
TANZANIA PETROLEUM DEVELOPMENT CORPORATION

**EOI NO. ISP-DRM-NRG/TZ/AfDB/CS20/QCBS/2025
FOR
CONSULTANCY SERVICE IN PREPARATION OF PROJECT
COMPLETION REPORT (PCR)**

Invitation for Expression of Interest

- i. This invitation for expression of interest follows the General Procurement Notice (GPN) for this project, which was published in the UN Development Business (UNDB online) and the African Development Bank's Internet Website (www.afdb.org) on 30th November 2017 and on the African Development Bank Group's Internet Website.
- ii. The Government of the United Republic of Tanzania has received financing from the African Development Bank towards the cost of the Institutional Support Project for Domestic Resource Mobilization and Natural Resource Governance (ISP-DRM-NRG). It intends to utilize part of the agreed amount for this loan for payments to the Consultancy for Preparation of the Project Completion Report (PCR)
- iii. The Tanzania Petroleum Development Corporation (TPDC) as beneficiary and implementing agency now invite eligible individual consultants to indicate interest in providing the services of preparing the Project Completion Reports (PCs) The consultant will undertake: review of the overall status of implementation of the project, and the progress made towards the achievement of the project's development objectives which include but not limited to the following tasks:
 - i. Analysis of the progress that has been made towards achieving the objectives of the project, as indicated in the Results Based Logical Framework of the Project Appraisal Document (PAR);
 - ii. Review and documentation of the physical implementation achievements in terms of planned output targets by components;
 - iii. Documenting the achievements in the procurement of goods and services, including the implementation of the project procurement plan;
 - iv. Assessment of the project performance in respect of financial management, including the management of disbursement tasks, and efficiency of resource use;
 - v. Consultation process of beneficiaries to evaluate development impact through interviews of the implementing units and stakeholders;
 - vi. Assessment of project performance in terms of timely delivery of audit reports, report quality and efforts made to implement the recommendations of the Bank on Audit Reports;
 - vii. Assess the performance of the various parties involved in the project, i.e. the Project Management Unit and the African Development Bank;
 - viii. Assessment of community participation and the participatory approach used in the management of the in project;
 - ix. Documentation of the socio-economic benefits of the project including benefits to women;

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- x. Evaluation of the achievements of the project in capacity building through training, institutional reforms and infrastructure development;
 - xi. Review of the utilization and management of the project's funds, including adherence to internationally acceptable financial management practices;
 - xii. Presentation of the status of fund disbursement and unutilized balances of both components;
 - xiii. Analysis of issues relating to resource flow during implementation and issues relating to project audit reports.

The time line for the consultancy works is 30 non-consecutive working days.

4. Interested Individual consultants must provide information indicating that are qualified to perform the services by submitting proposal containing updated detailed CV's, methodology, work plan, description of at least two (2) services of similar nature and magnitude during his/her carrier, must indicate experience in at least two similar assignments in Tanzania or elsewhere, including name and address of the client, description of the assignment undertaken. Interested individual consultant must also submit financial Proposal in writing.
5. You are requested to submit your written expression of interest, one original detailed Curriculum Vitae (CV) and Financial Proposal, plus two copies of detailed Curriculum Vitae (CV) in writing by 28th January 2025 at or before 11:00 hours local time. The Detailed CV and Financial Proposal shall each be enclosed in a separate envelope and marked "Detailed CV" and "Financial Proposal" respectively. The two envelopes shall then be enclosed in single envelope and marked **"ISP-DRM-NRG/TZ/AfDB/CS20/QCBS/2025 CONSULTANCY SERVICE IN PREPARATION OF PROJECT COMPLETION REPORT (PC)"** and submitted to the following address:

**The Secretary Tender Board,
Tanzania Petroleum Development Corporation,
Benjamin William Mkapa Towers, Tower "A",
Azikiwe/Jamhuri Streets,
P.O. Box 2774,
Dar-es-Salaam,
Room number 609 on the 6th floor**

6. The opening of CVs shall take place immediately after the deadline for submission, at the Benjamin William Mkapa Pension Towers, Tower "A", Azikiwe/Jamhuri Streets at TPDC Board Room number 601 on the 6th floor. Applying individual consultants are invited to attend the opening ceremony.
7. An individual consultant will be selected in accordance with the procedures set out in the Public Procurement Act No. 10 of 2023 and the Public Procurement Regulations, 2024 - Government Notice No. 518 (hereinafter called Procurement Regulations).
8. CV's shall be evaluated on the basis of the criteria shown in the Terms of Reference. Only individual Consultants scoring above 70% shall be engaged depending on their availability to carry out the assignments.

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9. Prospective Individual Consultants are required to collect the Terms of Reference from the Secretary TPDC Tender Board, Tanzania Petroleum Development Corporation, Benjamin William Mkapa Towers, Tower "A", Azikiwe/Jamhuri Streets, P.O. Box 2774, Dar-es-Salaam, Room number 609 on the 6th floor during working days (Monday to Friday) between 9:00 and 16:00 hours.
 10. Any request for clarification with regard to this assignment shall be addressed to the undersigned. The Client shall respond to clarifications received not less than one week before the deadline for submission.
 11. Late Expressions of Interest shall not be accepted for evaluation irrespective of the circumstances.

**Managing Director,
Tanzania Petroleum Development Corporation,
Benjamin William Mkapa Towers, Tower "A"
Azikiwe/Jamhuri Streets,
Room No. 401, 4th floor.
P.O. Box 2774,
Dar-es-Salaam, Tanzania.
Tel: +255-22 2200103-4, 2200112, Fax: +255-22-2200113.
Email: secretarytenderboard@tpdc.co.tz**