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| A picture containing text, clipart  Description automatically generated  **REVOLUTIONARY GOVERNMENT OF ZANZIBAR** | |
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| [**INSERT NAME OF THE MINISTRY**]    <<**INSERT INSTITUTIONS/DEPARTMENT LOGO**>>  [**INSERT NAME OF THE INSTITUTION/DEPARTMENT**] | |
|  | |
| Title: Term of Reference for [**INSERT TITLE OF PROJECT**] | |
| Date of first submission/ version number: | *[YYYY-MM-DD] [V.0]* |
| Date of current submission/ version number: | *[YYYY-MM-DD] [V.0]* |

1. **Introduction**

Provide the general overview of the institution, functions and the business processes.

Provide problem/ opportunity statement.

1. **Background**

* Describe the project in the context of a related business need
* State the general role of stakeholders in doing project activities
* Highlight a brief overview of the project to date

1. **Objectives of the Project**

Provide the primary objectives of the project, which must be achieved upon success project completion.

1. **Overview of the proposed system**

Provides the general overview of the proposed system and how it help to overcome the existing challenges.

1. **Scope of Work**

Briefly describe the required activities and other information necessary to understand the scope of the work.

1. **Expected Deliverables**

Provide a list of activities and specific deliverables in sequence, corresponding to the work and their corresponding target delivery dates.

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| **Deliverables/ Activities** | **Estimated Duration to Complete** | **Target Due Dates** | **Review and Approvals Required** *(Indicate designation of person who will review output and confirm acceptance)* |
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1. **Role and Responsibilities**

Provide details on the responsibilities of the Consultancy and the institution.

* **Institution responsibilities**
* Identify the specific authority/ies who will directly supervise the Contractor, and to whom he/she will be directly responsible to, reporting to, seeking approval/acceptance of output from (e.g, the Project Manager, or National Project Director, etc.)
* Indicate the frequency of progress reporting (e.g., weekly, monthly, fortnightly, etc.), according to the recommended formats. For the reports to be presented, indicate the audience/body.
* Identify institutions/organizations/individuals with whom the Contractor is expected to liaise/interact/collaborate/meet with in the course of performing the work (e.g., other agencies, project co-implementers, donors, communities, local government units, etc.)
* Specify if the project will be able to provide (or not) any facilities, support personnel, support service, or logistical support, what they will be, and at what stage of the work.
* **Consultancy responsibilities**

Provide the responsibilities of the Consultancy team

1. **Duration of work**

State expected duration of work of the assignment and expected date of full completion.

1. **Proposal Payment Schedule**

The Payments are made upon satisfactory completion and acceptance of the deliverables:

* 10% of the contract value upon submission of Inception Report.
* 25% of the contract value upon submission of System Requirement Specification (SRS) document and System Design Document (SDD).
* 50% of the contract value upon submission of Software developed as per technical requirements stated in the scope of work and SRS, Trainings with system users, training materials, user manuals and User Acceptance and Testing.
* 15% of the contract upon completion of the maintenance and support along with the submission of refined Final Version of the software and documented source code.

1. **Minimum Qualification and Experience Required**

* Provide the minimum level of education acceptable and the fields of studies preferred
* Provide the area of specialization, field of expertise, and other qualities of the individual/Consultant/contractor to perform the services / work satisfactorily.
* Provide the minimum number of years of work experience on the preferred field of practice
* Provide any special skills/experience and other qualifications which will prove to be advantageous and vital to the success of the work implementation

**Annex**

Provide the attachments of the following documents

**Business Requirement**

1. **Function Requirement**
2. **Non-Function Requirement**