

# TAASISI YA ELIMU TANZANIA (TET)

## Tanzania Institute of Education (TIE)



### INVITATION OF PROPOSALS ON CONSULTANCY SERVICES FOR INSTITUTIONAL CAPABILITY REVIEW OF TANZANIA INSTITUTE OF EDUCATION UNDER TENDER NO. PA/070/2017-18/C/01

1.0 The Government of United Republic of Tanzania has received funds from Development Partner for educational development and it intends to apply part of the funds to cover eligible payments under the contract for the Provision of Consultancy Services for Institutional Capability Review of Tanzania Institute of Education.

2.0 Tanzania Institute of Education now invites eligible consulting firms to submit their proposals to provide the said services as per details and Terms of Reference hereunder stated:

#### 2.1 Background of the Assignment

Tanzania Institute of Education is a Government educational service institution under the Ministry of Education, Science and Technology. The Institute was established by Act No. 13 of 1975 (CAP 142 R.E. 2002) and charged with the mandate of interpreting Government policies on education into befitting curricula, curricula-support materials and programmes aiming to facilitate provision of quality education at Pre-primary, Basic, Secondary and Teacher Education levels. Specific functions of the Institute centre on the following main areas:

- (a) Curriculum development;
- (b) Production of teaching and learning materials including, but not necessarily limited to, subject syllabi, textbooks, reference books, modules, guides, charts, cards, manuals, subject kits and electronic materials such as CDs and DVDs.
- (c) Training in curriculum studies including in-service programmes for teachers.
- (d) Research and consultancy services in education.

#### 2.2 Aim of the Assignment

In a bid to improve implementation of the objectives and functions of the Institute and scale up quality of education provided at the designated levels, it has been decided to carry out a capability review of the Institute. The aim is to identify strengths and weaknesses, if any, and take correct remedial measures.

#### 2.3 Terms of Reference for the Consultant

##### 2.3.1 Objective of the Assignment

The objective of the consultancy is to carry out thorough assessment of existing capabilities and gaps in the Institute, identify key areas for improvement and set out key actions to address improvement needs.

##### 2.3.2 Scope of Services

The scope of services to be rendered by the Consultant covers the following:

- (a) Audit job performance skills of 110 TIE staff in relation to their main duties and responsibilities provided for in the Institute's Scheme of Service of 2016 and functions of the Institute specified under Act No. 13 of 1975 (CAP 142 R.E. 2002).
  - (b) Assess the relevance and effectiveness of the Institute's organizational structure vis-à-vis its legal objectives and functions.
  - (c) Evaluate staffing levels with regard to effectiveness and efficiency in the implementation of the Institute's mandate.
  - (d) Examine the Institute's capabilities and gaps in terms of adequacy/inadequacy of legal and operational documents that guide the following functions:
    - (i) Recruitment of competent staff.
    - (ii) Writing of quality school and college books.
    - (iii) Outsourcing and management of academic works.
  - (e) Write and submit spiral bound six (6) hard copies and one soft copy of a comprehensive report on the assignment entailing, inter-alia, findings and recommendations in each of the review areas listed under item 2.3.2 above for improvement of the Institute's performance.
- 3.0 Interested consulting firms shall provide information indicating that they are qualified to perform the services by submitting the following documents:
- a). The profile and technical competency of the consulting firm.
  - b). The qualifications, experience and availability of the professional staff who will be involved in this project.
  - c). Evidence of registration as consultants (legal status) and experience of not less than three (3) years, in similar assignments in the past five years (2012-2017)
  - d). Copy of registration by relevant professional bodies or authority if any.
  - e). f). Business license, TIN/VAT Registration Certificates.
- 4.0 Interested eligible consultants shall submit both technical and financial proposals (in separate properly sealed envelopes) to the office of the Secretary to TIE Tender Board, Tanzania Institute of Education, Room No. 8, Ground Floor, Administration Block, Along Ali Hassan Mwinyi Road, Mwenge, Dares Salaam. The proposals shall be submitted on or before 18 December 2017 at 11:00 Hrs.
- 5.0 The opening ceremony will be conducted in public and in the presence of firms representatives who choose to attend at TIE Board Room, Administration Block Ground Floor.
- 6.0 Electronic, faxed and late Expression of Interest shall not be accepted for evaluation irrespective of the circumstances.

DIRECTOR GENERAL  
TANZANIA INSTITUTE OF EDUCATION

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