

**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS, TRANSPORT AND COMMUNICATION**



**SOUTHERN AFRICA TRADE AND TRANSPORT FACILITATION PROJECT (SATTFP), PROJECT ID:
P120370 AND IDA CREDIT NO: 5248-TZ**

**EXPRESSIONS OF INTEREST FOR THE CONSULTANCY SERVICES FOR THE TECHNICAL ADVISOR
FOR IMPLEMENTATION OF ELECTRONIC DOCUMENTATION MANAGEMENT SYSTEM (EDMS) AND
CONTRACTS MANAGEMENT SYSTEM (CMS) FOR TANROADS**

TENDER NO. AE/001/2016-17/HQ/C/58

REQUEST FOR EXPRESSIONS OF INTEREST

1. BACKGROUND

The Government of the United Republic of Tanzania (GOT) has received a credit from International Development Association (IDA) towards the cost of the Southern Africa Trade and Transport Facilitation Project (SATTFP) and intends to apply a portion of the proceeds of this credit to eligible payments under the Contract for Consultancy Services for Technical Advisor for Implementation of Electronic Documentation Management System (EDMS) and Contracts Management System (CMS) for TANROADS.

TANROADS is therefore looking for dynamic, motivated, creative and open minded individual for the assignment.

2. DUTIES AND RESPONSIBILITIES

The duties of the Technical Advisor among others, will be to provide the Technical Advice and Support to TANROADS for implementation of EDMS and CMS from the conceptual stage until they are fully functional, to administer the roll out and institutionalization of the systems and identify training needs to be implemented by the EDMS and CMS Service Providers.

The successful Candidate will report to the Director of Projects and work closely with fellow ICT Experts and other TANROADS staff to accomplish the specific tasks under the contract.

3. QUALIFICATIONS AND EXPERIENCE

The desired attributes for the position are at least a degree in Civil Engineering or other relevant fields with a minimum of 15 years of work experience in design, implementation of institutional enhancements, strategic planning, business process mapping, or related assignments. She/he must have served in a similar capacity on at least two (2) assignments related to implementation of EDMS and CMS in the last 10 years. Successful experience with business process mapping and quality improvement for the road sector in an emerging or developing country would be an advantage. She/he shall have good command of English, speaking and writing, be computer literate and possess good communication and interpersonal skills.

Both women and men with requisite qualifications and experience are encouraged to apply.

4. EVALUATION CRITERIA

Evaluation of the above qualifications and experience will be done based on the following criteria and scores:

(i)	Academic qualifications	40%;
(ii)	Adequacy for the assignment	50%; and
(iii)	Experience in region and Language	10%
	Total weight	100%

5. DURATION OF THE ASSIGNMENT

The services will be provided on part time basis with total inputs amounting to six (6) person-month. The inputs shall be provided intermittently for short durations spread over two (2) years. TANROADS shall determine the timing of the input of the TA that will be required with a prior two (2) weeks' notice based on the engagement schedule to be provided in the TOR. One workday shall have a minimum of eight (8) working hours.

6. MODE OF APPLICATION

Interested candidates are required to apply to the under mentioned not later than **10:00 hours** local time on **8th December 2017**. The applications should be accompanied with their CVs and certified academic and professional certificates with the envelop bearing the title "**EXPRESSIONS OF INTEREST FOR THE CONSULTANCY SERVICES FOR THE TECHNICAL ADVISOR FOR IMPLEMENTATION OF ELECTRONIC DOCUMENTATION MANAGEMENT SYSTEM (EDMS) AND CONTRACTS MANAGEMENT SYSTEM (CMS) FOR TANROADS**"-TENDER NO. AE/100/2016-17/HQ/C/58 forwarded to the address below:

The applicant should provide: (i) full time contact mail address and mobile phone numbers; (ii) contact details of his/her Clients/Employees in the last 5 years and (iii) names of three referees and their contact mail addresses including mobile phone numbers.

**The Secretary,
TANROADS Headquarters Tender Board,
4th Floor, Airtel House,
Ali Hassan Mwinyi/Kawawa Roads Junction,
P.O Box 11364,
Dar es Salaam,
TANZANIA.**

Tel: +255 22 2926001-6, **Fax:** + Fax: +255 22 2926011, **E-Mail:** pmu@tanroads.go.tz

**CHIEF EXECUTIVE
TANZANIA NATIONAL ROADS AGENCY**