



CALL FOR APPLICATION TO SUPPORT SELECTED THRDC MEMBERS ON THE DEVELOPMENT OF INSTITUTIONAL AND ORGANIZATIONAL MANAGEMENT DOCUMENTS

Opportunity: Consultancy

Client: Tanzania Human Rights Defenders Coalition (THRDC)

Advertised on: 22nd July, 2020

Closing date for Application: 4th August, 2020

Assignment Duration: Two months

1.0 INTRODUCTION

Tanzania Human Rights Defenders Coalition (THRDC) is a non-governmental, not-for-profit, non-partisan human rights organization registered in 2012 under the Non-Governmental Organizations Act. of 2002. As an umbrella organization, THRDC comprises of more than 180 member organizations who are Human Rights Defenders (HRDs) including individual journalists. THRDC operates widely across Tanzania mainland.

In the course of implementing THRDC's five-year Strategic Plan (2018-2022), under Strategic Outcome One: Members Affairs, THRDC has an obligation to strengthen the capacity of its members on organizational development and management. Since THRDC works with a wide variety of member organizations that have different capacities ranging from low to high, the Coalition therefore routinely capacitates its members on different aspects of operational and programs management.

Citing findings from an Organizational Capacity Assessment (OCA) conducted by a consultant hired by THRDC in 2019, the survey revealed a significant number of THRDC members lack key operational manuals and policies including; Strategic Plans, Financial Manuals and suitable organization structures among other operational manuals.

From the observed survey outcomes, THRDC is therefore seeking a qualified individual or firm to develop institutional and organizational management documents for 15 THRDC members. The main role of the consultant will be to review the organizational and managerial capacities of the selected THRDC member organizations and empower them on the same. This assignment will cover 15 organizations located in the following areas: (Ngorongoro district) Arusha, (Kinondoni, Ilala, & Ubungo districts) Dar es Salaam, (Kigoma Ujiji) Kigoma, (Lindi rural district) Lindi, (Mtwara district) Mtwara, (Nyamagana & Magu districts) Mwanza, (Tunduru district) Ruvuma, (Singida urban) Singida and (Shinyanga urban) Shinyanga.

2.0 MAIN OBJECTIVE OF THE ASSIGNMENT

To conduct the institutional and organizational management support to THRDC member organizations.

SPECIFIC OBJECTIVES

- To review the 2019 OCA report and identify key areas which require support
- To support the development of key organizational management policies and manuals - mainly the Strategic Plans as informed by the OCA report review
- To support THRDC members on the operationalization of the developed documents

3.0 DELIVARABLES OF THE ASSIGNMENT

Upon successful completion of the task, the consultant is expected to:

- Submit to THRDC a Comprehensive Report of the assignment.
- Submit to THRDC all developed operational manuals and policy documents according to member organizations' needs.
- Improve members' organizational capacity in management.

4.0 TIMELINE

This assignment is expected to be accomplished within two months after signing the contract.

5.0 QUALIFICATIONS AND EXPERIENCE

- i. Fluent in both English and Swahili languages
- ii. Bachelor or Master's degree in Finance or Accounting, Project Management, Development studies, community development or related fields
- iii. Experience in organizational management empowerment/capacity building
- iv. Sound knowledge of Civil Societies operations in Tanzania

6.0 INSTITUTIONAL ARRANGEMENT:

The Consultant will be directly supervised by the THRDC secretariat with immediate supervision from the Coalitions' National Coordinator.

7.0 SUBMISSION OF APPLICATION

The applicant should submit the following documents in English for consideration;

- a) A cover letter
- b) A technical and financial proposal
- c) Curriculum vitae (CV)
- d) Samples of similar work/reports if available.

8.0 HOW TO APPLY

Interested qualified Consultants/Team should submit their application (technical and financial) through the addresses below not later than 00:00hrs of 4th of August 2020.

To:

**The National Coordinator,
Tanzania Human Rights Defenders Coalition (THRDC),
Mikocheni - B, Eyasi Road,
P.O Box 105926, Dar es Salaam, Tanzania**

Or via

Email: info@thrdc.or.tz

***NOTE:** Tanzania Human Rights Defenders Coalition provides equal opportunity to all applicants. We therefore encourage all qualified candidates to apply for this assignment irrespective of their gender, race, religious beliefs or any other affiliation.*

Board of Directors:

Ms. Vicky Ntetema, Michael Kyande, Kenneth Simbaya, Deogratius Nsokolo, Maxence Melo, Christina Kamili, Jamila M. Juma, Hassan Kh. Juma, Edwin Soko.

Defending Human Rights is not a Crime!