



CALL FOR CONSULTANCY

Tender Title: Consultant – Development of ZMBF Second Strategic Plan (2025/26–2029/30)

Tender Reference Number: ZMBF/PP/2025/C/06

Issue Date: 20th September 2025

Closing Date: 27th September 2025

The Zanzibar Maisha Bora Foundation (ZMBF) invites eligible national individual consultants or consulting firms to submit Technical and Financial Proposals for the development of its Second Strategic Plan (2025/26–2029/30). This tender is issued in reference to the **Terms of Reference (TOR)- (ANNEX A)** for the assignment, which outlines detailed objectives, scope, methodology, deliverables, and expected outputs.

A. Objective of the Assignment:

To facilitate the design of a results-based Strategic Plan that defines ZMBF's priorities, outcomes, and interventions; establishes a monitoring and evaluation framework; and provides a resource mobilization and sustainability strategy aligned with national, regional, and global development priorities.

B. Scope of Work (Summary):

- i. Desk review and situational analysis of ZMBF's first Strategic Plan and related evaluations.
- ii. Inclusive stakeholder consultations with ZMBF Board, staff, beneficiaries, government, UN agencies, CSOs, private sector, and donors.
- iii. Development of a strategic framework with results-based M&E, risk management, and resource mobilization strategies.
- iv. Validation of draft plan and preparation of the final Strategic Plan (2025/26–2029/30) and Year One Implementation Plan.

C. Eligibility / Minimum Qualifications:

For Individual Consultants:

- i. Master's degree in development studies, Economics, Public Policy, Social Sciences, or related field.
- ii. Minimum 7 years' proven experience in strategic planning, results-based management, and organizational development.

- iii. Experience leading strategic planning for NGOs/foundations in Zanzibar/Tanzania.
- iv. Strong facilitation, analytical, and report-writing skills.
- v. Fluency in English and Kiswahili.

For Consulting Firms:

- i. Proven track record of providing strategic planning and organizational development services.
- ii. Minimum of 7 years' experience in leading strategic planning assignments, preferably with NGOs or foundations.
- iii. Demonstrated experience working in Zanzibar/Tanzania or East Africa.
- iv. Strong team of experts with relevant qualifications in development, policy, or related fields.
- v. Fluency in English and Kiswahili among team members responsible for the assignment.

D. Submission Requirements:

Interested **individuals** or **firms** must submit the following documents:

- i. Cover Letter / Expression of Interest indicating suitability, availability, and whether submission is as an individual or firm.
- ii. Technical Proposal (understanding of the assignment, methodology, work plan, relevant experience).
- iii. Financial Proposal (detailed cost breakdown including professional fees).
- iv. Updated CV (for individuals) or Company Profile (for firms).
- v. Academic and Professional Certificates.
- vi. Legal & Compliance Documents:
 - i. For individuals: TIN certificate and tax clearance.
 - ii. For firms: Valid business license, TIN certificate, VRN certificate, and tax clearance.
- vii. References / Evidence of Past Work (at least two previous similar assignments or reference letters).

E. Submission Instructions:

All proposals must be submitted in sealed envelopes clearly marked with the Tender Reference Number and physically delivered to the address below or sent electronically as a single ZIP file (containing both the technical and financial proposals) to recruitment@zmbf.or.tz no later than 27th September 2025.

Physical Address:

Chief Executive Officer
Zanzibar Maisha Bora Foundation (ZMBF)
P.O. Box 904, Migombani, Zanzibar
Tel: +255 24 223 2167 | Website: www.zmbf.or.tz

Email Submission:

recruitment@zmbf.or.tz

F. Important Notes:

- i. ZMBF reserves the right to accept or reject any application and is not bound to provide reasons for its decision.
- ii. Late or incomplete submissions will not be considered.
- iii. Only shortlisted consultants or firms will be contacted.

Issued by:

Chief Executive Officer

Zanzibar Maisha Bora Foundation (ZMBF)