

UNION OF TANZANIA PRESS CLUBS



**INVITATION FOR TENDER (IFT)
TENDER NO. UTPC/HQ/2025/C/04**

FOR

**PROVISION OF CONSULTANCY SERVICES FOR DEVELOPING
A SAFETY TOOLKIT AND HANDBOOK FOR JOURNALISTS**

AUGUST 2025

UNION OF TANZANIA PRESS CLUBS

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TENDER NO. UTPC / 001/2025/HQ/02.

FOR PROVISION OF CONSULTANCY SERVICES FOR DEVELOPING A SAFETY TOOLKIT AND HANDBOOK FOR JOURNALISTS

1. The Union of Tanzania Press Clubs (UTPC) is a Non-Governmental Organization registered under the Societies Ordinance of 1954 and given a Certificate of Registration No SO 8976. **On 1st April 2025 entered a partnership with the International Media Support (IMS) to implement Three years project that ended on 31st March 2027 for Empowering Journalists for informed Communities.**
2. IMS has set aside funds to undertake the assignment for provision of consultancy services for **development of a Safety Toolkit and Handbook for Journalists**, and the Selection will be conducted by considering *"Quality and least cost-based selection"*.
3. The Union of Tanzania Press Clubs (UTPC) **invites all interested and eligible consultants to download the Tender Document from www.utpc.or.tz and submit a technical and financial proposal for the development and dissemination of a Safety Toolkit and Handbook for Journalists.**
4. Deadline for submission will be on **30th August, 2025 at 1400 hours** local time. Electronic submission will be accepted **Late submissions will not be considered.**
5. All proposals and supporting documents must be submitted via email to info@utp.or.tz or utpctztz@gmail.com clearly indicating in the subject line: **"Proposal Submission – Development and dissemination of a Safety Toolkit and Handbook for Journalists.**

SECTION I: INSTRUCTION TO CONSULTANTS

1. This TOR consist of the following documents:
 - SECTION I: Instruction to Consultants
 - SECTION II: Terms of Reference
 - SECTION III: General Terms
 - SECTION III: Proposed Contract Format
 - SECTION IV: Memorandums
2. The expected duration of the assignment is **Eight weeks from** the date of commencement.
3. You will find in Section II: Terms of Reference (ToR) showing the scope of the assignment to be conducted and services requested from the short-listed Consultants. You are expected to submit your: -
 - Comments on the ToR of the assignment.
 - Relevant experience in similar assignments; and
 - Updated detailed CV.

In addition, please submit your Financial Proposal regarding the fees, (the fees should be indicated either on daily basis or monthly basis) and reimbursable if any.

4. The proposal to be submitted by the Consultants will be evaluated based on the CV, and later, they will be classified by order of merit. The following criteria will be used to evaluate the CVs.

S/No.	Criteria	Weights[specify]
1.	General qualification and suitability for the task to be performed.	30% to 60%
2.	Experience in the specific assignment described in the Terms of Reference	30% to 50%
3.	Language proficiency	5% to 15%
4.	Knowledge of the country	0% to 10%

The minimum score is [70%]

When evaluating general qualification and suitability for the task to be performed under Item No. 1 on the Table above the proposal will be evaluated by analyzing the consultant's academic qualification in relation to the assignment as described in the Terms of Reference.

SECTION II: TERMS OF REFERENCE

SECTION II: TERMS OF REFERENCE (TOR) FOR PROVISION OF CONSULTANCY SERVICES FOR DEVELOPING A SAFETY TOOLKIT AND HANDBOOK FOR JOURNALISTS

1. BACKGROUND

Journalists in Tanzania face increasing risks in both physical and digital environments, especially during politically sensitive periods such as elections. These risks threaten not only their safety but also press freedom and the quality of journalism.

To address these challenges, UTPC, in collaboration with International Media Support (IMS) and Jamii Africa, will implement a co-funded initiative under the broader EU and SDC program (2025–2027).

UTPC intends to develop a Safety Toolkit and Handbook that will provide practical guidance to journalists (includes those participating in various project programs), press clubs, and media houses on physical safety, digital security, and professional ethics. The toolkit will serve as a reference resource for media practitioners to strengthen their capacity, uphold journalists' rights, and promote a culture of safety within the profession.

2. OVERALL OBJECTIVE

To develop a comprehensive Safety Toolkit and Handbook that enhances the physical and digital safety of journalists in Tanzania, strengthens their capacity to uphold professional standards, and promotes a safer working environment for media practitioners.

3. SPECIFIC OBJECTIVES

- i. To conduct a needs assessment that identifies priority safety and security challenges faced by journalists and media stakeholders.
- ii. To develop and produce a practical toolkit and handbook that provides clear guidance on physical safety, digital security, and journalists' rights.

- iii. To validate the toolkit and handbook through consultations with press clubs and other media stakeholders to ensure relevance and usability.

4. SCOPE OF WORK

The consultant/firm will be responsible for carrying out the following tasks:

Step	Task	Description
i.	Concept Note Development	Prepare an inception note outlining methodology and proposed content areas for the toolkit.
ii.	Needs Assessment	Conduct consultations with journalists, press clubs, and stakeholders to identify safety challenges and priority content.
iii.	Content Development	Draft toolkit and handbook covering physical safety, digital security, and journalists' rights.
iv.	Review	Facilitate a technical review with a designated review committee to refine draft content.
v.	Validation	Facilitate a validation workshop with press clubs and media stakeholders.
vi.	Finalization and submission	Revise the toolkit based on feedback from the validation workshop, update as per the needs and submit the document to UTPC Management

5. EXPECTED DELIVERABLES

The consultant/firm is expected to deliver the following:

- ✓ Inception Report including methodology and work plan.
- ✓ Needs Assessment Report.
- ✓ Draft Safety Toolkit and Handbook.
- ✓ Report of the review and validation session.
- ✓ Final Safety Toolkit and Handbook (print-ready).

6. DURATION OF ASSIGNMENT

The assignment is expected to take **8 weeks**, including the needs assessment, drafting, review, validation, and finalization.

7. LANGUAGE OF THE TOOLKIT AND HANDBOOK

The final safety Toolkit and Handbook will be printed in both languages (Swahili and English)

8. REQUIRED QUALIFICATIONS

The consultant/firm should have the following qualifications:

- Proven expertise in media development, journalism safety, and digital security.
- Demonstrated experience in developing training manuals, toolkits, or handbooks.
- Strong facilitation skills and ability to engage with diverse media stakeholders.
- Excellent writing and communication skills in English (knowledge of Kiswahili will be an added advantage).

9. REPORTING AND SUPERVISION

The consultant/firm will report to the **UTPC Executive Director** (or designated project officer). Regular updates will be shared throughout the assignment, and all deliverables must be submitted in both electronic and print-ready formats.

10. PAYMENT TERMS

Payment will be made in tranches linked to satisfactory completion of deliverables, as agreed in the contract.

11. CONFIDENTIALITY

All documents, materials, and information provided or collected during the assignment shall remain the property of UTPC and must not be shared without prior written consent.

i.etc.)

12. REQUIRED SUPPORTING DOCUMENTS

- i. Curriculum Vitae (CV) of lead consultant and team members
- ii. Company/Consultant profile and registration documents (for firms)
- iii. Copy of valid identification (for individuals)
- iv. Copy of all legal compliance certificates (Tin, Tax, Business Linces ect)**
- v. Three (3) recent references with contact details
- vi. Sample(s) of previous similar work (preferably digital and print toolkits or training manuals)

SECTION III: GENERAL TERMS

<i>Services</i>	<p>(i) The Consultant shall perform the services specified in Terms of Reference, which is made an integral part of this Contract ("the Services").</p> <p>(ii) The Consultant shall provide the personnel as indicated in the agreed ToR to perform the Services.</p> <p>(iii) The Consultant shall submit to the Client the reports in the form and within the time periods specified in the agreed ToR.</p>
<i>Terms</i>	The Consultant shall perform the Services during the period commencing <i>[insert date]</i> and continuing through <i>[insert completion date]</i> or any other period as may be subsequently agreed by the parties in writing.
<i>Payment</i>	
<i>Project Administration</i>	<p>A. <u>Coordinator</u></p> <p>The Client designated <i>[insert name of the coordinator]</i> as Client's Coordinator; the coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for the payment.</p> <p>B. <u>Reports</u></p> <p>The reports listed in the agreed ToR, shall be submitted during the assignment, and will constitute the basis of the payments to be made under this Contract.</p>
<i>Performance Standards</i>	The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.
<i>Confidentiality</i>	The Consultant shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

<i>Ownership of Material</i>	Any studies reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.
<i>Consultant Not to be Engaged in Certain Activities</i>	The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.
<i>Insurance</i>	The Consultant will be responsible for taking out any appropriate insurance coverage.
<i>Assignment</i>	The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.
<i>Law Governing Contract and Language</i>	The Contract shall be governed by the laws of United Republic of Tanzania, and the language of the Contract shall be English .
<i>Dispute Resolution</i>	Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the United Republic of Tanzania.
<i>Services</i>	<p>(iv) The Consultant shall perform the services specified in Terms of Reference, which is made an integral part of this Contract ("the Services").</p> <p>(v) The Consultant shall provide the personnel as indicated in the agreed ToR to perform the Services.</p> <p>(vi) The Consultant shall submit to the Client the reports in the form and within the time periods specified in the agreed ToR.</p>
<i>Terms</i>	The Consultant shall perform the Services during the period commencing [insert date] and continuing through [insert completion date] or any other period as may be subsequently agreed by the parties in writing.
<i>Payment</i>	

<i>Project Administration</i>	<p>C. <u>Coordinator</u></p> <p>The Client designated [insert name of the coordinator] as Client's Coordinator; the coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for the payment.</p> <p>D. <u>Reports</u></p> <p>The reports listed in the agreed ToR, shall be submitted during the assignment, and will constitute the basis of the payments to be made under this Contract.</p>
<i>Performance Standards</i>	The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.
<i>Confidentiality</i>	The Consultant shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.
<i>Ownership of Material</i>	Any studies reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.
<i>Consultant Not to be Engaged in Certain Activities</i>	The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.
<i>Insurance</i>	The Consultant will be responsible for taking out any appropriate insurance coverage.
<i>Assignment</i>	The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.
<i>Law Governing Contract and Language</i>	The Contract shall be governed by the laws of United Republic of Tanzania, and the language of the Contract shall be English .

*Dispute
Resolution*

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the United Republic of Tanzania.

SECTION III: CONTRACT AGREEMENT FORM

Draft Contract Agreement Form

THIS CONTRACT AGREEMENT IS MADE THIS *[insert date]* day of *[insert month and year]* between *[insert name and address of the client]* (hereinafter called "the Client") on the one hand and *[insert name and address of the Consultant]* (hereinafter called "the Consultant") on the other hand.

WHEREAS, the Client wishes to have the Consultant perform the services hereinafter referred to as *[insert brief description of the assignment]* and WHEREAS, the Consultant is willing to perform these services.

The following documents shall be deemed to form and be read and construed as part of this Agreement.

1. This Contract Agreement.
2. The Client's Notification of Award.
3. Agreed Terms of Reference (ToR); and
4. Minutes of the Negotiation Meeting.

NOW THEREFORE THE PARTIES; hereby agree as follows: -

**SIGNED FOR AND ON BEHALF
OF THE CLIENT:**

In the presence of

.....
Signature

.....
Signature

(Name).....
(Occupation).....

(Name)
(Occupation).....

CONSULTANT:

In the presence of

.....
Signature
(Name).....
(Occupation).....
(Address).....

.....
Signature
(Name).....
(Occupation).....
(Address).....

VI: MEMORANDUMS

Each Consultant must submit a statement, as part of the tender documents, in the format provided below, which must be signed personally by individual consultant.

MEMORANDUM

**UNDERTAKING BY CONSULTANT ON ANTI – BRIBERY
CONDUCT AND COMPLIANCE PROGRAMME.**

POLICY / CODE OF

I _____ (*name of consultant*) have issued, for the purposes of this proposal, a Compliance Program copy attached -which includes all reasonable steps necessary to assure that I will comply to the No-bribery commitment given in this statement, as well as by all third parties working with me on the public sector projects or contract including agents, consultants, consortium partners, subcontractors and suppliers')"

Signature: _____

Name of Consultant: _____

Address: _____

MEMORANDUM

UNDERTAKING BY CONSULTANT ON PSEAH POLICY

I, _____ (name of consultant), hereby declare that I have issued Compliance Programs (copies attached) for the purposes of this proposal. These programs include all reasonable steps necessary to ensure my compliance with the following commitments:

Prevention of Sexual Exploitation, Abuse, and Harassment (PSEAH) Policy:

I commit to adhering to the principles outlined in the PSEAH policy and will ensure that all third parties engaged in public sector projects or contracts with me, including agents, consultants, consortium partners, subcontractors, and suppliers, also comply with these standards.

Signature: _____

Name of Consultant: _____

Address: _____

**MEMORANDUM
ENVIRONMENTAL POLICY**

I, _____ (name of consultant), hereby declare that I have issued Compliance Programs (copies attached) for the purposes of this proposal. These programs include all reasonable steps necessary to ensure my compliance with the following commitment:

I acknowledge the importance of environmental stewardship and commit to implementing practices that minimize environmental impact in all aspects of my work, ensuring compliance with the Environmental Policy.

Signature: _____

Name of Consultant: _____

Address: _____

MEMORANDUMS

CHILD SAFEGUARDING POLICY

I, _____ (name of consultant), hereby declare that I have issued Compliance Programs (copies attached) for the purposes of this proposal. These programs include all reasonable steps necessary to ensure my compliance with the following commitment:

I recognize the inherent vulnerability of children and commit to upholding the standards set forth in the Child Safeguarding Policy. I will ensure that all third parties working with me on public sector projects or contracts understand and adhere to these safeguarding measures.

Signature: _____

Name of Consultant: _____

Address: _____

Date: _____