



Terms for Reference for Expression of Interest (EOI) to Undertake Policy Forum Risk Assessment.

1. Background

Policy Forum (PF) is a network of 62 Tanzanian civil society organisations established in 2003 and drawn together by their specific interest in augmenting the voice of ordinary citizens to influence policy processes that help in poverty reduction, equity and democratization with a specific focus on **public money accountability** at both central and local levels. The overall goal is to contribute to the evolution of democratic governance in Tanzania through enhanced capacity of various actors involved with holding their government to account. Policy Forum envisions improved quality of life for the Tanzania people through enhanced governance and accountable use of public resources and effective protection for human rights.

2. Rationale:

Policy Forum is calling for an Expression of Interest (EOI) for the provision of a risk framework on its work and existence, for the purpose of robustly identifying the realistic risks it faces and outlining possible and possible mitigations. Policy Forum advocacy work as a network is in public money accountability, which is a risk in itself, and hence the main challenge is to find the right balance between delivery of its mission without encountering the pitfalls that come with this mandate in the current operating context and its increasing reliance on the use of technology in its work. To this end, Policy Forum wishes to assign a risk visionary and assessment consultant (through this EOI document) to meticulously and accurately deliver a structured approach to managing risks. The framework will be embedded in the delivery of its next strategic plan starting 2021 and for reviews in subsequent period.

3. Scope:

As a result of its operations Policy Forum may be exposed to both recognised and undiscovered risks. Expected is a detailed risk management report that addresses some of the known risks, but not limited to the following:

1. Financial sustainability: continuity of mandate and financial efficiency;
2. Staffing and human resource risks, gender-related risks;
3. Governance and member credibility risks;
4. Independence;
5. National Reputation and the associated risks or impact these may have on Policy Forum and vice versa.
6. Operational (i.e. procurement, logistical, cashflow);
7. Internal controls;
8. Illicit Financial risks (e.g. corruption, money laundering etc. where applicable);
9. NGO environment operating risks;
10. Regulatory changes and responsiveness to such changes;
11. Identification of possible security risks;
12. Possible geographically-related hazards or risks;
13. Data Protection (DP) & whistleblowing risk;
14. Technological changes and responsiveness to such changes; (including disruptive technology risks where certain technologies could be in-affect unregulatable by current status quo).

Policy Forum expects the consultant to examine the risks beyond the above suggested and articulate, based on evidence, possible outcomes including the probability of occurrence and the residual risk following mitigation. Also expected is clarity on whether an opinion is factually based (example: statistically based result of a particular risk) or a professional-based opinion

4. Deliverables:

The deliverables for this assignment are a risk assessment report and a risk framework within 14 days from signing of consultancy contract which includes the following;

1. A detailed and accurate understanding of Policy Forum operating context unique risk challenges including those pertaining to its risk management policy.
2. A Risk Management Framework and implementation plan using best practices;
3. An organisation-wide risk monitoring framework/risk register etc. to include various levels (Membership, Secretariat, Management and Board of Directors);
4. COVID-19 pandemic implications should be considered including measures to mitigate related risks;

5. General Terms and Conditions:

The service provider should have adequate experience in risk assessment assignments in general and in non-governmental organization working in the policy arena in particular. Bidding teams shall have relevant and complementing qualifications and experiences for the assignment, including a full list with their complete bio-data,

Provided as part of the response to this EOI should be an outline of how the service provider shall approach the work to achieve the minimum results expected, including detailed workplan, quoted budget/price and examples of past similar outputs and references in the provision of risk assessment services and reports.

Following selection and an inception meeting, the successful bidder shall fully document the methodology agreed and that it is satisfactory to Policy Forum in the inception report upon being contracted.

1. Selection of bidders will be done only after detailed scrutiny of credentials and competences.
2. The bidder shall be registered with TRA with added advantage for those with EFD receipt provision as evidence of compliance to tax obligations.
3. The bidder selected by PF shall have to give an undertaking to follow all ethics of faith, integrity and the information provided by and to PF shall be kept 'strictly confidential'.
4. All assignments shall be carried out with due diligence maintaining quality of work done and in least possible time.
5. Assignment shall have weight average criteria
 - a) Methodology, understanding of assignment – at 25%
 - b) Capacities, experience, expertise and similar work attached – at 30%
 - c) Target attainment, plan of action – at 20%
 - d) Prices – at 25%

6. Mode of Submission:

Interested service provider should attach a brief proposal with a background, understanding of assignment, theoretical review, the methodology and budget and proposed work plan. Additionally, Profiles that include a CV and a sample of previous similar work where possible and references

Interested firm should send their proposal that include application to address below by **27th September 2020 at 1300hrs**. Any clarifications will be accommodated on 21st September 2020. Only those who has fulfilled the requirements shall be considered for selection.

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policy forum