



REQUEST FOR PROPOSALS (RFP)

CONSULTANCY SERVICES FOR DEVELOPMENT OF SOPs FOR EACH RELEVANT BHASSA TANZANIA POLICY

RFP Reference No.	BHASSA/ELIMIKA/CONS/002/2026
Issuing Organization	BHASSA Tanzania
Assignment	DEVELOPMENT OF SOPs FOR EACH RELEVANT BHASSA TANZANIA POLICY
Issue Date	6 th June 2026
Deadline for Submission	12 th June 2026
Submission Method	Email at applicant@bhassatanzania.or.tz or Physical Submission
Contact Person	Hadija Muro (Email: director@bhassatanzania.or.tz)

1.0 INVITATION

BHASSA Tanzania invites qualified and experienced individual consultants or consultancy firms to submit proposals for development of practical, policy-based Standard Operating Procedures (SOPs) for each relevant BHASSA Tanzania policy.

2.0 PURPOSE

To translate approved policy requirements into clear, consistent and implementable operational procedures while preserving the authority and hierarchy of the Constitution and approved policies.

3.0 OBJECTIVES

- Review relevant BHASSA policies and governing documents and identify operational requirements.
- Develop SOPs covering practical processes, responsibilities, controls, records and tools.
- Ensure consistency across SOPs and alignment with the Constitution and approved policies.
- Identify gaps and overlaps without creating unsupported powers or thresholds.
- Develop supporting forms, checklists, registers and templates.
- Validate draft SOPs with relevant BHASSA stakeholders and incorporate agreed feedback.
- Deliver a final controlled SOP package in editable and PDF formats.

4.0 SCOPE OF WORK

- Conduct inception meeting and agree methodology, work plan and document list.
- Prepare policy inventory and policy-to-SOP mapping matrix.
- Review Constitution, relevant policies, regulations and existing procedures.
- Identify operational processes and controls requiring SOP coverage.
- Develop draft SOPs using a consistent controlled-document structure.
- Develop/refine supporting forms, checklists, registers and templates.
- Harmonize interfaces among governance, finance, procurement, HR, administration and other relevant functions.

- Apply the approved policy hierarchy where requirements overlap or conflict.
- Facilitate/support review and validation.
- Revise and finalize SOPs and submit editable/PDF versions.
- Prepare a brief completion report and final mapping matrix.

5.0 POLICY AREAS

The consultant shall cover each relevant approved BHASSA policy/governing document confirmed through the inception policy inventory. Known areas include the Constitution, Procurement Policy, Financial Regulations/Financial Management Policy, Human Resource Policy, Cash Handling Policy, Travel Policy, Anti-Fraud, Corruption and Bribery Policy, and other approved policies identified and confirmed by BHASSA.

6.0 POLICY HIERARCHY / SOURCE CONTROL

For known conflicts: (1) the Constitution controls constitutional governance and bank-signatory arrangements; (2) the Procurement Policy controls procurement thresholds and procedures; and (3) the Human Resource Policy controls recruitment procedures and approvals. The SOPs shall not override or amend these sources.

7.0 DELIVERABLES

No.	Deliverable	Description
1	Inception work plan	Methodology, schedule, document request, validation plan and policy inventory.
2	Policy review/mapping	Policy-to-SOP matrix.
3	Draft SOP package	Draft SOPs and supporting tools.
4	Review	Documented feedback and response matrix.
5	Final SOP package	Revised editable and PDF SOPs.
6	Completion report	Summary of work, validation, revisions and handover.

8.0 DURATION

The consultancy shall be completed within fifteen (15) working days from signing of the consultancy agreement.

9.0 QUALIFICATIONS

- Advanced university qualification in organizational development, public administration, law, management, finance, procurement, HR, governance or related field.
- Demonstrated experience developing SOPs, manuals, policy implementation tools or similar systems.
- Experience translating organizational policies into practical procedures and controls.
- Strong analytical, technical writing, facilitation and stakeholder consultation skills.
- Relevant NGO/CSO or development-organization experience is desirable.
- Ability to deliver within 15 working days.

10.0 SUBMISSION REQUIREMENTS

- Technical proposal and methodology.
- Financial proposal in TZS, inclusive of applicable costs/taxes where applicable.
- Consultant/firm profile and CV.

- Evidence/examples of relevant SOP/policy/manual assignments.
- Client references where available.
- Proposed 15-working-day work plan.
- Other supporting documentation requested by BHASSA.

11.0 EVALUATION CRITERIA

Criterion	Score
Understanding and methodology	20
Qualifications and relevant experience	20
Previous SOP/policy/manual assignments	20
Policy-to-SOP mapping and quality assurance	15
Work plan and feasibility	10
Quality of comparable work/references	15
TOTAL	100

12.0 PROCUREMENT AND AWARD PROCESS

- RFP announced on 6 June 2026.
- Proposal receipt and registration.
- Administrative compliance check.
- Technical evaluation.
- Financial evaluation of technically responsive proposals.
- Due diligence/reference/compliance checks.
- Recommendation and competent approval.
- Contract finalization and signing before commencement.
- Deliverable monitoring, acceptance and payment.

13.0 BUDGET AND PAYMENT

Maximum consultancy value is TZS 3,000,000. Indicative payment: 20% (TZS 600,000) on approved inception/policy inventory; 40% (TZS 1,200,000) on accepted draft SOP package; 40% (TZS 1,200,000) on accepted final SOP package and completion report.

14.0 CONFIDENTIALITY, IP AND ETHICS

Project-specific outputs shall become BHASSA property unless otherwise agreed. The consultant shall maintain confidentiality and comply with applicable safeguarding, data protection, ethics and conflict-of-interest requirements.

15.0 APPROVAL

Name	Position	Signature/Date
Hadija Baraka Muro	Managing Director	