
REVIEW OF THE HUMAN RESOURCES POLICY

TERMS OF REFERENCE FOR CONSULTANT

1. BACKGROUND AND RATIONALE OF THE PROJECT

German Sparkassenstiftung Eastern Africa (DSIK) is a German-based NGO headquartered in Bonn, Germany. DSIK aims to reduce poverty through sustainable financial inclusion by partnering with local organizations to conduct various projects. These projects focus on professionalizing and digitalizing the microfinance and SACCOS sectors, increasing financial literacy, capacity development, and institutional strengthening.

In Tanzania, DSIK is providing advisory services to the Savings and Credit Cooperative Union League of Tanzania (SCCULT). Project activities in Eastern Africa are not limited to Tanzania, but also include Burundi, Kenya, Rwanda, and Uganda. In Tanzania, DSIK is a registered International Non-Governmental Organization under The Non-Governmental Organization Act, 2002 made under Section 11 (1) and 17 (2) of Act No. 24 in 2002 with Registration No. I-NGO/R1/005.

The Savings and Credit Union League of Tanzania (SCCULT) is an Apex organization of Savings and Credit Unions in mainland Tanzania. One of its objectives is to promote good governance and encourage thriftiness by providing its members with necessary education and opportunities for improvement of their economic and social conditions. To fulfill this objective, SCCULT should have professional and well-established structures to facilitate implementation of its activities effectively and efficiently.

2. OBJECTIVES OF THE PROJECT

The main objective of this assignment is to strengthen the professional structures of SCCULT through the Review of the Human Resources Policy in order to improve effectiveness and efficiency in running of the daily operations.

The specific objectives are:

- 2.1 To review the current SCCULT Human Resources Policy and procedures manual to fulfill the organizational needs
- 2.2 To ensure that the Human Resources Policy and procedure manual is effective enough to facilitate operations in line with organizational objectives.
- 2.3 To ensure that SCCULT's Organizational Structure, Staff Scheme of Service and Staff Performance Evaluation System are comprehensive enough to promote and facilitate the desired strategic goals in line with the mission of the organization
- 2.4 To assess if SCCULT has an adequate number of staff members with appropriate skills for effective running of their respective duties

3. SCOPE OF WORK

The assignment for the consultant is expected to take maximum of 20 working days, with various activities including but not limited to:

- 3.1 Evaluating the current Human Resources Policy (and procedures manual) of SCCULT to determine its effectiveness
- 3.2 Developing an appropriate organizational structure
- 3.3 Developing a staff scheme of service
- 3.4 Developing a staff performance evaluation system
- 3.5 Drafting the revised human resources policy
- 3.6 Conducting staff gap analysis and proposing relevant staff requirements/needs (in terms of positions, number & required skills)
- 3.7 Facilitating a two-day's workshop to present the overall result of the assignment to the Board of Directors of SCCULT
- 3.8 Finalizing the revised Human Resources Policy

4. KEY DELIVERABLES

The expected deliverables in this assignment are:

- 4.1 **Inception Report:** This will include the overall approach/methodology to be applied and the timing of activities. The report should be submitted no later than three (3) working days after signing the contract.
- 4.2 **The Draft Reviewed Human Resources Policy:** including the proposed organizational structure, staff scheme of service and staff performance evaluation system.
- 4.3 **Proposed Current Staffing Needs:** including the positions and required staff skills and experience to ensure smooth running of the organization
- 4.4 **The Workshop Report:** that will include areas discussed and recommendations provided
- 4.5 **The Final Reviewed Human Resources Policy:** after incorporating all recommendations
- 4.6 **Overall Assignment Report:** that will make a summary of what has been done, and recommendations.

5. QUALIFICATION AND EXPERIENCE OF THE CONSULTANT

- A master's degree or its equivalent, in Human Resources Management, Business Administration, Finance, Economics, or other relevant field from a recognized University.
- At least 10 years of work experience in Finance and Administration and/or Human Resources in an NGO, private sector or public sector relating to financial services (banks, microfinance institutions of financial cooperatives).
- A good understanding of Human Resources issues particularly in financial sector (banks, microfinance institutions, cooperatives)
- Demonstrated experience in review and development of Human Resources Policies
- Proven and excellent communication skills

6. MODE OF APPLICATION

Interested consultants should submit both Technical and Financial Proposals for this assignment. A technical proposal detailing their approach to the assignment, methodology, and work plan. Financial Proposals should provide, among other things, a breakdown of costs, and the bidders should be VAT registered (if it is a firm) and must be able to provide Electronic Fiscal Device Receipts (EFDs). The proposals should be accompanied by the Company Profile (for firms), CVs of the responsible team, Address (PO Box), Phone Number, Email Address, Physical Address, and list of both the previous and current Corporate Customers.

The proposals should be submitted to the following e-mail by **14th April 2025** at 17:00 (EAT): info@sccult.tz copying to: Office.Tanzania@dsik.org

For any enquiry you may contact: Mr. Hassani Mnyone via Tel: +255 657 157 122 or Ms. Kalunde Kapaliswa Tel: +255 655 059 810

Note: *We thank in advance for proposals submission. However, applicants who will not hear from us within 10 days after the deadline should consider themselves unsuccessful.*