



THE JUDICIAL OF ZANZIBAR

REQUEST FOR EXPRESSIONS OF INTEREST

**(CONSULTING SERVICES - INDIVIDUAL
SELECTION)**

**CONSULTANCY SERVICES TO CONDUCT TRAINING NEEDS
ASSESSMENT, AND DEVELOP TRAINING POLICY AND
TRAINING PROGRAM.**

Contract Reference No: TZ-JOZ-463293-CS-INDV

Issue Date: 4th December, 2024

The Government of United Republic of Tanzania represented by Revolutionary Government of Zanzibar under the Judicial of Zanzibar has received a credit from the International Development Association (IDA) in the amount of US\$ 30 million towards the cost of Zanzibar Judicial Modernization Project (Zi - JUMP), and intends to apply part of the credit proceeds for payment under the contract for consultancy services to conduct training needs assessment, and develop training policy and training program.

Some specific tasks to be performed the contract period is 3 months, and will include but not be limited to the following:

1. Phase 1: Training needs assessment (TNA)

Under this phase, the consultant will conduct the following tasks:

- i. Stakeholder engagement: conduct meetings and interviews with key stakeholders, including management and staff, to identify training gaps and discrepancies that exist and gather insights on training needs;

- ii. Data collection: utilize surveys, questionnaires, and focus groups to collect quantitative and qualitative data on existing skills, competencies, and gaps;
- iii. Review the current training programs: Examine existing training materials, programs and institutions to determine their capacity, effectiveness and relevance and assess the training methods and sustainability by comparing in-house training (within JoZ) to training provided by external institutions.
- iv. Benchmarking: Compare training practices with industry standards and best practices.
- Output:
 - i. A comprehensive report detailing findings from TNA including identified training needs, gaps, and recommendations which consider factors such as urgency, impact, and resource availability
 - ii. One PowerPoint presentation on the findings of the TNA
- Estimated input: 5 Weeks

2. Phase 2: Development of training policy

Under this phase, the consultant will perform the following tasks:

- i. Policy framework development: informed by the results of the TNA under phase 1, draft a training policy outlining JoZ's commitment to employee development, training objectives, guiding principles, and proposals for sustainable training solutions;
- ii. Stakeholder consultation: engage stakeholders to ensure alignment with JoZ goals and inclusivity in policy development; and
- iii. Policy review and finalization: revise the draft policy based on feedback and finalize it for JoZ approval.
- Output:
A training policy outlining objectives, procedures, and responsibilities.
- Estimated input: 3 Weeks

3. Phase 3: Development of training program

Under this phase, the consultant will perform the following tasks:

- i. Training design: Develop a training program that identifies the training option that would most effectively and efficiently meet the TNA's identified needs.
- ii. Resource identification: identify trainers (relevant Institutions that could offer the training), training materials, and necessary resources for program delivery;
- iii. Implementation plan: create a detailed plan for rolling out the training program, including but not limited to timelines, logistics, and participant selection criteria; and
- iv. Evaluation framework: Establish metrics and methods for assessing the effectiveness of the training program.

- Output:

A comprehensive training program document, including curricula, materials, and an implementation plan.

- Estimated time: 4 Weeks

The Judicial of Zanzibar now invites eligible individuals (“Consultants”) to indicate their interest in providing the Services. Interested Consultants must provide information indicating that they are qualified to perform the services (CV's, description of similar assignments and experience in similar conditions).

Selection will be based on qualifications and experience stipulated below:

The Consultant should possess the following qualifications:

- i. The consultant should have a Master's degree in the field of Human Resource Management and Development, Public Administration, or any other related field;
- ii. Should have a least seven (7) years of work experience in undertaking Training needs Assessments, formulating training policies, and designing training programs;
- iii. Significant experience in the judicial or legal sector with a deep understanding of court process and procedure;

- iv. Knowledge of assessment and evaluation techniques to measure training effectiveness and impact;
- v. Expertise in designing effective training curricula and programs tailored to diverse learning needs and styles;
- vi. Strong communication and interpersonal skills to effectively engage with diverse stakeholders;
- vii. Excellent writing and oral communication in Swahili and English language; and
- viii. Should have computer literacy.

The attention of interested individual Consultants is drawn to Section VII, paragraphs, 7.36, 7.37, 7.38 and 7.39 of the World Bank's "Procurement Regulations for IPF Borrowers" dated Fifth Edition September 2023, setting forth the World Bank's policy on conflict of interest. Please refer to paragraph 3.14 of the Procurement Regulations on conflict of interest related to this assignment which is available on the Bank's website at <http://projectsbeta.worldbank.org/en/projects-operations/products-and-services/brief/>

An Individual Consultant will be selected in accordance with the Individual Consultant Selection (ICS) method set out in the Procurement Regulations.

Further information and the detailed Terms of Reference (ToR) for the assignment can be obtained electronically at the following email addresses, from Mondays to Fridays, from 07:30 am to 03:30 pm East Africa time:

Website: www.judiciaryzanzibar.go.tz

Email: procurement@judiciaryzanzibar.go.tz

Expression of Interest; clearly marked **consultancy services to conduct training needs assessment, and develop training policy and training program**, must be delivered in a written form to the address below (in hard and electronic/email copy) on or before **10:00 a.m.** Local Time, on **18th December, 2024**. Bids will be publicly opened in the presence of the bidder's designated representatives and any who choose to attend at the address below at **10:30 am of Wednesday, 18th December, 2024 at Second Floor Room No. 208**. Only One (1) shortlisted candidate will be contacted.

Attn: Secretary of Tender Board
Judicial of Zanzibar
P.O.BOX: 160

TEL: 024-2230182

FAX: 024-2232720

214 Tunguu Road

First Floor Room No. 109

70491 South Unguja

Zanzibar, Tanzania

Email address: cca@judiciaryzanzibar.go.tz

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Website: www.judiciaryzanzibar.go.tz

I. INTRODUCTION

4. The Government of the United Republic of Tanzania has set to receive credit from the World Bank to implement the Zanzibar Judiciary Modernization Project (Zi-JUMP). This project is aimed at improving court efficiency in service delivery. Staff training and specialization in skills and expertise for judiciary staff are among the means of improving court efficiency. Currently, the Judiciary of Zanzibar (JoZ) lacks a formal training program, that shows direction on how training activities for the judiciary staff are to be implemented. This situation affects the development of skills and knowledge to employee's working capacity which supports sustainable improvement of service delivery. Therefore, JoZ wishes to hire a consultant to undertake a training need assessment, develop a training policy, and design a 5-year training program.

II. OBJECTIVES OF THE ASSIGNMENT

5. The main objective is to conduct a training needs assessment for judicial non-judicial staff, and project management team and, based on the assessment report, formulate a comprehensive training policy and design and implement a five-year structured sustainable training program. Other specific objectives of the assignment are:
 - i. **Conduct a comprehensive training needs assessment:** Identify and evaluate the training needs of all judicial, non-judicial, and project management teams, differentiate their specific training requirements, and establish a clear framework for training and development within the organization;
 - ii. **Engage stakeholders:** Involve relevant stakeholders in the TNA process to gather insights and ensure that training needs are accurately identified. Facilitate collaboration among various departments to align training objectives with organization goals;

- iii. **Evaluate training models and approaches:** Research and assess different training models that can be applied to meet the identified needs. Analyze the effectiveness of existing training programs and propose improvements;
- iv. **Prioritize training needs:** establish criteria for prioritizing training needs based on urgency, impact, and resource availability; and
- v. **Develop sustainable training solutions:** identify options for continuing and sustaining training initiatives beyond the initial assessment. Propose strategies to ensure ongoing evaluation and adaptation of training programs to meet evolving needs.

III. SCOPE OF THE ASSIGNMENT.

- 6. The scope of this training needs assessment includes judiciary (Judges, Magistrate, and Kadhis) and non-judiciary staff (Court clerks, legal officers, procurement officers, Estate management officers, ICT officers, drivers, HR officers, Messengers, Public Administration officers, Housekeepers, Warehousekeeper, Planning officers, Reception officers, Librarians, Registry officer, Gender officers, Statistics officers, Attendants). The scope of the assignment is structured into three phases:
 - 7. **Phase 1: Training needs assessment (TNA)**
 - Under this phase, the consultant will conduct the following tasks:
 - v. Stakeholder engagement: conduct meetings and interviews with key stakeholders, including management and staff, to identify training gaps and discrepancies that exist and gather insights on training needs;
 - vi. Data collection: utilize surveys, questionnaires, and focus groups to collect quantitative and qualitative data on existing skills, competencies, and gaps;
 - vii. Review the current training programs: Examine existing training materials, programs and institutions to determine their capacity, effectiveness and relevance and assess the training methods and sustainability by comparing in-house training (within JoZ) to training provided by external institutions.
 - viii. Benchmarking: Compare training practices with industry standards and best practices.
 - Output:

- iii. A comprehensive report detailing findings from TNA including identified training needs, gaps, and recommendations which consider factors such as urgency, impact, and resource availability
- iv. One PowerPoint presentation on the findings of the TNA

- Estimated input: 5 Weeks

8. Phase 2: Development of training policy

Under this phase, the consultant will perform the following tasks:

- iv. Policy framework development: informed by the results of the TNA under phase 1, draft a training policy outlining JoZ's commitment to employee development, training objectives, guiding principles, and proposals for sustainable training solutions;
- v. Stakeholder consultation: engage stakeholders to ensure alignment with JoZ goals and inclusivity in policy development; and
- vi. Policy review and finalization: revise the draft policy based on feedback and finalize it for JoZ approval.

- Output:

A training policy outlining objectives, procedures, and responsibilities.

- Estimated input: 3 Weeks

9. Phase 3: Development of training program

Under this phase, the consultant will perform the following tasks:

- v. Training design: Develop a training program that identifies the training option that would most effectively and efficiently meet the TNA's identified needs.
- vi. Resource identification: identify trainers (relevant Institutions that could offer the training), training materials, and necessary resources for program delivery;
- vii. Implementation plan: create a detailed plan for rolling out the training program, including but not limited to timelines, logistics, and participant selection criteria; and
- viii. Evaluation framework: Establish metrics and methods for assessing the effectiveness of the training program.

- Output:

A comprehensive training program document, including curricula, materials, and an implementation plan.

- Estimated time: 4 Weeks

IV. METHODOLOGY.

10. In undertaking this assignment, the Consultant will be free to propose an effective methodology. However, it is expected that the proposed methodology will include among others:

- i. Literature Review: Review relevant documents relating to training matters. Such as the Zanzibar Training Policy, Government Guidelines for Training Programme, Judiciary Strategic Plan, Project Appraisal Document (PAD) for the Zanzibar Judicial Modernization Project, and others;
- ii. Stakeholder Consultation: Engage with diverse stakeholders, including the Institute of Public Administration (IPA), the President's Office Constitutional, Legal Affairs, Public Services, and Good Governance (PO-CLAPSGG) Judiciary staff, Institute of Judiciary Administration (IJA), regulatory bodies and others;
- iii. Data Collection and Analysis: Use qualitative and Quantitative methods to gather data on training needs; and
- iv. Drafting and Revision: Develop draft documents and revise them based on feedback provided by JoZ and relevant stakeholders.

V. REQUIREMENT FOR QUALIFICATION AND EXPERIENCE

11. The Consultant should possess the following qualifications:

- ix. The consultant should have a Master's degree in the field of Human Resource Management and Development, Public Administration, or any other related field;
- x. Should have a least seven (7) years of work experience in undertaking Training needs Assessments, formulating training policies, and designing training programs;

- xi. Significant experience in the judicial or legal sector with a deep understanding of court process and procedure;
- xii. Knowledge of assessment and evaluation techniques to measure training effectiveness and impact;
- xiii. Expertise in designing effective training curricula and programs tailored to diverse learning needs and styles;
- xiv. Strong communication and interpersonal skills to effectively engage with diverse stakeholders;
- xv. Excellent writing and oral communication in Swahili and English language; and
- xvi. Should have computer literacy.

VI. CONSULTANT OBLIGATION.

- 12. While performing the exercise, the consultant shall act as a faithful advisor to the client and shall supply all expertise, knowledge, and skills required to carry out and complete the survey following the condition of engagement.

VII. CLIENT OBLIGATION.

- 13. The client shall provide all relevant requirements to the consultant, Include the following:
 - i. Provide a list of participants from the human Resources division, who work with consultants during the task;
 - ii. Assist the consultant in meeting top management leaders, the Magistrate in charge, the head of divisions and Units, and stakeholders; and
 - iii. Provide all necessary documents related to the task

VIII. INSTITUTIONAL ARRANGEMENT

- 14. Throughout the assignment, the consultant will report to the JRDU Coordinator and work closely with the Director of Human Resources on daily routine activities.

IX. DELIVERABLE AND TIME FRAME.

15. The assignment under this Consultancy will be implemented within three months. The tentative schedule in weeks is as described in the table below:

S/no	Deliverables	Time frame	PAYMENT 100%
1	Inception Report on the training needs assessment	1 week	30% upon signing of the contract
2	Interim report on training needs assessment including a summary table of training analysis and a detailed analysis of the data collected.	5 Weeks	20% after approval of the inception report
3	<ul style="list-style-type: none"> • Final report of the training needs assessment (incorporating feedback from stakeholders). • PowerPoint presentation on the findings of TNA 	2 Weeks	10% after approval of the interim report of TNA
4	Draft of the training policy	1 Week	0%
5	Final training policy (incorporating feedback from stakeholders)	1 Week	20% after approval of the final

			training policy
6	Submit a draft of the training program	1 Week	0%
7	Final training program (incorporating feedback from stakeholders)	1 Week	20% after approval of the training program
	Total estimated Timeline	12 Weeks (Three months)	100%