

# CONSULTANCY SERVICES FOR DESIGN AND DELIVER A TRAINING ON BALANCED SCORECARD

## TERMS OF REFERENCE

### 1. Introduction

PASS Leasing Company Limited is registered under Companies Laws of Tanzania, wholly owned by Private Agricultural Sector Support (PASS) Trust and is regulated by the Bank of Tanzania as a financial leasing company.

PASS Leasing Company defines agriculture, as "including crops, fishing, livestock, forestry and hunting' and focus on leasing assets to those involves with crops (throughout the value chain), where the risks and reward can be more easily quantified; a critical mass can be easily attained, and suppliers (partners) already exist in the market. For more information, please visit [www.pass.or.tz](http://www.pass.or.tz).

### 2. Objective of the service

The main objective of the assignment is to design and deliver a Balanced Scorecard Performance Management tool for PASS Leasing Company Limited. The Consultant will then train the management team on the tool.

### 3. Scope of the service

The balanced scorecard is a strategic planning and management system that is used extensively in business and industry, government, and non-profit organizations worldwide to align activities to the vision and strategy of the organization, improve internal and external communications, and monitor organization performance against strategic goals.

It is therefore necessary that the training should include all the basic concepts and best international practices necessary to the achievement of the expected objectives. The Consultant shall therefore be expected to undertake but not limited to the following activities:

- Basic concepts of the balanced scorecard and how it can be used to improve organizational performance.
- How the balanced scorecard applies to different types of organization.
- How to develop meaningful performance measures and target.
- How a scorecard system can drive a performance-informed budget and accountability.
- How to better inform decision making through scorecard automation.
- How to cascade the scorecard to all levels of staff at PASS Leasing Company Limited.
- How to design and implement a scorecard

### 4. Deliverables

The Consultant will facilitate the necessary consultations with management for the purpose of designing and delivering a training on the Balanced Scorecard. The Consultant will be expected to come up with reports on the Balance Scorecard training actions and responsibility allocations and deadline for the Balanced Scorecard tool as follows:

- Training on balanced scorecard
- Training Report to be submitted after the training

### 5. Qualification and Experience of the Consultant

The Consultant is expected to have the following qualifications and experience:

- Should have at least ten (10) years' experience in developing HR trainings including the Balance Scorecard as a management performance tool.
- Should be a holder of at least a bachelor's degree in Human Resources, Law, Business or Public Administration or any other related qualification.
- Should demonstrate having done practical experience in organizing and delivering courses on balanced scorecard for at least three (3) organizations in the past five (5) years.
- Should demonstrate having knowledge of modern HR issues in both large and small organizations.
- Should demonstrate having knowledge implementing a balanced Scorecard performance management tool.

### 6. Reporting Requirements

The successful consultant shall be required to submit the written reports to the Managing Director through the Human Resources Manager. The report must provide an overview of the training provided and the usefulness of the performance management tool delivered to the achievement of the strategic objective of the PASS Leasing Company Limited.

### 7. Duration of the Assignment

The proposed training is expected to be executed by a consultant within three day. The estimated level of effort is 7 man-days.

### 8. Proposal submission Procedure

Interested firms or individuals should submit a proposal that includes:

- A brief profile of the firm/Individual and the CV of the Facilitator clearly highlighting the bidder's suitability and capacity for the provision of services required.
- Contact information for three professional references with whom the prospective vendor has provided similar services in the last three years.
- A financial bid for incorporating level of efforts
- The financial proposal should remain valid for a minimum period of 90 Days from the close out date of this RFP.
- Prices must be in Tanzanian shillings and must clearly show any applicable taxes.

### Payment

The consultant's fee will be paid in accordance with the following schedule:

- 50% upon completion of the training
- 50% upon submission of the final report

### How to Apply:

PASS Leasing Company Limited is an equal opportunity employer, and the positions are open to all. Qualified firms/consultants should submit a technical and financial proposals to [procurement@pass.or.tz](mailto:procurement@pass.or.tz) on or before **11th December 2022**. Only shortlisted will be contacted.