



RELIEF TO DEVELOPMENT SOCIETY (REDESO)

**TENDER NO: RFP/RDS/HQ/UNHCR/01/2020**

For

**CONSULTANCY SERVICES FOR REVIEW AND UPGRADE OF  
HUMAN RESOURCES AND FINANCIAL REGULATIONS MANUALS**

**Invitation for Request for Proposal (RFP)**

Date: 30th March, 2020

1. Relief to Development Society (REDESO) is a National Non - Governmental Organization (NNGO) registered under the Non-Governmental Organization Act, 2002 with registration number 1466 with its Headquarters in Dar-es Salaam and field offices in Kibondo, Kakonko and Kasulu Districts in Kigoma Region and Kishapu and Ngara Districts in Shinyanga and Kagera Regions respectively. REDESO is a long serving partner of UNHCR and the Government of Tanzania in humanitarian programs specifically in providing services to Refugees and Asylum Seekers from neighboring countries hosted in the Northwestern part of the Country.
2. As part of System enhancement and internal capacity building initiative, the organization intends to spend part of the funds provided by UNHCR under Partners Integrity Capacity Support Cost (PICSC) for procurement of consultancy services for review, upgrade of the Organization's Human Resources and Financial Regulations Manuals and conduct training to Governing Board and Staff.
3. Procurement of this services will be conducted through a competitive tendering procedures as specified in REDESO's Procurement Manual, 2019, Chapter 2.2 this is open to all potential Tenderers.
4. Interested eligible persona are invited to submit the proposal for consultancy services for review and upgrading of the Financial Regulation and Human Resources Manuals. The scope and Terms of Reference (TOR) of the sought services is as detailed hereunder:
  - a. **Financial Regulations Manual**
    - i. Review governance structure, rules, policies, roles and responsibilities, accountability and responsibility for overall financial management.
    - ii. Review procedures and controls for financial management, processing, accounting and recording of financial transactions and preparation of financial reports.
    - iii. Review the existing financial regulations in relation to the best practices and identify gaps. for improved overall financial management practices.
    - iv. Update the existing financial regulations taking into account (1-3) above.
    - v. Develop training materials and conduct training to the Governing Board and staff.
  - b. **Human Resources Manual**
    - vi. To review and develop of Employee Handbook (Personnel Manual).
    - vii. To review and update existing job descriptions (JD) and job specifications of the positions. based on competences and organizational succession plan.
    - viii. To develop job families and classifications for positions with its salary levels and job. descriptions in view of existing and proposed job families and classifications.
    - ix. To develop employees scheme of services including job grading.
    - x. To review and update the REDESO employees code of conduct and ethics.
    - xi. To develop training materials and conducting Training.
5. All tenders in one original plus two copies for each envelope of Financial and Technical offer (two envelope system), properly documented, and enclosed in plain envelopes must be delivered to this address: **REDESO Headquarters in Dar es Salaam, P.O. Box 2621. The Office is located at Kinondoni B, Urambo Street, Plot No. 40, House Number KIN/KNM/96 not later than 16:00hrs of 30th of April, 2020.** Submissions should be made from **09:30hrs to 16:30hrs** Monday to Friday except for Public Holidays.
6. Tenders will be opened promptly thereafter in public and in the presence of Tenderers' representatives who choose to attend in the opening at the same venue.
7. Late submission, Portion of Tenders, Electronic Tenders, Tenders not opened and not read out in public at the tender opening ceremony shall not be accepted for evaluation irrespective of the circumstances.
8. The bids submitted through Post office MUST be registered at REDESO Head Office before the deadline.
9. A provision of 14 days from the date of this call is provided for queries, which may be directed to Senior Program Manager, Senior Finance Manager, Senior Project Financial Controller or Human Resource Officer through the following email [rfq.itb@redeso.or.tz](mailto:rfq.itb@redeso.or.tz) Telephone calls inquiries shall not be entertained.

**IMPORTANT:** All bids must be addressed to the following address below and must state the tender number clearly on the outer cover and envelope. Technical offer and Financial Offer must be submitted in two separate envelopes (two envelopes system).

**Bid Opening Committee  
REDESO Head Office  
Kinondoni B, Urambo Street, Plot No. 40, House Number KIN/KNM/96  
P.O. BOX 2621, DAR ES SALAAM**