

Pre-qualification of Media Agencies for undertaking Communications, Advertising and Production Services on a quarterly retainer with additional services on a fee basis
Closing Date and Time for the EOI submission 5th February 2018, 5:00 PM

Dear Tenderer,

Expressions of Interest (EOI) letters are being sought from applicants interested in acting as service providers for HDIF's media, advertising, communications, and production services. **An estimated average of 9 working days of the organisation is required quarterly to provide media relations and strategic communications support.** Additional work may be commissioned on a fee-paying basis. Bids from consortiums are welcome.

The purpose of the service is to support HDIF in the following:

- To position HDIF as a programme to seek **Inspiration** from. HDIF's grantees are inspiring, leading a new generation of Tanzanian innovators.
- To position HDIF as **Technical experts in Education, Health and WASH**. HDIF is a consortium of global experts in innovation Health, Education and WASH catalysing high quality, successful and scalable innovations.
- To increase visibility of HDIF as a programme that is **Tanzania and private sector focused**. HDIF diffuses human development innovations for Tanzania, that include innovations that harness digital technology and that aim to support women, girls and other marginalized groups.
- To nurture & enhance the profile of HDIF by **Connecting Tanzania**. HDIF targets global and regional innovation, connecting Tanzanian innovators with the global eco-system to respond to Tanzanian needs.
- To associate HDIF with **Inspiring new opportunities**. HDIF invests in innovations that create jobs and build skills and employability amongst Tanzanian youth. Innovation drives the economic growth that is essential for human development. HDIF's grantees are inspiring, leading a new generation of Tanzanian innovators.

Prospective local, regional, national and international agencies are invited to participate in the Expression of Interest (EOI) by submitting a letter describing how they meet the following criteria:

- Registered legal entity
- An excellent understanding of the Tanzanian Innovation Ecosystem
- Extensive knowledge of strategic communication, media relations, social media management, event management, production of digital media and graphic design.
- Excellent IT and online platform user skills, experience in maintaining blogs or other websites
- Excellent written communication and report writing skills, ability to design, edit and content production for communication materials (video, website, printed and online material).
- Evidenced ability to work independently to tight deadlines

- Excellent written and spoken English and Kiswahili skills
- In case of a consortium of organisations the planned arrangement of work must be described. For consortium applicants only one EOI-letter written by the leading organisation is needed.

Once the submission date of the EOI has passed HDIF will evaluate all responses submitted. HDIF reserves the right to undertake a physical capacity assessment of the organizations during the course of the short-listing, if deemed necessary. Only success participants will be notified by email of the outcome of the evaluation. Any interviews undertaken will be at the HDIF office at the cost of the bidder. All costs of submission are born by the prospective supplier.

Bids that are submitted after the deadline indicated below, will not be considered.

Timeline for procurement	
Closing Date and Time for submission of requests for clarification	29 January 2018, 5:00 PM
All clarifications will be published on HDIF's website www.hdif-tz.org/news	30 January, 5:00 PM
Closing Date and Time for the EOI submission	5 February 2018, 5:00 PM
Notification of shortlisted candidates	9 February 2018, 3:00 PM

Based on the EOI evaluation, qualified organizations/companies will be pre-qualified and invited to participate on the Request for Proposal where they will further demonstrate, their understanding / awareness about HDIF and suggest a strategic approach for image building for HDIF through responding to the detailed TORs. Which will be requested within two weeks of being notified as a shortlisted candidate.

Further details on scope of work and selection criteria, as well as submission of questions for clarification can be obtained from <http://www.hdif-tz.org/category/news/> or through emailing Hannah.Mwandoloma@hdif-tz.org.

Interested agencies may submit their applications along with their credentials in sealed envelopes (NEATLY WRITTEN IN CAPS "EOI FOR COMMUNICATIONS, ADVERTISING AND PRODUCTION SERVICES FOR HDIF ON MONTHLY RETAINER BASIS") to –

Director of Finance and Administration
The Human Development Innovation Fund (HDF)
TCRS Building, 2nd Floor
Mwai Kibaki Road/ Kiko Avenue, Mikocheni Area
Dar es Salaam, Tanzania
Tel/ Fax: +255 22 270 1542

Please arrange to submit your interest by 5.00 PM on 5th February 2018. **The letters must be submitted in covers duly sealed.**