



## Media Council of Tanzania (Baraza la Habari Tanzania)

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### **Terms of Reference (ToR) for review of Media Council of Tanzania HR Policies, Financial and Procurement Policies**

#### **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 Human Resources Policies, Financial and Procurement policies aligned with current practices. The exercise will include:

- To assess the relevance, clarity, and effectiveness of existing HR, Financial and Procurement policies;
- To identify gaps, inconsistencies, and areas that require improvement;
- To revise the policies to reflect current practices and standards; and
- To align policies with national labor and financial regulations.

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

The consultant will utilize existing Policies to ensure that MCT gains a clear understanding of the most appropriate Policies that aligns current practices and standards.

## **Scope of Work**

### **The consultant will:**

- Review existing HR, Financial and Procurement policy documents;
- Consult with management, staff, and relevant stakeholders;
- Benchmark against best practices and legal requirements;
- Draft revised HR, Financial and Procurement policies; and
- Present final versions for approval and adoption.

## **Deliverables**

- Inception report outlining methodology and work plan;
- Assessment report highlighting key gaps and recommendations;
- Draft revised HR, Financial and Procurement policies.
- Final approved versions of both policies.

## **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**.

## **Deliverables.**

The following outputs are required from the Consultant:

- i.A consolidated report each showing data sources, methodologies and recommendations from the findings;
- ii.Proposed new policies to align with good practices and legal requirements;
- iii.Hard currency pays preferable (**TZS**).

**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**

- Degree in HR, Finance, Law, Public Administration, or a related field (Master's preferred).
- Minimum 5 years' experience in policy review and development.
- Familiarity with labor laws, financial regulations, and NGO operational standards.
- Strong analytical, writing, and facilitation skills.

The proposal, which should not exceed 7 pages (excluding annexures), should be sent by email to [elizabeth@mct.or.tz](mailto:elizabeth@mct.or.tz), cc [ernest@mct.or.tz](mailto: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](mailto:elizabeth@mct.or.tz)