working with me on the public sector projects or contract including agents, consultants, consortium partners, subcontractors and suppliers'")"

Signature: _____

Name of Consultant: _____

Address: _____
