



Date: 03/06/2026

Dear Sir/Madam,

RE: REQUEST FOR PROPOSAL TO CONDUCT AN END OF PROJECT EVALUATION OF THE SCALING-UP FAMILY PLANNING PROJECT RFP/MST/10/2026)

MSI Tanzania is a registered Non-Governmental Organization providing Integrated Reproductive and HIV health services country wide. Established in 1989 under MSI International, MSI Tanzania operates 6 health facilities, 28 Embedded Nurses and 25 outreach teams.

MSI Tanzania hereby invites your company to submit your proposal for Conduct an end of project evaluation of the Scaling-Up Family Planning Project

1. To enable you to submit your proposal, attached are:

- Section 1. This Letter of Invitation
- Section 2. Instructions to Offerors
- Annex I. Terms of Reference (ToRs)
- Annex II. Supplier Questionnaire

2. You are hereby invited to submit your Technical and Financial Proposal in hard copy to this address: The Country Director, Marie Stopes Tanzania, Josam House, Plot No 16. Coca-Cola Road Mikocheni Light Industrial Area, P.O. Box 7072, Dar es Salaam and marked RFP. No MST/10/2026. To Conduct an End of Project Evaluation of the Scaling-Up Family Planning Project

3. Your proposal must be submitted before or not later than 8<sup>th</sup> June 2026 at 15:00Hrs.

5. Should you require further clarifications, kindly communicate with the contact person identified in the Instruction to Offerors (Section 2).

MSI Tanzania look forward to receiving your Proposal and thank you in advance for your interest in MSI Tanzania procurement opportunities.

Yours sincerely,  
Sospeter Simon  
Procurement Manager.  
Phone No. +255746741105  
Email: [ssimon@mst.or.tz](mailto:ssimon@mst.or.tz)

NOTE:

MST has a zero-tolerance policy towards corruption, bribery, or fraud. If any of our staff ask for kickback and/ or commission, please report the incident to Finance Director [rmbiku@mst.or.tz](mailto:rmbiku@mst.or.tz) or Country Director Email: [pkinema@mst.or.tz](mailto:pkinema@mst.or.tz) Any report received will be investigated by MSI Tanzania and we will ensure confidentiality of the person/firm reporting and such incident.

MSI Tanzania takes a zero-tolerance approach to any unethical/illegal behavior/acts including terrorism, money laundering, modern slavery sexual harassment and any safeguarding issues. MSI Tanzania will not work with suppliers who themselves, or through contractors, subcontractors, or other agents, engage in any of these behavior/acts.

SECTION 2  
INSTRUCTION TO OFFERORS

INTRODUCTION

1. General

- a) MSI Tanzania invites proposals from consultants to Conduct An end of project evaluation of the Scaling-Up Family Planning Project.
- b) The duration of the assignment is expected to be completed within 4 months of the date of signing contract
- c) Offerors must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the rules and provisions stipulated in this RFP may be made or assumed unless it is instructed or approved in writing by MSI Tanzania in the form of a supplementary note to the RFP.
- d) Submission of a proposal will be deemed as an acknowledgement by the Offeror that all obligations stipulated by this RFP will be met and, unless specified otherwise, the Offeror has read, understood, and agreed to all the instructions in this RFP.
- e) MSI Tanzania is under no obligation to award a contract to any Offeror because of this RFP.
- f) MSI Tanzania implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, and any other unethical practices. MSI Tanzania is committed to preventing, identifying, and addressing all acts of fraud and corrupt practices.
- g) Utmost confidentiality is expected from all Bidders. Bidders shall not disclose any information relating to MSI Tanzania to any other party without the prior written consent of MSI Tanzania.

SOLICITATION DOCUMENTS

2. Clarification of solicitation documents

- a) The Offerors are expected to examine all corresponding instructions, terms and specifications contained in the solicitation documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal/Bid.
- b) A prospective Offeror requiring any clarification of the solicitation documents may contact MSI Tanzania, in writing via email. MSI Tanzania shall respond in writing to any request for clarification of the solicitation documents prior to the deadline for the submission of Proposals/ Bids. Clarification may be sought in writing via email to [tenders@mst.or.tz](mailto:tenders@mst.or.tz);

In case of any further Queries or clarifications shall be directed to  
Procurement Manager

MSI Tanzania

Plot No. 421/422, Mwenge/Kijitonyama

P.O. Box 7072, Dar es Salaam

E-mail : [ssimon@mst.or.tz](mailto:ssimon@mst.or.tz)

Mobile phone: +255 746741105

c) MSI Tanzania shall respond in writing via email and will electronically transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Offerors who have provided confirmation of their intention to submit a Proposal / Bid.

d) MSI Tanzania shall endeavor to provide responses to the requests for clarifications in an expeditious manner, but any delay in such response will not cause an obligation on the part of MSI Tanzania to extend the submission date of the Proposal, unless MSI Tanzania deem that such an extension is justified and necessary.

### 3. Amendment of solicitation documents

At any time prior to the deadline for submission of Proposals, MSI Tanzania may, for any reason, whether at their own initiative or in response to a clarification request, modify the solicitation documents by amendment.

To allow prospective Offerors reasonable time to take the amendments into account in preparing their offers, MSI Tanzania may, at their own discretion, extend the deadline for the submission of Proposals.

## PREPARATION OF THE PROPOSALS

### 4. Language of the Proposal

The Proposals and all correspondence and documents relating to the Proposal exchanged by the Offerors and MSI Tanzania shall be written in English.

### 5. Documents comprising the proposal

a) Technical Proposal, including supporting documentation to demonstrate that the Offeror meets all requirements.

b) Financial Proposal: indicating the prices/rates.

c) Filled and duly signed Supplier Questionnaire for due diligence checking: See annex II

#### 6. The Technical part of the Proposal

Individual consultants or firms must submit the following documents/information to demonstrate their interest and qualifications.

- ☐ Technical proposal excluding attachments.
- ☐ Statement on understanding the terms of reference.
- ☐ Brief description of the methodological approach to execute the assessment including sample design, data analysis plan, and a detailed work plan.
- ☐ Records of experience in similar projects/assignments and concrete outputs produced.
- ☐ Description of how the consultant(s) meets the minimum qualifications and specified criteria (detailed CVs should be attached as appendices)

#### 7. Financial Proposal

Financial proposal clearly indicating the applicable rates, applicable levies, taxes, and duties. These should be quoted in Tanzania Shillings. And all stated in section 14(c)

This is to be submitted in a hard copy to this address The Country Director, MSI Tanzania, Plot No 16. Coca-Cola Road Mikocheni Light Industrial Area P.O. Box 7072, Dar es Salaam

#### 8. Format and signing of Proposals

a) The Offeror shall prepare and submit Technical and financial proposal as appropriate. The Proposal shall be signed by a person or person duly authorized to bind the Offeror to the contract.

#### SUBMISSION AND OPENING OF PROPOSALS

##### 9. Sealing and labelling of Proposals

a) The Offerors should submit their Proposals in hard copies as instructed below:

i) Offers comprising Technical Proposal and Financial Proposal, in hard copy should reach the following address The Country Director, MSI Tanzania, Plot No 16. Coca-Cola Road Mikocheni Light Industrial Area, P.O. Box 7072, Dar es Salaam no later than 8<sup>th</sup> June 2026 at 15:00Hrs.

##### 10. Deadline for submission of Proposals

Proposals must be received by MSI Tanzania at the address specified under Clause 9 before or not later than 8<sup>th</sup> June 2026 at 15:00Hrs. MSI Tanzania may, at their own discretion, extend the deadline

for the submission of Proposals by amending the solicitation documents in accordance with specifications under Clause 3, in which case all rights and obligations of MSI Tanzania and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

#### 11. Late Proposals

Any Proposal / Bid received by MSI Tanzania after the deadline for submission of Proposals/ Bids will be rejected.

### OPENING AND EVALUATION OF PROPOSALS

#### 12. Opening of Proposals / Bids

- a) MSI Tanzania shall open the Proposals in accordance with their internal procedures
- b) No Proposal/ Bid shall be rejected at the opening stage, except for late submission, for which the Proposal shall not be Open.

#### 13. Preliminary examination

MSI Tanzania shall examine the Proposals / Bids to determine whether they are complete with respect to minimum documentary requirements (as per Mandatory Criteria in section 14 below), whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. MSI Tanzania may reject any Proposal Bid at this stage.

#### 14. Evaluation and comparison of Proposals

- a) The evaluation committee shall review and evaluate the technical proposals based on their responsiveness to the documentation provided.
- b) The financial proposal evaluation shall be based on the applicable rates, applicable levies, taxes, and duties.
- c) A three-stage procedure will be followed to evaluate the Proposals / Bids. Firstly, the preliminary evaluation. Non-compliance with any of mandatory criteria will exclude the Offeror from further participation in the evaluation process.

Proposals / Bids meeting the mandatory criteria will continue to be evaluated in the next stage, which is the evaluation of the technical Proposal.

Offerors that pass the technical evaluation will continue to be evaluated in the last stage, which is the evaluation of the financial Proposal.

d) Preliminary Evaluation:

To be evaluated bidders MUST attach the following documents to its Bid Document; these are MANDATORY, which will be used as preliminary evaluation.

- ☐ Company profile
- ☐ Certificate of incorporation
- ☐ TIN Certificate
- ☐ VAT registration Certificate (if applicable)
- ☐ Valid Tax clearance certificate
- ☐ Valid Business Licence
- ☐ Filling supplier Questionnaire form attached herewith as Annex II

MSI Tanzania shall examine the Proposals / Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. MSI Tanzania may reject any Proposal Bid at this stage if does not meet the minimum documentary requirement.

e. Detailed Evaluation

A. Technical Criteria (70%)

In the context of this tender, MSI Tanzania set evaluation criteria essential to ensure that the selected Bidder can meet the needs of the organization efficiently and effectively. Bidder should carefully read, state and provide details in complying with all criteria and submit/attach all supporting evidence/document on how will meet those criteria.

To determine the Bids offering the best value for money, that is the best price to quality ratio, MSI Tanzania will consider the following Evaluation criteria.

- ☐ Understanding of Scope and Objectives
  - o Statement of understanding the terms of reference (TORs).
  - o Clarity and Comprehension
  - o Clear understanding of the project scope, objectives, and expected outcomes.
  - o Clarity and completeness of the project plan:
  - o The technical proposal detailing how this assignment will be delivered; clearly indicating the approach and methodology including the timeline.

- ☐ Records on experience in similar projects/assignments and concrete outputs produced (Evidence of previous experience of similar work and outputs with references). Provide at least 3 reputable organizations with similar services. Include contact details (phone number and email for reference).
- ☐ Technical Expertise and Experience
- ☐ Qualifications and experience of the proposed team members

The consultant/team must demonstrate:

- a) Possess at least 8 years of proven experience in designing and conducting health related endline/evaluation surveys, with a strong focus on end of project evaluation.
- b) Have at least master's degree in public health, Demography or other related discipline
- c) Technical expertise in public health, Sexual and Reproductive health, and Gender - based Violence programming.
- d) Strong proficiency in both quantitative and qualitative research methods and data analysis.
- e) Experience working with vulnerable populations, especially adolescent girls and young women (AGYW), refugees and a deep understanding of ethical considerations and safeguarding in such research.
- f) Excellent analytical, report-writing, communication and presentation skills.
- g) Has no prior or current affiliation with MSI Tanzania

#### B. Financial Criteria (30%)

MSI Tanzania shall assess the financial proposal on.

- ☐ Demonstrated financial stability, including the capacity to pre-finance activities where necessary prior to reimbursement (supported by audited financial statements for the past two years).
- ☐ Clear, comprehensive, and realistic financial proposal that shows:
  - o Detailed budget breakdown, including professional fees, fieldwork costs, logistics, and other relevant expenses.
  - o Demonstrated alignment of proposed costs with deliverables to ensure effectiveness and value for money.
- ☐ Demonstrated compliance with Tanzanian tax regulations including:
  - o Copy of TIN certificate
  - o VAT registration, where applicable.
  - o Evidence of the ability to issue valid Electronic Fiscal Device (EFD) receipts for all invoiced payments, demonstrated through submission of a sample previously issued EFD receipt (with the recipient's TIN redacted where appropriate).

#### 15. Clarification of Proposals

- a) To assist in the examination, evaluation and comparison of Proposals, MSI Tanzania may, at their discretion, ask any Offeror for a clarification of the Proposal.
- b) MSI Tanzania's request for clarification and the response will be in writing. Notwithstanding the written communication, no change in the prices or substance of the Proposal will be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by MSI Tanzania in the evaluation of the Proposals.
- c) Any unsolicited clarification submitted by an Offeror in respect to the Proposal, which is not a response to a request by MSI Tanzania, will not be considered during the review and evaluation of the Proposals.

#### 16. Responsiveness of Proposal

- a) MSI Tanzania's determination of the responsiveness of a Proposal will be based on the contents of the Proposal itself.
- b) A substantially responsive Proposal is one that conforms to all the terms, conditions, and other requirements of the RFP without material deviation, reservation, or omission.
- c) If a Proposal / Bid is not substantially responsive, it shall be rejected by MSI Tanzania and may not subsequently be made responsive by the Proposer by correction of the material deviation, reservation, or omission.

#### 17. Nonconformities, reparable errors, and omissions

- a) Provided that a Proposal is substantially responsive, MSI Tanzania may waive any non-conformities or omissions in the Proposal that, in the opinion of MSI Tanzania, do not constitute a material deviation.
- b) Provided that a Proposal is substantially responsive, MSI Tanzania may request the Offeror to submit necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Offeror to comply with the request may result in the rejection of the Proposal.
- c) Provided that a Proposal is substantially responsive, MSI Tanzania shall correct arithmetical errors as follows:

- i. If there is a discrepancy between the unit price and the line-item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail, and the line-item total shall be corrected.
- ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected.
- iii. If the Offeror does not accept the correction of errors made by MSI Tanzania, the Proposal will be rejected as non-responsive.

#### AWARD OF CONTRACT

##### 18. Award criteria

- a) MSI Tanzania reserves the right to accept or reject any Proposal, to render any or all the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Proposer(s) of the grounds for MSI Tanzania's action. Furthermore, MSI Tanzania shall not be obliged to award the contract to the lowest price offer.

## Annexes

Terms of Reference (ToRs)

See the attached document marked as annex I

Supplier Questionnaire

See the attached document marked as annex II