



REQUEST FOR PROPOSALS (RFP)

CONSULTANCY SERVICES FOR THE DEVELOPMENT AND VALIDATION OF A TOOLKIT ON LOCAL GOVERNMENT BUDGETING AND SRHR ADVOCACY

For Adolescent Sexual and Reproductive Health, Family Planning, Comprehensive Post-Abortion Care, Disability Inclusion and Gender-Based Violence

RFP Reference No.	BHASSA/ELIMIKA/CONS/002/2026
Issuing Organization	BHASSA Tanzania
Assignment	Development and Validation of a Local Government Budgeting and SRHR Advocacy Toolkit
Issue Date	6 th July 2026
Deadline for Submission	10 th July 2026
Submission Method	Email at applicant@bhassatanzania.or.tz or Physical Submission
Contact Person	Hawa Ally (Email: hally@bhassatanzania.or.tz)

1.0 INVITATION TO SUBMIT PROPOSALS

BHASSA Tanzania invites qualified and experienced individual consultant or consultancy firms to submit proposals for the development and validation of a practical toolkit on local government budgeting and SRHR advocacy. The assignment will support advocacy related to adolescent sexual and reproductive health, family planning, comprehensive post-abortion care, disability inclusion and gender-based violence.

Interested and suitably qualified consultants/firms are invited to submit a Technical Proposal and a Financial Proposal in accordance with this RFP.

2.0 ORGANIZATIONAL BACKGROUND

BHASSA Tanzania is a youth-led organization working to advance adolescent and youth sexual and reproductive health and rights and related development priorities. Through its programmes and partnerships, BHASSA Tanzania engages young people, communities, civil society organizations, government stakeholders and other actors to strengthen access to information, services, participation and accountability.

Under the Elimika project, BHASSA Tanzania seeks to strengthen youth-led advocacy and engagement with local government planning and budgeting processes. The proposed toolkit is intended to provide practical guidance for adolescents and young people, peer educators, CSOs and other relevant stakeholders.

3.0 PURPOSE OF THE ASSIGNMENT

The purpose of this consultancy is to develop and validate a user-friendly, technically sound and contextually relevant toolkit that equips intended users with practical knowledge and approaches for engaging in local government planning, budgeting and SRHR advocacy.

4.0 OBJECTIVES OF THE CONSULTANCY

1. Develop a practical toolkit explaining relevant local government planning and budgeting processes and how stakeholders can engage with them.
2. Strengthen the capacity of intended users to advocate for adequate resources for adolescent and youth SRHR priorities.
3. Integrate advocacy guidance across Adolescent Sexual and Reproductive Health, Family Planning, Comprehensive Post-Abortion Care, Disability Inclusion and Gender-Based Violence.
4. Ensure that the toolkit is accessible, youth-friendly, gender-responsive and disability-inclusive.
5. Validate the draft toolkit with relevant stakeholders and incorporate feedback into the final product.

5.0 SCOPE OF WORK

1. Hold an inception meeting with BHASSA Tanzania and agree on methodology, work plan and deliverables.
2. Review relevant policies, guidelines, plans, budgets, existing advocacy materials and other documents.
3. Map and analyse key local government planning and budgeting processes relevant to SRHR advocacy.
4. Consult BHASSA Tanzania staff, adolescents and young people, peer educators, CSOs, government representatives and other stakeholders.
5. Develop the structure, content and draft toolkit.
6. Ensure the toolkit covers ASRH, Family Planning, Comprehensive Post-Abortion Care, Disability Inclusion and GBV.
7. Include practical advocacy tools, approaches, exercises, examples, checklists and/or templates where appropriate.
8. Ensure the toolkit is youth-friendly, inclusive and gender-responsive.
9. Facilitate or support a stakeholder validation process.
10. Revise the toolkit based on validation findings and submit the final validated version.
11. Prepare a brief final consultancy report documenting methodology, consultations, validation, feedback and outputs.

6.0 KEY CONTENT AREAS

Content Area	Expected Coverage
Local Government Planning and Budgeting	Planning and budgeting processes; advocacy entry points; roles of key actors; youth/CSO participation; influencing priorities and resource allocation.
Adolescent Sexual and Reproductive Health	Advocacy priorities and approaches relevant to adolescents and young people.
Family Planning	Advocacy for availability, accessibility and youth-responsive family planning information and services.
Comprehensive Post-Abortion Care	Advocacy considerations for appropriate, accessible and youth-responsive post-abortion care.
Disability Inclusion	Approaches for ensuring SRHR planning, budgeting and services are inclusive of persons with disabilities.
Gender-Based Violence	Advocacy for prevention, response, referral and resource allocation for GBV priorities.
Youth-Led Advocacy	Practical skills for budget analysis, identifying gaps, advocacy messaging, engaging decision-makers and follow-up.

7.0 EXPECTED DELIVERABLES

No.	Deliverable	Description
1	Inception report and work plan	Methodology, timelines, consultation plan and toolkit structure.
2	Document review/assessment	Summary of relevant materials reviewed.
3	Draft toolkit	Complete draft toolkit with thematic areas and practical advocacy tools.
4	Validation process	Validation session/process and documentation of feedback.
5	Final validated toolkit	Final editable and PDF versions incorporating agreed feedback.
6	Final consultancy report	Brief report on methodology, consultations, validation, feedback and outputs.

8.0 DURATION AND LEVEL OF EFFORT

The consultancy is expected to be completed within approximately 14 calendar days from signing of the consultancy agreement, or another period agreed in the contract. The consultant should propose a realistic work plan and level of effort.

9.0 REQUIRED QUALIFICATIONS AND EXPERIENCE

- Advanced university qualification in public policy, development studies, public health, SRHR, economics, social sciences, gender studies, planning or a related field.

- Demonstrated experience in local government planning and budgeting, public finance advocacy, budget advocacy or related areas.
- Strong experience in SRHR programming and advocacy, particularly adolescent and youth SRHR.
- Relevant experience in Family Planning, Comprehensive Post-Abortion Care, Disability Inclusion and GBV.
- Demonstrated experience developing toolkits, manuals, advocacy guides or similar technical materials.
- Experience in stakeholder consultation, facilitation and validation.
- Strong analytical, writing, facilitation and communication skills.
- Knowledge of the Tanzanian policy and local government context is highly desirable.

10.0 PROPOSAL SUBMISSION REQUIREMENTS

1. Technical Proposal
2. Financial Proposal in TZS, inclusive of applicable taxes and costs
3. Consultant/firm profile
4. CV(s) of proposed consultant(s)
5. Evidence/examples of relevant previous assignments
6. Proposed work plan and timeline
7. Other supporting documentation requested by BHASSA Tanzania

11.0 TECHNICAL PROPOSAL FORMAT

1. Understanding of the assignment
2. Proposed methodology and approach
3. Stakeholder engagement and validation approach
4. Work plan and timeline
5. Quality assurance approach
6. Relevant experience
7. Team composition and roles, where applicable

12.0 FINANCIAL PROPOSAL

The Financial Proposal should provide a clear and itemised breakdown of the total consultancy cost. It should cover all costs required to complete the assignment, including professional fees, travel, communication, materials, meetings/validation support and applicable taxes, where relevant.

No.	Cost Item	Unit/Days	Amount (TZS)
1	Professional consultancy fees		
2	Research/document review		
3	Stakeholder consultations		
4	Validation meeting/workshop support		
5	Travel and accommodation		
6	Design/layout/production costs		
7	Other approved costs		
8	TOTAL		

Where possible, the technical and financial proposals should be submitted as separate files/envelopes.

13.0 EVALUATION CRITERIA

Criterion	Maximum Score	Indicative Assessment
Understanding and proposed methodology	20	Clarity, relevance and practicality.
Qualifications and relevant experience	20	Academic/professional qualifications and expertise.
Previous relevant assignments	20	Comparable toolkit, budgeting, advocacy and SRHR work.

Consultation and validation approach	15	Participation, inclusion and quality assurance.
Work plan and feasibility	10	Realistic delivery schedule.
Quality of comparable work	15	Quality, relevance and usability of previous outputs.
TOTAL TECHNICAL SCORE	100	

Only proposals meeting the minimum technical threshold determined by BHASSA Tanzania will proceed to financial evaluation. The final evaluation method and weighting shall be stated in the approved procurement/evaluation documents.

14.0 PROCUREMENT AND AWARD PROCESS

1. Receipt and registration of proposals by the deadline.
2. Administrative compliance check.
3. Technical evaluation by an appointed evaluation committee.
4. Financial evaluation of technically responsive proposals.
5. Reference checks.
6. Recommendation for award and approval.
7. Notification of successful consultant/firm.
8. Contract negotiation.
9. Signing of the consultancy agreement and commencement of work.

15.0 BUDGET AND PAYMENT

The consultancy will be financed from the approved Elimika project budget, subject to availability of funds and applicable BHASSA Tanzania financial procedures. The final contract value shall be based on the approved financial proposal and procurement decision.

Payments shall be linked to satisfactory completion and acceptance of agreed deliverables. An indicative schedule is:

Milestone	Indicative %	Payment Trigger
Inception and work plan	20%	Approved inception report/work plan
Draft toolkit	40%	Acceptance of complete draft
Validation/finalization	40%	Acceptance of validated final toolkit and final report

The final payment schedule may be adjusted during contracting to reflect approved deliverables and applicable financial procedures.

16.0 INTELLECTUAL PROPERTY AND CONFIDENTIALITY

All materials, documents, tools and final outputs specifically developed under this consultancy shall become the property of BHASSA Tanzania unless otherwise agreed in writing. The consultant shall not publish, reproduce or distribute project-specific materials without prior written authorization.

The consultant shall maintain confidentiality regarding information obtained during the assignment and comply with applicable safeguarding and data protection requirements.

17.0 SAFEGUARDING AND ETHICAL REQUIREMENTS

- Comply with BHASSA Tanzania safeguarding requirements and applicable ethical standards.
- Use appropriate consent/assent and safeguarding procedures when engaging adolescents and young people.

- Ensure consultation processes are safe, inclusive, gender-responsive and accessible to persons with disabilities.
- Ensure no participant is exposed to unnecessary risk, discrimination or harm.

18.0 CONFLICT OF INTEREST

Applicants shall disclose any actual, potential or perceived conflict of interest that could affect their independence or objectivity. BHASSA Tanzania reserves the right to reject a proposal where a material conflict cannot be appropriately managed.

19.0 CLARIFICATIONS AND SUBMISSION INSTRUCTIONS

Contact Person: Hawa Ally

Email: hally@bhassatanzania.or.tz

Proposal submission deadline: 10th July 2026

Submission email/address: applicant@bhassatanzania.or.tz

Subject line: RFP – Development and Validation of Local Government Budgeting and SRHR Advocacy Toolkit

Complete proposals should be submitted before the stated deadline. Late submissions may be treated in accordance with BHASSA Tanzania procurement procedures.

20.0 RESERVATION OF RIGHTS

BHASSA Tanzania reserves the right to accept or reject any proposal, cancel or amend the procurement process, request clarification, or not award the consultancy where justified by organizational, procurement, technical or budgetary considerations. BHASSA Tanzania is not obliged to accept the lowest financial proposal.

21.0 APPROVAL

Name	Position	Signature/Date
Hadija Baraka Muro	Managing Director	 _____