TERMS OF REFERENCE (ToR)

Development of Standard Operating Procedures (SOPs) for Procurement, Sexual Harassment, and updating Human Resources (HR) Manual for MJUMITA

1. Background

1.1 About MJUMITA

Mtandao wa Jamii wa Usimamizi wa Misitu Tanzania (MJUMITA), the Community Forest Conservation Network of Tanzania, is a national network of over 132 local community-based organizations (CBOs) representing more than 15,000 members engaged in Participatory Forest Management (PFM). Established in 2000 and officially registered in 2007 (Registration No. 000NGO/1119), MJUMITA operates in 16 regions, 35 districts, 143 wards, and 452 villages, collectively managing around 1.8 million hectares of natural forests through Community-Based Forest Management (CBFM).

Aligned with Strategic Goal 4: *A robust organization that effectively implements its mission*, MJUMITA aims to strengthen its internal systems for staff welfare, organizational accountability, and compliance with national laws and donor expectations.

1.2 Rationale for SOP development

Although MJUMITA has a financial regulation, Human resources manuals and other internal policies in place, critical gaps exist in operational procedures particularly in **procurement and sexual harassment prevention and response**. These areas require detailed, standalone SOPs to:

- Strengthen internal control and transparency
- Ensure consistency in daily operations
- Align with legal frameworks such as Employment and labour Relations Act, Anti-Sexual Harassment Policy guidelines)
- Comply with donor requirements

This assignment will be supported through the LtC II project, implemented in partnership with WWF.

2. Objective of the assignment

To develop three comprehensive and practical documents for MJUMITA:

1. A Procurement Standard Operating Procedure (SOP)
2. A Sexual Harassment Prevention and Response SOP
3. An updated Human Resources Manual

3. Scope of work

The consultant/firm will be responsible for the following:

A. Development of the Procurement Standard Operating Procedure (SOP)

The consultant will review MJUMITA's existing Financial Regulations to identify operational and procedural gaps in procurement practices. Based on the findings, the consultant will develop a comprehensive Procurement SOP that clearly outlines all procurement activities,

roles, and responsibilities in alignment with Tanzanian procurement laws and donor standards.The Procurement SOP should include, but not be limited to, the following components:

- Introduction
- Procurement principles**.**
- Procurement planning**.**
- Procurement methods and thresholds
- Vendor management
- Solicitation and bidding
- Bid evaluation and Contract award
- Contract management
- Record-keeping and documentation
- Ethical standards and compliance
- Disposal of Assets
- Roles and responsibilities
- Monitoring and Evaluation (M & E)
- Templates and annexes

B. Sexual Harassment SOP

- Assess MJUMITA's current HR and code of conduct provisions.
- Develop preventive mechanisms (e.g., awareness training, code of ethics), internal complaint-handling structures, and protection of whistleblowers.
- Define procedures for reporting, investigation, disciplinary action, and appeals.
- Ensure alignment with the Tanzanian Employment and Labour Relations Act and international standards.

C. Review and update of the Human Resources (HR) Manual

The consultant will undertake a comprehensive review and revision of MJUMITA's current HR manual to align with updated organizational needs, strategic direction, national labor laws, and best practices in HR management. This exercise will involve gap analysis, stakeholder input, and drafting of new or revised sections that reflect both compliance and operational efficiency.

The updated HR Manual should include, but not be limited to, the following sections:

- Introduction
- Employment policies
- Compensation and benefits
- Work Hours and attendance
- Leave policies
- Code of conduct and Ethics
- Performance management in alignment with MJUMITA's new digital performance tool, including goal setting, feedback, and evaluation.

- Training and development including capacity building, skills development, and career progression.
- Grievance and disciplinary procedures
- Separation and exit procedures
- Occupational Health and Safety (OHS)
- Annexes

4. Deliverables

The consultant/firm will deliver:

i. **Inception report**; detailing methodology, timelines, tools, and stakeholder engagement plans.

ii. **Procurement SOP**; standalone, structured SOP with annexes (templates, flowcharts).

iii. **Sexual Harassment SOP**; standalone policy and procedure document with training recommendations.

iv. **Updated HR manual**; revised document ready for board approval and operational rollout.

v. **Final documents;** incorporating feedback from the validation process.

vi. **Training materials**; slide decks or guides to support internal rollout of all three SOPs.

5. Timeline

The assignment is expected to take **30 days**, starting after contract signing. The indicative schedule will include document review and stakeholder consultations, drafting of SOP, updating HR manual, finalization and delivery of documents and training.

6. Expertise required

The selected consultant/firm should have:

- A master's degree in human resources, law, public administration, or related field.
- Proven experience (minimum 7 years) in developing HR and organizational policies, especially in the NGO sector.
- Experience in procurement systems aligned with donor-funded projects.
- Familiarity with Tanzanian labor laws and international standards on workplace protection.
- Strong facilitation skills for stakeholder consultations and validation workshops.
- Excellent writing and documentation skills in English and Kiswahili.

7. Submission requirements

Interested applicants must submit:

Technical proposal (max. 4 pages) detailing

- Understanding of the assignment
- Proposed methodology and timeline

- ❖ Relevant experience and at least two references
- ❖ Description of deliverables
- ❖ Team composition and CVs (attached separately)

Financial Proposal (max. 1 page):

- ❖ Fee breakdown by activity
- ❖ Number of person-days
- ❖ Any logistical or administrative costs

8. Reporting & supervision

The consultant/firm will report to the **HR & Admin Manager**, in collaboration with the **Executive Director** and supported by the **Project Manager** (LtC II project). MJUMITA will provide relevant background documents and facilitate consultations.

9. Evaluation criteria

The proposals will be evaluated based on:

i. Understanding of the assignment
ii. Technical approach and methodology
iii. Relevant experience and qualification
iv. Cost effectiveness
v. Timelines and deliverables

Technical and financial proposals should be sent to info@mjumita.or.tz and copied to josephinegabriel@mjumita.or.tz with the subject line **"Development of MJUMITA SOPs".** The deadline for submission is 10/8/2025 (Tanzania local time). Only shortlisted candidates will be contacted for further review and contract negotiation within a week of the closing date.