

## REQUEST FOR PROPOSALS FOR PROVISION OF CONSULTANCY SERVICES FOR DEVELOPMENT AND DESIGN OF SECTOR-BASED FINANCIAL LITERACY MATERIALS

1. The CRDB Bank Foundation (CBF) is committed to empowering individuals and communities through financial literacy and capacity-building initiatives. To enhance the impact of our programs, we are seeking a qualified company or institution to develop and design sector-based, tailor-made financial literacy materials. These materials will serve as key resources in training sessions and workshops aimed at improving financial management skills across diverse sectors.
2. CRDB Bank Foundation is currently inviting applications from all eligible, competent and experienced firms to submit their request for proposal for the provision of consultancy services for development and design of sector based financial literacy materials.
3. The primary objective is to develop user-friendly, engaging, and sector-specific financial literacy materials tailored to the needs of target audiences. The materials should enhance participants' understanding of financial principles and practices, equipping them with tools to make informed financial decisions.
4. **The assignment will include the following:**
  - i. **Content Development**  
Develop sector-specific modules that cover key financial topics, including but not limited to budgeting, saving, accessing credit, investment, financial planning, debt management, markets and digital literacy.  
  
Ensure content aligns with best practices and local context, incorporating case studies and practical examples.
  - ii. **Design of Training Materials:**  
Create visually appealing and interactive materials, such as booklets, brochures, presentations, handouts and educational videos.  
  
Develop materials in formats suitable for both in-person and digital training sessions.
  - iii. **Testing and Validation**  
Pilot the materials with selected participants to gather feedback.  
  
Refine materials based on feedback to ensure effectiveness and relevance.
- iv. **Capacity Building:**  
Train CBF trainers and facilitators on how to use the materials effectively in their sessions.
5. Applications will be conducted according to CRDB's Procurement Policies and Procedures. Only qualified and firms will be shortlisted for engagement on further steps to award.
6. A complete tender document (RFP) with full work scope and evaluation criteria can be obtained from the tender portal (<https://crdbbank.co.tz/en/about-us/tender>) under CRDB Bank Plc website
7. Only eligible and qualified firms with demonstrative experience, technical competency and who practise and comply with sustainability issues will be considered.
8. CRDB Bank Foundation reserves the right to request submission of additional information from prospective applicants. Kindly note that all filled application documents should be clear and readable.
9. Consulting Firm must declare any conflict of interest in relation to any member of CRDB Bank staff. CRDB Bank Foundation will not procure goods or services from suppliers where the employees are conflicted and have not declared conflict of interest.
10. Any clarity may be required from the application of the pre-qualification process should be directed to; **Email: [info@crdbbank.co.tz](mailto:info@crdbbank.co.tz) Copy to: [procurementdesk@crdbbank.co.tz](mailto:procurementdesk@crdbbank.co.tz) Phone Numbers: 0222197700; 0800008000; 0714197700; 0755197700.**  
  
All proposals (Technical & Financial) must be encrypted and submitted via email at [tenders@crdbbank.co.tz](mailto:tenders@crdbbank.co.tz) copy to [procurementdesk@crdbbank.co.tz](mailto:procurementdesk@crdbbank.co.tz) (no physical and late submission will be accepted).  
  
Deadline for submission of the application(s) is Monday, 29<sup>th</sup> January, 2025 at 1500 hours. Thereafter, no submission will be accepted after cutting off time.

**The Managing Director**  
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