



**REQUEST FOR PROPOSALS
FOR THE DEVELOPMENT OF OPERATIONAL POLICY
AND MANUALS**

1. About DRMF

The Dr. Reginald Mengi Persons with Disabilities Foundation (DRMF) is a Trust, registered on the 18th May 2018, in the United Republic of Tanzania under the Trustees Incorporation Act (cap 318 Of 2002). The Foundation recognizes the challenges that people with disabilities and their families are confronted with daily. We do everything we can to alleviate the obstacles, improve quality of life, inspire and empower people with disabilities to fulfill their potential.

Key areas of focus for the foundation include Change of Perception for persons with disabilities by promoting the “I Can” attitude and the perception of the community through the “enable not disable” mentality; Promote Economic Empowerment of PWD to be independent and productive members of our communities; Promote Preventive and Inclusive Healthcare; Promote Inclusive Education; Build a Strong and Sustainable Institution and Preserve and Promote the Legacy of the Settler.

As we strive to pursue the vision and mission which motivated the Settler to incorporate this trust, development of a strategic framework under the Global Giving Grant becomes of paramount importance.

2. Background for the Consultancy

As we continue to build institutional pillars including systems and structures, operational policies and procedures manuals are important tools that will guide and chart our path towards the attainment of our vision and mission.

With grant funding received from Global Giving under its “Kukuza Uwezo” project, DRMF seeks to commission the services of experienced consultants /consulting firms to lead the process of developing one or more of the following operational manuals,

- Safeguarding Policy
- Human Resource Development Policy and Manuals
- Finance and Accounting Policies and Manuals
- Procurement Policy and Manuals
- Communications Strategy
- Fundraising Strategy
- Board Charter

3. Terms of Reference

Bidders interested to submit their proposals can request for the detailed terms of reference by writing an email to shimmy@drmengifoundation.org

4. Submission of Proposals

Interested candidates who meet the above-mentioned criteria shall submit to DRMF technical and financial proposal (in one document), which shall include:

- A suitability statement, including commitment to and availability for the entire assignment
- Proposal on how the consultant intends to carry out the assignment
- Financial proposal containing a proposed daily fee and other costs
- Up-to-date CVs of the proposed team

DRMF encourages applications from differently abled candidates.

Proposals should be submitted to Executive Director at shimmy@drmengifoundation.org copied to info@drmengifoundation.org no later than 4th March 2022.