



23 September 2025

SUBJECT: TENDER FOR CONSULTING SERVICES – CONDUCTING COMMUNITY HEALTH SURVEY AND PREPARING POLICY PROPOSAL REPORTS

Dear Bidder,

We are pleased to announce an open call for the procurement of Consulting Services for Conducting Community Health Survey and preparing policy proposal reports for community disease prevention and management within the Kinondoni, Dar es Salaam City and Temeke Councils in the wards supported by the Health Equity Promotion Project for the Marginalized living in Urban Informal Settlements in Dar es Salaam Tanzania.

All information regarding the scope of the activities and the procurement process can be found in Annexes 1 and 2. We recommend that you read them carefully and follow the instructions provided in these documents.

Dar es Salaam Regional Secretariat and KOFIH are the contracting party for this tender and the contract will be governed by the law of the United Republic of Tanzania.

Dar es Salaam Regional Secretariat and KOFIH will ensure the principles of transparency, equality, and fairness are upheld throughout this tender process.

Sincerely,


**REGIONAL ADMINISTRATIVE SECRETARY
DAR ES SALAAM**

Regional Administrative Secretary – Dar es Salaam


 **KOREA FOUNDATION FOR
INTERNATIONAL HEALTHCARE**
DR. LEE Jong Wook Memorial Fund
P. O. Box 10383, DSM
KOFIH TANZANIA OFFICE

Attached Documents:

- Annex 1: Terms of Reference
- Annex 2: Binding Conditions
- Tender Submission Form
- Conflict of Interest Declaration Form

Definition of Key Terms

This part provides essential terms used in the Tender Notice and associated documents. It is intended to ensure clarity and common understanding between the Contracting Authority and all Tenderers. Unless otherwise specified in the contract, the following terms shall apply:

1. Legal and Compliance Terms

- Contractor – The Tenderer awarded the contract and legally responsible for carrying out the specified tasks
- Contracting Authority – The organizations issuing the tender and responsible for selecting the contractor here: Dar es Salaam Regional Secretariat and Korea Foundation for International Healthcare (KOFIH)
- Legal Compliance – The Tenderer's obligations to follow national laws (taxes, labour law, human rights)
- Conflict of Interest Declaration - A signed form confirming that the Tenderer has no personal, financial, or professional interests that would bias their work
- Confidentiality – The duty to protect and not disclose sensitive information obtained during the contract
- Equal Treatment – A procurement principle requiring that all Tenderers are treated fairly and impartially
- Force Majeure -Unforeseen extraordinary events such as natural disaster, war that prevent normal contract execution
- Intellectual Property (IP) – Ownership rights over reports, data, and methodologies produced under the contract (here:retained by Ministry of Health, PO-RALG, Dar es Salaam Regional Secretariat, and KOFIH)

2. Procurement and Process Terms

- Tender – A formal invitation to suppliers/consultants to submit bids or proposals to provided goods or services under defined terms.
- Tenderer – Any individual, company, or firm that submits a bid in response to the tender notice
- Evaluation Criteria – The standards used to assess and score tender submissions (e.g., technical expertise, methodology, financial proposal, work plan)
- Lowest Evaluated Bid – The bid with the lowest cost among those that are technically and legally compliant
- Cancellation of Tender – The right of the Contracting Authority to terminate the tendering process under specific circumstances

3. Technical and Project terms

- Terms of Reference – The detailed description of objectives, scope of work, deliverables, and methodology that guide the contractor’s obligations
- Eligibility – The minimum legal, financial, and technical requirements that a Tenderer must satisfy to be considered
- Technical Offer – The part of the submission describing how the Tenderer will implement the project (approach, methodology, financial proposal, work plan)
- Financial Proposal – The budget section of the tender submission, showing costs of activities, personnel, and other expenses
- Deliverables – The outputs that the Contractor must provide (e.g., reports, datasets, case studies, presentations)
- Milestones – Specific stages of the project where tasks are completed and payments may be triggered

ANNEX 1: TERMS OF REFERENCE

Conducting Community Health Surveys and Preparing Policy Proposal Reports

“The purpose of this tender is to identify and engage a qualified consultancy firm with proven expertise in community surveys, public health research, and urban health systems. The selected firm will be responsible for designing and conducting comprehensive community health surveys, analyzing data, and developing evidence-based policy proposal reports aimed at enhancing disease prevention and management strategies within urban settings. The findings from this exercise will contribute to generating robust evidence to inform policy decisions, address health disparities, and advance health equity among marginalized urban population”

I. Background Information

a) Korea Foundation for International Healthcare (KOFIH)

Korea Foundation for International Healthcare (KOFIH) is a public agency under the Government of the Republic of Korea guided by its vision to be a global partner in advancing healthcare, KOFIH promotes international cooperation and upholds humanitarian values by providing government-level aid to partner countries worldwide. In Tanzania, KOFIH collaborates with the Ministry of Health and the President’s Office, Regional Administration and Local Government (PO-RALG) to implement health projects that strengthen the national health system. These efforts are aligned with Tanzania’s health priorities and global commitments such as the Sustainable Development Goals (SDGs).

b) Dar es Salaam Regional Secretariat

Dar es Salaam Regional Secretariat entered into a Project Implementation Arrangement (PIA) with KOFIH to implement the Health Equity Promotion Project for the Marginalised living in Urban Informal Settlement in Dar es Salaam. The objective of this five-year project (2024 – 2028) is to address health inequities by improving access to quality healthcare services for vulnerable living in urban informal settlements.

c) Project Context

Health Equity Promotion Project for the Marginalized Living in Urban Informal Settlements in Dar es Salaam is a five-year initiative (2024-2028) aimed at improving health standards among marginalised populations living in Dar es Salaam region. The project targets three wards, one from each council Kinondoni Municipal Council, Temeke Municipal Council, and Dar es Salaam City Council.

The project focuses on two main outcomes: increased diagnosis rates of waterborne and mosquito borne communicable diseases among women of reproductive age and children under five within the target communities, and improved hygiene practices among community members in the targeted areas.

To achieve these outcomes, the project will implement the following key interventions:

- i. Improve infrastructure in Primary Healthcare Facilities (PHF) for the diagnosis of waterborne and mosquito borne diseases
- ii. Enhance the capacity of Primary Healthcare Facilities (PHF) service providers in prevention and control of waterborne and mosquito borne disease
- iii. Raise awareness among community members on water, sanitation and hygiene practices
- iv. Strengthen governance in prevention and control of water and mosquito borne disease

By thorough analysis of the project implementation, contractors will contribute evidence-based recommendation to informal urban health policies aimed at enhancing disease prevention and management strategies within urban settings.

II. Objectives and Scope of Work

The overall objective of this consultancy is to generate robust, evidence-based insights to inform policies aimed at improving disease prevention and management strategies among marginalised populations in urban informal settlements of Dar es Salaam, the objectives are to:

1. Design and implement comprehensive community health surveys in selected wards to assess the prevalence, risk factors, and community responses to waterborne and mosquito borne diseases
2. Analyse health related data with a focus on identifying gaps, patterns, and determinants of disease burden and hygiene practices in the target communities
3. Develop evidence-based policy proposal reports to guide national and local authorities in enhancing public health interventions and urban health system strengthening

Scope of Work: The selected consultancy will be responsible for carrying out the following tasks:

1. Survey Design and Planning
 - Develop a detailed survey methodology, tools, and sampling strategy
 - Conduct stakeholder consultations to ensure alignment with project goal
2. Community and Facility based data collection
 - Deploy trained enumerators to conduct surveys in the target wards and target health facilities
 - Collect quantitative and qualitative data on disease prevalence, hygiene practices, access to health services and community knowledge of disease prevention
3. Data Management and Analysis
 - Clean analysed data using appropriate statistical method

- Interpret findings to identify trends, disparities, and opportunities for intervention
4. Reporting and Policy Recommendations
 - Prepare comprehensive survey and analysis reports
 - Develop a policy brief or proposal outlining strategic recommendations to inform national health planning decision makers
 5. Dissemination and Stakeholder Engagement
 - Present key findings to the implementing organization, donor and other stakeholders

III. Work Plan and Timeline

The project will follow the timeline below:

Phase	Activities	Estimated Duration
General Coordination	Regular coordination meetings, information exchange, and administrative & technical oversight	Continuous throughout project
Impact Analysis Methodology	- Definition of evaluation criteria aligned with project objectives - Development and pre-test data collection tools of tools, and validation	(October 2025)
Case Selection	- Identify relevant case studies from target communities - Verify case relevance and eligibility - Obtain stakeholder approval for selected cases	(October 2025)
Impact Analysis	-Analyse findings using the agreed methodology - Validate preliminary findings with stakeholders	(November 2025)
Final Report (Annually)	-Compile and synthesize finding from analysis - Draft, and review the final report - Submit annual report to implementing partners	(December 2025)
Project Completion	-Final stakeholder validation meeting - Submission of consolidated final report	(January 2026)

**This work plan and timeline cover a two-year period. Survey will be conducted annually, and based on the evaluation of the report, there is a possibility for extension.*

IV. Deliverables

The consultant will be responsible for delivering:

1. Inception Report
 - Detailed work plan and timeline
 - Refined methodology and tools for data collection and analysis
 - Stakeholder engagement plan
2. Validated Impact Analysis Methodology
 - Survey instruments and interview guides
 - Tool validation summary with feedback from stakeholders
3. Case Study Selection Report
 - List and justification of selected case studies
 - Documentation of selection criteria and stakeholder approval
4. Data Collection and Analysis Report
 - Summary of data collection activities
 - Cleaned datasets and transcripts (where applicable)
 - Raw data files
 - Data coding structure and dictionary (explaining variables and codes)
 - Ethical consideration and data confidentiality measures
5. Annual Report
 - Comprehensive analysis of health equity progress and challenge
 - Key findings on disease burden, health behaviours, and service access
 - Recommendations for policy and program improvements
6. Final Report
 - Consolidated report of two-year findings and trends s
 - Case studies and impact narratives
 - Policy recommendations to enhance health equity in urban settings
 - Lesson learned and proposed next steps
7. Presentation Materials
 - Slide decks for dissemination workshop or policy dialogues

V. Application and Submission Requirements

Interested and qualified consultancy firms are invited to submit a comprehensive proposal that includes the following components:

- Detailed methodology: A clear and structured explanation of the proposed approach to conducting community health surveys, including data collection techniques, tools to be used and strategies for ensuring data quality and community engagement.
- Proposed Work Plan: A timeline and activity schedule aligned with the project phases, demonstrating the ability to deliver results within the set timeframe.
- Relevant Experience: Evidence of previous experience in similar assignments particularly in the areas of community health surveys, public health research and urban health systems. Include examples of past projects, key achievements and references.
- Team Composition: Description of the proposed team structure, roles and responsibilities of key personnel, along with their qualifications and relevant expertise.
- Financial Proposal: A detailed budget plan covering all associated costs, including personnel, operational expenses, and any anticipated logistical or administrative requirements.

VI. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Criteria	Weight	Description
Technical Expertise and Relevant Experience	30%	Proven experience in community health survey, public health research and urban health systems. Experience working with government, international organizations, or similar initiatives will be valued
Methodology Approach	30%	Clarity, feasibility and accuracy of the proposed methodology including quantitative and qualitative evaluation techniques
Financial Proposal	20%	Cost-effectiveness and justification of the proposed budget, ensuring alignment with project deliverables
Work Plan and Feasibility	20%	Realistic timeline, organization of tasks and resource allocation to achieve the objectives within the project timeframe.

Only proposals scoring a minimum of 70 points out of 100 will be considered for final selection

VII. Intellectual Property and Use of Results

All deliverables produced under this contract, including reports, datasets and methodologies, will remain the property of Ministry of Health, PO-RALG, Dar es Salaam Regional Secretariat, and KOFIH. The selected consultant Shall not publish or share the results without prior written consent. Proper attribution will be required in any authorized external dissemination of findings.

VIII. Payment Terms and Contract Conditions

The payment structure will be based on the successful completion of project milestones, as outlined;

Milestone	Payment Percentage	Conditions
Annual Report Submission	100%	Upon submission and acceptance of the final annual report

All payments will be processed within 30 days upon submission of the final report by Dar es Salaam Regional Administrative Secretary. The consultant is responsible for ensuring compliance with all contractual and administrative requirements.

By submitting a proposal, bidders acknowledge and accept all terms and conditions contained in this tender.

ANNEX II

CONTRACTUAL BINDING CONDITIONS

Publication date:	08 October 2025	Deadline for Submitting tenders:	31 October 2025
Document:	TENDER FOR CONSULTING SERVICES – CONDUCTING COMMUNITY HEALTH SURVEY AND PREPARING POLICY PROPOSAL REPORTS		
Name of Address of the Contracting Authorities			
	Dar es Salaam Regional Secretariat Dar es Salaam Regional Commissioner's Office P.O Box 5429 Dar es Salaam, United Republic of Tanzania Tel: +255 22 2203158 +255 22 2203156 e-mail: ras@dsm.go.tz KOFIH Tanzania Office P.O Box 10383 Dar es Salaam, United Republic of Tanzania Tel: +255 753 787 117 e-mail: kofihTZ@kofihfield.org		
Contract Type:	Consultancy Services		
Duration of the contact:	See Annex 1		
Procedure Type:	Open Procedure		
Budget:			
Language of the service, communication and submission:	English Language		
Status:	Open		
Notification of award to the successful tenderer:	30 days after deadline for tenders		

1) The contractor shall be fully responsible for the execution of the tasks entrusted to it in accordance with the Terms of Reference annexed hereto (Annex 1)

2) Legal Compliance:

- The contracting authority shall require the Tenderer to provide evidence to compliance with all obligations relating to the payment of taxes, in accordance with the laws of the United Republic of Tanzania.
- The Tenderer and its personnel shall respect human rights and shall refrain from conduct contrary to the political, cultural, or religious values of the United Republic of Tanzania. In particular, and in accordance with the applicable law, Tenderers awarded contracts must comply with the core labour standards as provided under the Employment and Labour Relations Act, [Cap.366 R.E. 2019]

3) Tender Submission – Form and Content

The Tenderer shall submit tender documents containing, at minimum, the following:

- Application form provided in the tender notice
- Description of the Tenderer
- Key experts and CVs, in case individuals involved
- Technical offer according to Annex 1 requirements
- Conflict of Interest Declaration Form
- Annual Turnover of the Institution

4) The Tender Documents shall be submitted to the Dar es Salaam Regional Secretariat with a copy to KOFIH Tanzania Office no later than the date and time stipulated in the Tender Notice. Submissions shall be made via email to: ras@dsm.go.tz and copy to kofihTZ@kofihfield.org. Late submission shall not be accepted under any circumstances.

5) Any request for additional information regarding the Tender must be submitted in writing to Dar es Salaam Regional Secretariat with a copy to KOFIH Tanzania Office. Only relevant written requests for clarification shall be responded to.

- 6) Tenderers may withdraw their tenders at any time prior to the submission deadline.
- 7) The contracting authority shall request additional information from the Tenderers within a reasonable deadline determined by the Evaluation Committee. Where a Tenderer has submitted a self-declaration as proof, the Contracting Authority reserves the right to request further documentary evidence.
- 8) If the contracting authority suspects that the tenderer is not in compliance with applicable rules, it shall require the Tenderer to provide sufficient evidence of compliance
- 9) Evaluation criteria: The Evaluation Committee shall ensure that the successful Tenderer:
 - Meets all essential technical, administrative, and financial requirements;
 - Satisfies all conditions set forth in the Tender Dossier;
 - Has submitted complete documentation in the prescribed language;
 - Has demonstrated the capacity to perform the contract.

The contract shall be awarded to the Tenderer submitting the lowest evaluated bid deemed technically compliant in accordance with the evaluation process.

- 10) The Tenders shall be assessed on the basis of eligibility, financial and economic standing, technical capacity, and professional competence. The decision of the Contracting Authority on the successful Tenderer shall be final.
- 11) Choice of contractor:

Following evaluation, the Contracting Authority shall:

 - Award the contract to the Tenderer meeting all formal, technical, administrative, and financial requirement; and
 - Confirm the award without negotiation, as negotiations are not permitted.
- 12) The Contracting Authority shall ensure equal treatment of all Tenderers and shall maintain the confidentiality of all tenders submitted.
- 13) The Contracting Authority reserves the right to cancel the tender procedure at any stage where:
 - No suitable or acceptable tender has been received;

- The economic or technical circumstances of the project have materially changed;
- Exceptional circumstances or force majeure prevent the normal performance of the contract;
- All technically acceptable tenders exceed the available budget;
- Irregularities, fraud, or breaches of obligations have occurred, particularly where these have undermined fair competition;
- The award would not be consistent with sound financial management, including the principles of economy, efficiency, and effectiveness.

14. Notification of Cancellation

In the event of cancellation, the Contracting Authority shall notify all Tenderers in writing within fourteen (14) working days, stating the reasons for such cancellation.

Tender Submission Form

1. Tender submitted by

1-1. Company or Organization

Name of legal entity	
Registered Address	
Tax registration number	

1.2. Individual or consortium of multiple individual

Title	Name of legal entity member submitting this application	TIN No/ National Identification Number	Nationality
Leader			
Member 1			
Member 2			

2. Contact Person

Name	
Address	
Telephone	
E-mail address	

3. Statement

I,, the undersigned, being the authorized signatory of the above tenderer (including all consortium members in the case of a consortium), hereby declare that we (I) have examined and accept without reserve or restriction the entire content of the tender documentation for the above procurement procedure. We (I) offer to provide the service requested in the tender documentation on the basis of our submitted financial offer and our technical officer. We (I) also declare that we have no financial debts to the fiscal authorities, and other public administration.

Financial Offer	
Technical Offer	
Submission of proof of not having financial debt	<i>YES (Name of relevant documents submitted)/NO</i>

Signed on behalf of the candidate

Name	
Title	
Signature	
Date	

Add / delete additional lines for consortium members as appropriate

Conflict of Interest Declaration Form

1. Tender And Respondent Information

- Tender Title:
- Bidder Company Name:
- Bidder Representative (Name & Title):
- Contact Details (Email/Phone #):
- Submission Date:

2. Declaration Statement

I hereby declare that, to the best of my knowledge and belief, there is no actual, potential, or perceived conflict of interest between my role in this tender for consulting service – community health survey and preparing policy proposal reports and any personal, financial, commercial, or other interests.

3. Disclosure of Interests

Please Check One;

- I have no conflict of interest to declare
- I hereby disclose the following actual or potential conflicts of interest, including held by myself, my spouse, dependent children, or other household members:

Type of Interest	Description (including names, roles, dates)
Financial Interests	
Employment or Directorships	
Business Relationships with Tenderers or HEPP Stakeholders	
Gifts, Hospitality, or Entertainment	
Other (Please specify)	

- Mitigation Measures Proposed (if any):

4. Undertaking

I further Undertake:

- To maintain confidentiality of all tender-related information during this process whether or not for personal gain
- To promptly declare in writing any actual or potential conflict of interest if such arises during the tender process
- That the information provided is true and complete to the best of my knowledge

5. Signature

Name:

Signature:

Date:

