



Media Council of Tanzania (Baraza la Habari Tanzania)

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Terms of Reference (ToR) for review of Media Council of Tanzania Constitution and Board Charter

Background

The Media Council of Tanzania (MCT) is a body established by media practitioners with the aim of promoting freedom of the media and ensuring the highest professional standards and accountability in Tanzania. It is an institutional membership organization, an independent, voluntary, self-regulatory body established on June 30, 1995.

The Council's main objective is to enable legal and media viability environment that promote self-regulations, freedom of the media, safety and security of journalists, editorial independence and ensuring highest professional media standards and accountability in the country. The Council envision to create an environment that enables a strong and ethical media that contributes towards a more democratic and just society with a free, responsible and effective media.

The Council believes in strengthening the capacities, systems and resources at MCT, leading to credibility and legitimacy to effectively, efficiently and timely coordinate the collaborative efforts of media stakeholders and coalitions towards enabling healthier information environment for a functioning independent media system in the country contributing to a democratic Tanzania with free, responsible and effective media.

General Objective

MCT seeks a consultant to review its **Constitution and Board Charter to ensure it aligns with current operational needs, governance standards, and legal requirements. The review aims to enhance transparency, accountability, and organizational efficiency**

The exercise will include:

- To analyze the existing constitution and Board Charter;
- To identify gaps, outdated sections, or conflicting clauses;
- To propose clear, practical, and legally sound amendments; and
- To support stakeholder consultation and validation processes.

*For a strong and ethical media that
contributes towards a more democratic and just society*

The consultant will utilize existing Constitution and Board Charter to ensure that MCT gains a clear understanding of the most appropriate Constitution that aligns current practical and standards.

Scope of Work

The consultant will:

- Review the current constitution and Board Charter;
- Engage with key stakeholders (MCT Board members, staff, partners and stakeholders) to collect feedback;
- Draft a revised version of the constitution and Board Charter; and
- Present the proposed amendments to leadership/stakeholders for approval.

Deliverables

- Inception report with work plan;
- Summary of findings and stakeholder input;
- Draft revised constitution and Board Charter;
- Final constitution incorporating feedback; and
- Hard currency pays preferable (TZS).

Timeline

All deliverables are expected by **July 10, 2025**

The consultant will report to Executive Secretary and will treat all aspects of this assignment with the most **CONFIDENTIALITY**.

Proposal Contents

A proposal should contain an outline of the Consultant's / organization and experience relevant to the assignment, comments or suggestions on the Terms of Reference, a clear description of the approach, methodology and work plan for the assignment.

The content from this scope of work will be the property of MCT.

Consultants / Organization and Experience

MCT will engage a consultant with prior experience in both quantitative and qualitative analysis. A brief outline of the organization's background, team and operating model.

A summary of the Consultant's relevant experience for this assignment and a compelling explanation of why your firm is best suited to deliver this project for MCT compared to competitors.

Comments or Suggestions on the Terms of Reference

A short description of the understanding of the role of the Consultant and the approach to be used as outlined in these Terms of Reference.

Description of Approach, Methodology and Workplan

A description of how the Consultant intends to fulfil the Services within the suggested timeline and confirmation of the Consultant's ability to meet the timelines. This section should contain:

- A clear understanding of the assignment's objectives;
- An outline of the approach to the assignment including the survey tools to be used; and
- A list of deliverables etc

The proposal should clearly demonstrate the ability of the Consultant to deliver on this work and should provide detailed examples of past work of a similar nature in the relevant markets to support this.

Budget

An itemized budget for both professional fees and reimbursable expenses, including fee rates, number of days and a breakdown of expenses is required

Annexes

As a mandatory requirement, Annexes should contain the following:

- Team composition, including roles and responsibilities of team members, task assignments and level of effort;
- CVs (maximum 3 sides of A4 paper each) of key individuals, tailored to the assignment;
- Work schedule for the assignment; and
- Referee information

Required Qualifications and Experience

- Bachelor's degree in Law, Governance, or related field (Master's preferred);
- Proven experience in policy or legal document review;
- Knowledge of NGO governance frameworks; and
- Strong facilitation and communication skills.

The proposal, which should not exceed 7 pages (excluding annexures), should be sent by email to elizabeth@mct.or.tz, cc ernest@mct.or.tz within 10 days including the advertisement date.

Reporting and Contacts

Questions or comments in respect of these terms of reference should be directed by email to elizabeth@mct.or.tz