

**THE UNITED REPUBLIC OF TANZANIA**  
**MINISTRY OF EDUCATION SCIENCE AND TECHNOLOGY (MoEST)**



**HIGHER EDUCATION FOR ECONOMIC TRANSFORMATION  
PROJECT (HEET)**

*THE OPEN UNIVERSITY OF TANZANIA*



***P. O. BOX 23409  
DAR ES SALAAM***

**Country: TANZANIA**

**Name of Project: Higher Education for Economic Transformation HEET)**

**Credit No: IDA- 68870**

**Project ID No: P-166415**

**Ref No. : 018/WB-HEET-P166415/324626/2022/23/C/02**

**EXPRESSION OF INTEREST  
LAMP SUM CONTRACT  
FOR**

Environmental and Social Impact Assessment (ESIA) for the Proposed Construction for buildings construction of the laboratories in seven regions of Tanzania namely Coast, Dodoma, Mwanza, Kigoma, Njombe, Mtwara and Arusha.

**FEBRUARY, 2023**

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**THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF EDUCATION SCIENCE AND  
TECHNOLOGY (MoEST)**

**THE OPEN UNIVERSITY OF TANZANIA  
*OFFICE OF THE VICE CHANCELLOR***



**HIGHER EDUCATION FOR ECONOMIC TRANSFORMATION PROJECT (HEET).  
PROJECT ID NO. P-166415**

**Credit No: IDA - 68870**

**Ref. No.PA/018/WB-HEET-P166415/324626/2022/23/C/02**

**Assignment Title: Environmental and Social Impact Assessment (ESIA) for the  
Proposed Construction for buildings construction of the laboratories in seven regions  
of Tanzania namely Coast, Dodoma, Mwanza, Kigoma, Njombe, Mtwara and Arusha.**

## INVITATION FOR EXPRESSION OF INTEREST

1. This request for Expression of Interests follows the General Procurement Notice for this Project that appeared in the United Nations Development Business (UNDB) Issue No. **WB-0P0015674** of **28.11.2021**.
2. The Government of the United Republic of Tanzania through the Ministry of Education, Science and Technology (MoEST) has received financing from the World Bank toward the cost of the **Higher Education for Economic Transformation Project (HEET)** in Tanzania, and intends to apply part of the proceeds for consulting services.
3. The consulting services ("the Services") include carrying out **Environmental and Social Impact Assessment (ESIA) for the Proposed Construction for buildings construction of the laboratories in seven regions of Tanzania namely Coast, Dodoma, Mwanza, Kigoma, Njombe, Mtwara and Arusha**. The total duration for the entire assignment shall be Four (4) months. The estimated level of effort is ninety (90) person days
4. The EOI Document is available online on TANePS containing;
  - i. qualification criteria,
  - ii. submission requirement,
  - iii. brief objective & scope of work (TOR)
  - iv. evaluation criteria
5. The detailed Terms of Reference (TOR) for the assignment are available in the following website [www.taneps.go.tz](http://www.taneps.go.tz), EOI Document and [www.out.ac.tz](http://www.out.ac.tz) or can be obtained at the address given below.
6. The Vice Chancellor of The Open University of Tanzania now invites eligible consulting firms ("Consultants") or Individual consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.
7. Criteria


### **A: Core business and 10 years in business**

### **B. Relevant similar experience, which should specifically include the followings,**

- i. Experience of at least five (5) similar assignments in the past 10 years. Information to be provided should include name of assignments, names and full contact addresses of the clients, contract value (in equivalent US dollars) and period (dates) of execution of assignments.
- ii. Demonstration of experience of work in similar conditions



8. Attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" Fourth Edition, November 2020 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.
9. Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a Joint Venture (JV), all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected. Therefore, each member of JV shall independently meet the requirements of the evaluation criteria. The experience, technical & managerial capability of the Sub-Consultant shall not be evaluated to enhance the qualification of the Lead Firm or JV.
10. A Consultant will be selected in accordance with the **Quality and Cost Base Selection (CQBS) method** set out in the Procurement Regulations.
11. Further information can be obtained at the address below during office hours 0800 - 1600 Hours East African Time from Monday to Friday inclusive except on public holidays.  
Expressions of interest must be in the proper electronic format and delivered through TANePS before 1<sup>st</sup> March 2023, 11:00Hrs
12. The address referred above is:  
  
The Secretary, Tender Board,  
The Open University of Tanzania,  
Attn: Head Procurement Management Unit,  
Block B: Ground floor, PMU & Stores Office  
P.O. Box 23409  
Dar es Salaam, Tanzania,  
Email: [pmu@out.ac.tz](mailto:pmu@out.ac.tz);  
Telephone: +255713215540/+255783400230



Prof. E. T. Bisanda  
VICE CHANCELLOR  
OPEN UNIVERSITY OF TANZANIA

## 1. LETTER OF INVITATION

### SECTION 1: LETTER OF INVITATION (LOI)

*[Insert Name of PE]*

*[Insert logo]*

**Proposal No: .....**

**For**

*[Insert title or brief description of the consulting services]*

**Request for Proposal(s) (RFP)**

**Date: .....**

1. The Government of the United Republic of Tanzania has set aside funds for the operation of the *[insert the name of the PE]* during the financial year *[insert the year under financing]*. It is intended that part of the proceeds of the fund will be used to cover eligible payment under the contract for the *[insert the name of the contract]*

or

The *[insert name of PE]* has received/has applied for/intends to apply for a *[loan/credit /grant]* from the *[name of financing institution]* towards the cost of *[insert name of project]*, and it intends to apply part of the proceeds of this *[loan/credit/grant]* to cover eligible payments under the contract for *[insert name/no. of contract / grant]*<sup>1</sup>.

2. The *[insert name of PE]* now invites proposals to provide the following consulting services: *[insert name of consulting services assignment]*. More details on the services are provided in the Terms of Reference.
3. This Request for Proposal (RFP) has been addressed to the following short-listed Consultants: *[insert: List of Short-listed Consultants]*

‘It is not permissible to transfer this invitation to any other firm.

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<sup>1</sup>*[Insert if applicable].*

4. A firm will be selected under [*insert: Selection Method*] and procedures described in this RFP.
5. In addition to the Letter of Invitation, the RFP includes the following documents:

Section 2: Instructions to Consultants (ITC)  
Section 3: Proposal Data Sheet (**PDS**)  
Section 4: Technical Proposal – Standard Forms  
Section 5: Financial Proposal – Standard Forms  
Section 6: Eligible Countries  
Section 7: Terms of Reference  
Section 8: General Conditions of Contract (**GCC**)  
Section 9: Special Conditions of Contract (SCC)  
Section 10: Forms of Contract  
Section 11: Appendices

6. Consultants are required to register on TANePS and pay tender participation fee as indicated in the TANePS to be able to participate in this selection process.
7. Please inform the Procuring Entity through TANePS, upon receipt of this LOI:  
  
that you received the Letter of Invitation; and  
whether you will submit a proposal alone or in association.
8. Details on the proposal's submission date, time and address are provided in Clauses 27 [Proposal Submission] and 28 [Proposal Submission Deadline] of the ITC.

Yours sincerely,

The Secretary, Tender Board,  
The Open University of Tanzania,  
Attn: Head Procurement Management Unit,  
Block B: Ground floor, PMU& Stores Office  
P.O. Box 23409  
Dar es Salaam, Tanzania,  
Email: [pmu@out.ac.tz](mailto:pmu@out.ac.tz);  
Telephone: +255713215540/+255783400230

## 2. UNIVERISTY BACKGROUND INFORMATION

### 2.1. Genesis of OUT

The Open University of Tanzania (OUT) was established by an Act of Parliament No. 17 of 1992. The Act became operational on 1st March, 1993 by publication of Notice No. 55 in the official gazette. The First Chancellor was officially installed in a full ceremony on 19th January, 1994. Act No.17 of 1992 has now been replaced by the Open University of Tanzania Charter, effectively from January 1st, 2007, which is in line with the University Act No.7 of 2005. OUT is currently a single comprehensive and dedicated Open Distance Learning university in Tanzania and the East Africa Sub -region. It operates through 28 regional centres 6 coordination centres the country) and 62 examination centres scattered inside and outside the country

The Open University of Tanzania as Public learning institution has received financial support from the World Bank (WB) through the Tanzania Higher Education for Economic Transformation (HEET) project (P166415) in which part of it will be used for construction of multipurpose science laboratories in seven regions of Tanzania as indicated in Table 1.

Table 1: Project Location and its Dimension of the Expected Building

S/N	Location	Dimension of the Expected Building (m <sup>2</sup> )
1	Coast- Bungo area in Mkuza ward	1870
2	Dodoma- Mbuyuni, Kizota Ward	1870
3	Mwanza- North Buswelu, in Ilemela district	1870
4	Arusha- Burka area, Arumeru district	1870
5	Kigoma- Kasimbu area in Kigoma/Ujiji Municipality	1320
6	Njombe	1320
7	Mtwara- Shangani West in Mikindani Municipal Council,	1320

The laboratories will be used as zonal science laboratories for science students in the project's priority areas. The laboratory buildings will also include ICT facility, pantry for hospitality and tourism hands-on practical's and also stores, and office for the lab staff. The lab will also include a full set of facilities to harvest rain water, whereby pipes and a well-built storage tank will be installed. A full set of solar power



system will also be installed and that will control the use of excessive power that is generated from the national power grid. Each building with partitions for six (6) laboratories in the following disciplines:

- i) Botany and related disciplines
- ii) Chemistry, environmental and related disciplines
- iii) Physics, energy and related disciplines
- iv) Food product development and pantry for Tourism and Hospitality
- v) ICT, e-Learning, e-Teaching and data management
- vi) Zoology, biotechnology and related disciplines

The construction of these laboratories must abide to the Environmental Management Act of 2004 of Tanzania which requires the project developers to carry out Environmental Impact Assessment prior to project implementation. During the process of implementing project, Environmental and Social Impact Assessment studies will be conducted by a Consultant conforming to the existing environmental regulations of the country.

In view of the above, OUT intends to engage a legally established and professionally qualified firm to carry out an environmental and social impact assessment (ESIA) for the proposed multipurpose science laboratories in the project areas. The Consultant will be required to conduct screening and scoping, predict the impact of the project, suggest measures for mitigation as well as preparing the Environmental and Social Management Plan (ESMP) and Health and Safety Management Plan (HSMP). In this regard, OUT has prepared Terms of Reference (ToR) to provide guide to the Consultant to conduct ESIA study prepare ESMP and HSMP for the proposed activities, and submit the required reports to NEMC.

The objective of this assessment study will therefore be to investigate possible environmental and social impacts (positive and negative) likely to result from the construction of seven (7) laboratories facilities in the project areas and prepare corresponding Environmental management plans for each project with corresponding environmental mitigation and enhancement measures.

#### **4 Objectives:**

To overall objective of the assignment is to conduct the Environmental and Social Impact Assessment (ESIA) studies for seven sites earmarked for construction of the science laboratories.

The purpose of ESIA study is to predict the cumulative environmental and social effects of the proposed project activities before their actual implementation. The study shall address the social, economic and environmental issues related to the project activities. The study will also provide a relevant Environmental and Social Management Plan (ESMP) as well as Health and Safety Management Plan (HSMP) in order to prevent or minimize any possible adverse impacts and devising how they can be incorporated into project design and implementation plans, identify capacity of organization and competence needed and monitor the plan's effectiveness.

#### **5. SCOPE OF WORK & SERVICES: (TOR)**

#### **UNIVERISTY BACKGROUND INFORMATION**

##### **1.1 Genesis of OUT**

The Open University of Tanzania (OUT) was established by an Act of Parliament No. 17 of 1992. The Act became operational on 1st March, 1993 by publication of Notice No. 55 in the official gazette. The First Chancellor was officially installed in a full ceremony on 19th January, 1994. Act No.17 of 1992 has now been replaced by the Open University of Tanzania Charter, effectively from January 1st, 2007, which is in line with the University Act No.7 of 2005. OUT is currently a single comprehensive and dedicated Open Distance Learning university in Tanzania and the East Africa Sub –region. It operates through 28 regional centres 6 coordination centres the country) and 62 examination centres scattered inside and outside the country

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Table 2: Project Location and its Dimension of the Expected Building

S/N	Location	Dimension of the Expected Building (m <sup>2</sup> )
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4	Arusha- Burka area, Arumeru district	1870
5	Kigoma- Kasimbu area in Kigoma/Ujiji Municipality	1320
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- vii) Botany and related disciplines
- viii) Chemistry, environmental and related disciplines
- ix) Physics, energy and related disciplines
- x) Food product development and pantry for Tourism and Hospitality
- xi) ICT, e-Learning, e-Teaching and data management
- xii) Zoology, biotechnology and related disciplines

The construction of these laboratories must abide to the Environmental Management Act of 2004 of Tanzania which requires the project developers to carry out Environmental Impact Assessment prior to project implementation. During the process of implementing project, Environmental and Social Impact Assessment studies will be conducted by a Consultant conforming to the existing environmental regulations of the country.

In view of the above, OUT intends to engage a legally established and professionally qualified firm to carry out an environmental and social impact assessment (ESIA) for the proposed multipurpose science laboratories in the project areas. The Consultant will be required to conduct screening and scoping, predict the impact of the project, suggest measures for mitigation as well as preparing the Environmental and Social Management Plan (ESMP) and Health and Safety Management Plan (HSMP). In this regard, OUT has prepared Terms of Reference (ToR) to provide guide

to the Consultant to conduct ESIA study prepare ESMP and HSMP for the proposed activities, and submit the required reports to NEMC.

The objective of this assessment study will therefore be to investigate possible environmental and social impacts (positive and negative) likely to result from the construction of seven (7) laboratories facilities in the project areas and prepare corresponding Environmental management plans for each project with corresponding environmental mitigation and enhancement measures.

## **2.0 OBJECTIVE OF THE ASSIGNMENT**

### **2.1 General Objective**

To overall objective of the assignment is to conduct the Environmental and Social Impact Assessment (ESIA) studies for seven sites earmarked for construction of the science laboratories.

The purpose of ESIA study is to predict the cumulative environmental and social effects of the proposed project activities before their actual implementation. The study shall address the social, economic and environmental issues related to the project activities. The study will also provide a relevant Environmental and Social Management Plan (ESMP) as well as Health and Safety Management Plan (HSMP) in order to prevent or minimize any possible adverse impacts and devising how they can be incorporated into project design and implementation plans, identify capacity of organization and competence needed and monitor the plan's effectiveness.

### **2.2 Specific Objectives**

- (i) To conduct study on the effluent and sludge characteristics in order to recommend the appropriate handling (transportation, disposal methods and disposal sites);
- (ii) To undertake environmental screening and scoping study to identify social and environmental issues in the project sites and nearby environment;
- (iii) To identify the environmental and social mitigation measures to prevent, minimize/compensate the potential negative impacts and promote positive impacts;
- (iv) To develop environmental and social impact management plan (ESMP) to guide construction and operation phases; and
- (v) Since there is foreseen of heavy rains; therefore storm water drainage study will be carried out to establish the drainage characteristics of the area in order to manage storm water ingress / flooding in the area;
- (vi) The consultancy aims to analyze, evaluate and propose measures to prevent, control, mitigate, restore and/or compensate the potential environmental and social impacts of the project so that the project complies with World Bank environmental and safeguard Standards and national legislation.
- (vii) To conduct public awareness/ stakeholders engagement in the project area about the proposed project and ensure stakeholders rapport with the project;

- (viii) Support the implementing partner (and responsible party) in carrying out meaningful consultations.
- (ix) Prepare ESIA Report to be submitted to the relevant regulatory authorities for review and approval per legal requirements and obtain EIA Certificates.
- (x) To prepare Environmental and Social Management Plan and Health and Safety Management Plan for construction, operation, demobilization and maintenance phases of the Project.

### **3.0 DESCRIPTION OF THE PROPOSED ASSIGNMENTS**

The main objective of the consultancy services is to prepare the Environmental and Social Impact Assessment (ESIA), development of the Environmental and Social Management Plan (ESMP) as well as Health and Safety Management Plan (HSMP) for the proposed construction of multipurpose science laboratories in seven regions of Tanzania.

The ESIA should comply with environmental regulations of Tanzania as stipulated by the Environmental Management (Environmental Impact Assessment and Audit) Act No.20 of 2004 and Environmental Management (Environmental Impact Assessment and Audit)(Amendment) Regulations of 2018. Furthermore, the ESIA study must comply with the World bank Environmental and Social Management Framework (ESMF). The OUT intends to engage an Environmental and Social Impact Assessment (ESIA) Consultant to assess the possible impact on Social and environment that might be caused by the project during construction and after construction, thereafter to recommend mitigation measure to prevent or minimize adverse impacts. The Consultant will further be required to prepare Environmental and Social Management Plans (ESMPs) based on the procedures described in the World bank ESMF.

### **4.0 SCOPE OF THE WORK**

The Consultant shall carry out the consultancy in accordance with this ToRs including the applicable National legislations as well as World Bank Environmental and Social Frameworks requirements. Thus, the ESIA and development of ESMP, HSMP and other relevant tools will be in line with the requirement of:

- i. The Environmental Management Act Cap 191 of 2004;
- ii. The World Bank Environmental and Social Framework-Environmental and Social Standards;
- iii. The HEET Environmental and Social Management Framework (HESMF);
- iv. The HEET Stakeholders Engagement Plan (2021);
- v. The Lands Act (1999) and Village Act (2003);
- vi. Occupational Health and Safety Act (2003);



- vii. ESIA and Audit Amended Regulations of 2018;
- viii. HIV and AIDS (prevention and Control) Act NO.28/08 (2008)
- ix. Employment and Labour Relations Act, 2004;
- x. The National Education Act (1978);
- xi. The Water Supply and Sanitation Act No. 12 of 2009
- xii. Land Use Planning Act (2007)
- xiii. Urban Planning Act, 2007
- xiv. Contractors Registration Act, 1997;
- xv. Engineers Registration Act and its Amendments 1997 and 2007;
- xvi. Architects and Quantity Surveyors Registration Act, 1997;
- xvii. Public Health Act, 2007;
- xviii. Fire and Rescue Act, 2007;
- xix. The Workers Compensation Act No. 2008 and
- xx. Mining Act, 2010.

### **Task 1: Registration and Preparation of the Project Brief and Scoping**

- i. Project registration and submission of scoping report to the NEMC on behalf of the Client
- ii. The Consultant shall prepare scoping report. The Consultant shall determine the content and extent of the matters which should be covered in the environmental information to be submitted to Project Environment experts to ensure they abide to ToRs.

### **Task 2: Environmental and Social Impact Assessment**

#### **2.1 Description of the Proposed Project**

The Consultant shall provide a brief description of the relevant parts of the project using maps of appropriate scale where necessary and include the following information:

- (i) Project justification;
- (ii) Project Objectives;
- (iii) Description of Project location;
- (iv) General site layout, size, and capacity of the proposed buildings;
- (v) Area of influence of the infrastructure works;

- (vi) Preconstruction activities;
- (vii) Construction activities
- (viii) Schedule of project activities
- (ix) Staffing and support;
- (x) Facilities and services
- (xi) Operation and maintenance activities
- (xii) Activities to be executed;
- (xiii) Building Life span; and
- (xiv) Decommissioning

## **2. 2 Description of the Physical, Biological and Socio-economic and Cultural Environment of the project area**

The Consultant shall:

- i. Provide general description of the project environment and sources of information for anyone requiring a more extensive description (especially the ESIA reviewers).
- ii. Identify those features that are particularly important in the project areas related to the project in proposed seven regions i.e. maps at appropriate scales to illustrate the surrounding areas likely to be environmentally and socially affected.
- iii. Identify areas that require special attention in the project implementation.

Environmental and Social Impact Assessment shall specifically focus on these ecological components in the environment to ensure that the proposed development does not harm the well-being of these characteristics.

The Consultant shall collect, evaluate and present baseline data on the relevant environmental characteristics of each proposed study area. The key information required are those related to any changes anticipated before the project commences, during project implementation, demobilization period and after ending the construction activities. The Consultant information shall include:

- i) **Physical environmental:** This shall cover the geology, topography, soils, climate and meteorology, ambient air quality, surface and ground water hydrology, noise level, existing sources of emissions, existing water pollution discharge and receiving water quality: adherence with green building with aspect

of using environmental friendly materials during construction; water harvesting during building use; low maintenance cost;

- ii) **Biological environment:** This shall cover the flora, fauna, rare or endangered species and species with potential to become nuisance, vectors or dangerous. Ecologically important or sensitive habitats, including parks or reserves, significant natural sites; species or commercial importance; and species with potential to become nuisances, vectors, or dangerous (of project site and potential area of influence of the project).
- iii) **Socio-economic and cultural environment:** This shall include but not limited to the population living near each site, nearby land use, planned development activities structure; employment, nearby community income distribution and services; recreation, public health, gender gaps, prevalence of HIV/AIDS and cultural or historic properties
- iv) **Gender Based Violence (GBV):** including sexual exploitation and abuse and work place sexual harassment environment. The Consultant shall assess the GBV risks at country, district and the project level in relation to the proposed construction work;
- v) **Consultations regarding Gender Based Violence (GBV) and Group of Regularity Model (GRM) shall be conducted only with key stakeholders (NGOs, CBOs, governmental authorities).** Stakeholder consultations should never directly ask about individual experiences of GBV. Rather, they should focus on gaining an understanding of the experiences of women and girls in the project location/area, including wellbeing, health and safety concerns;
- vi) The Consultant shall propose GBV mitigations measures in relation the labour influx and construction related issues at HEET; and
- vii) The Consultant shall also assess the project related risks and include in ESIA information of poverty levels in the intervened area, potential risks of labour influx (in terms of absorption capacity of external workers to the in the project area and ratio of influx of workers visa vis community members/resident of the project area, amount of works and difficulties to supervise.
- viii) The Consultant should provide a guide to be used during design stage in the implementation of circulation within designed buildings structures to cement student's concentration and lessen harassment and bullying of students.
- ix) The Consultant shall analyse and provide a guide the impact of circulation and movement in the project area and surroundings to ensure that students are safe to move to and from designated classes and accommodation areas.
- x) The Consultant shall prepare the Stakeholders' consultations and engagement and Grievance Redress Mechanisms (GRM) frameworks.

### **2.3 Policy, Administrative and Legal frameworks**

The Consultant shall describe the pertinent regulations and standards governing environmental quality, health and safety, protection of sensitive areas, protections of endangered species and land use control at international, national regional and local levels. The Consultant shall undertake a review of policies, legislation and administrative framework within which the environmental management of the proposed construction of the projects will be carried out.

The assessment shall also consider the World Bank Environmental and Social Standards described under the Environmental and Social Framework (ESF) that are relevant to this project based on the undertakings to be implemented. The Consultant shall furthermore describe the triggered policies and reasons for being triggered. The analysis shall also provide a clear description of the linkage between the functions of the relevant institutional or administrative frameworks in Tanzania and the proposed project undertakings. The Consultant shall assess the capacity of the project implementing entities on the management of environmental and social issues under the project. On the social side, the Consultant shall assess among others the institutional arrangements for dealing with child abuse and Gender Based Violence (GBV) as well as promoting stakeholders' involvement and specifying their respective roles and responsibilities.

### **2.4 Conducting stakeholder's consultation**

The assessment shall establish the level of consultation of the affected stakeholders before designing the project, level of involvement in the running and maintenance of the project facilities as this is an important aspect for both environmental and project sustainability. The stakeholder consultation will be conducted based on the approaches as indicated in the Stakeholder Engagement Plan (SEP) document. The consultation will involve stakeholder groups include public institution and agencies, project affected communities, vulnerable groups and individuals, Non-governmental Organization and private sector.

The Consultancy shall identify and consult all project relevant stakeholders at national, regional, district and community levels. The expected stakeholders include the government agencies, local NGOs, science students with no disability and science student with disabilities, the elderly and women that may be affected with the proposed project and other interested parties in order to obtain their views regarding the proposed building constriction(s). The views from the all selected group shall well be documented and presented in the Environmental Impact statement (EIS).

On the GBV, the Consultant should focus on gaining an understanding of the experiences of women and girls in the project location including wellbeing, health and safety concerns. Before starting with consultation activities, the

Consultant should be prepared with information related to those providing services to survivors in a project location so that if a person discloses GBV can be immediately referred to.

All consultations undertaken for this ESIA study at all levels should be document and presented in the Environmental Impact Assessment. This will include the methodology used to obtain the views, the photographs, minutes of the conducted meetings, names and signatures of consulted people shall be included in the ESIA report. The Consultant shall make sure that all stakeholders who are interested or in one way affected by the proposed project should have opportunity to present their concerns regarding to the proposed project and their views shall be included in the ESIA report.

## **2.5 Identification, Analysis and Assessment of Potential Impacts**

The Consultant shall identify, analyse and assess environmental and social impacts of the proposed and construction buildings and operation in the proposed seven premises. The Consultant shall explain and distinguish positive and negative impacts, direct and indirect impacts and immediate and long-term impacts associated with the project activities. The Consultant furthermore shall identify impacts that are irreversible or unavoidable. To the extent possible, qualify the costs and benefits of each alternative, incorporating the estimated costs of any associated mitigating measures. Include the alternative of not constructing the project to demonstrate environmental and social conditions without the project.

The significance of impacts of the proposed construction of the projects shall be assessed, and the basis of this assessment shall be specified. The Consultant should take into consideration existing by-laws, national and international environmental standards, legislation, treaties, and conventions that may affect the significance of identified impacts. The Consultant shall use the most up to date data and methods of analyzing and assessing environmental and social impacts. Uncertainties concerning any impact shall be indicated. Therefore, the Consultant has to identify, assess and provide possible mitigation measures for potential negative environmental and social impacts of the project, and to provide guidance on environmental and social management.

In addition, to minimize impact to the environment and for the project to be environmentally friendly, the Consultant has to propose green elements or futures of building green design to be incorporated in the building design or in construction and after construction phases of the project. The Consultant shall analyse all occupational health and safety issues likely to arise as a result of the construction and operations of the proposed buildings.

Consultant shall describe alternatives that were examined in the course of developing the proposed project and identify other alternatives, which would achieve the same objectives. The concept of alternatives extends to siting, design, technology selection, construction techniques and phasing, and operating and maintenance procedures.



Compare alternatives in terms of potential environmental and social impacts; capital and operating costs; suitability under local conditions; and institutional, training, and monitoring requirements.

## **2.6 Social mitigation including Gender Based Violence( GBV) and Group Regularity Model (GRM)**

The Consultant shall suggest cost-effective measures for minimizing or eliminating adverse impacts of the proposed construction and operation of the proposed undertakings. The Consultant shall also prepare the social mitigation measures including Grievance Redress Mechanism (GRM) with GBV handling. The costs of implementing these measures shall wherever possible be estimated and presented.

If compensation is recommended as one form of mitigation, the Consultant shall identify all the names, identification card and physical addresses of people to be compensated. Proposed mitigation measures and cost estimates shall be grouped in a separate Bills of Quantities (BOQ) for the projects and should also include cost of supervision for the implementation of mitigation measures (If any). A draft report supporting this implementation activity shall be prepared timely and submitted for filing.

- i. describe follow-up scheme and post-project action plan for achieving ESIA objectives; and
- ii. Assess the level of financial commitment by the project proponent for the management and monitoring plan, and follow up activities.

## **2.7 Environmental and Social Impact Management Plan (ESMP)**

The Environmental Management Plan focuses on three generic areas: implementation of mitigation measures, institutional strengthening and training and monitoring. The Consultant shall prepare an Environmental and Social Management Plan, which will include proposed work programs, budget estimates, schedules, staffing and training requirements and other necessary support services to implement the mitigation measures. Institutional arrangements required for implementing this management plan shall be indicated. The cost of implementing the monitoring and evaluation including staffing, training and institutional arrangements must be specified.

Where monitoring and evaluation will require inter-agency collaboration, this should be indicated. Identify institutional needs to implement environmental assessment recommendations. Review the authority and capability of institutions at local, regional, and national levels and recommend how to strengthen the capacity to implement the environmental and social management and monitoring plans. The recommendations may cover such diverse topics as new laws and regulations, new agencies or agency functions, inter- sectoral arrangements, management procedures and training, staffing, operation and maintenance training, budgeting, and financial support.

The Consultant shall prepare detailed arrangements to monitor the implementations of mitigating measures and the impacts of the project during construction and operation. The Consultant shall include in the plan an estimate of capital and operating costs and a description of other required inputs.

Furthermore, the Environmental and Social Management Plan should include the following;

- i. A brief description of mitigation measure for the identified impact with the timeline for implementation, responsibilities for executing measures, indicators for measuring success and budgetary requirement;
- ii. Community health safety plan;
- iii. Labour management plan;
- iv. Occupational health, safety plan;
- v. Traffic management plan;
- vi. Construction camps management plan;
- vii. Construction wastes and trash disposal plan and
- viii. Community Safety Plan

## **2.8 Environmental and Social Monitoring Plan**

The Consultant shall also in addition to social and environmental management plan prepare a monitoring and feedback systems that will enhance a continuous improvement along the implemented project.

Drawing Recommendations,

The Consultant shall:

- i. highlight key concerns and considerations associated with the acceptance and implementation of recommended actions;
- ii. determine resources requirements for implementing recommendations;
- iii. determine capacity and resourcefulness of the client to meeting such commitment;
- iv. explain rationale for proposed development and benefits and costs vis-à-vis the no-project option;
- v. Ascertain degree of public acceptance of or reaction to recommendations.

## **2.9 Health and Safety Management Plan (HSMP)**

The Consultant shall prepare a Health and Safety Management Plan (HSMP) which shall include the proposed work program, budget estimates, schedules, staffing and training requirements and other necessary support services to implement the mitigation measures. Institutional arrangements required for implementing this management plan and policy shall be indicated. The cost of implementing the monitoring and evaluation including staffing, training and institutional arrangements must be specified. Prepare detailed arrangements to monitor the implementations of mitigating measures and the impacts of the projects during construction and operation. Include in the plan an estimate of capital and operating costs and a description of other required inputs.

In addition the following should be included in the Environmental and Social Management Plan (ESMP):

- i. A brief description of mitigation measure for the identified impact with timeline for its implementation, responsibilities for executing measures, indicators for measuring success and budgetary requirement;
- ii. Occupational health and safety plan,
- iii. Community health, safety plan;
- iv. Traffic management plan;
- v. Labour management plan/procedure
- vi. Construction camps management plan;
- vii. Construction waste and trash disposal plan; and
- viii. Community Safety Plan

## **5.0 DUTIES AND RESPONSIBILITIES OF THE CLIENT/EMPLOYER**

The Open University of Tanzania shall be responsible for the following:

- a) To provide Environmental and Social Management Framework (ESMF) from Ministry of Education, Science and Technology.
- b) To provide competent staff only when required by the Consultant
- c) To provide relevant data or information required by the Consultant, so as to facilitate Review and preparation of the ESIA report.
- d) To introduce Consultant into the project site through the management
- e) To monitor timely delivery and the quality of services offered by the Consultant.
- f) To undertake procurement procedures in the appointment of environmental Consultant for ESIA study.
- g) To attend the site verification exercise when conducted by NEMC
- h) To attend Technical Advisory Committee (TAC) on ESIA report evaluation.

## 6.0 IMPLEMENTATION SCHEDULE FOR CONDUCTING ESIA STUDY

ESIA process and reporting will follow the provision of Environmental Guidelines for Tanzania (2005) and its Amendment (2018), the World Bank Environmental Safety and Environmental Guidelines requirements, the Environmental Act and the World Environmental Safety and Environmental Guidelines requirements (OP.4.10.) The total duration of the ESIA Study will be four (4) months. The ESIA detailed implementation plan showing key activities to be conducted are presented in Table 2.

Table 3: ESIA Implementation Schedule of Deliverables

SN	Activities Planned	Duration (Days)
1	Signing date of Contract	1day
2	Commencement of service by the Consultant	1day
3	Preparation of Registration Forms, Project Brief, Scoping Report and ToR for carrying out a detailed study	14 days
4	Comments by Clients on the project brief, scoping report and filling the NEMC registration Form	4 days
5	Effecting comments from the Client	1 day
6	Decision by NEMC	14 days
7	Preparation and Submission of Draft ESIA Report to Client including ESMP and Detailed Monitoring Framework	30 days
8	Comments by Client on the Draft of the ESIA Report	4 days
9	Effecting the comments from the Client	1 day
10	Submission of Draft ESIA Report to NEMC	1 day
11	ESIA Report Revision by NEMC (NEMC will also conducts its verification and organize Technical Advisor Committee to be attended by Consultant and Client	30 days
12	Revision of the Report (addressing NEMC and TAC comments)	4 days
13	Comments from Client	2 days
14	Effecting comments from the Client	1 day
15	Submission of final ESIA Report to NEMC including ESMP And Detailed Monitoring Framework	1 day
16	Decision by the Minister	14 days
17	Issue of Certificate	1 day

## 7.0 ESTIMATED TIME FOR KEY INPUTS OF PERSONNEL

The estimated total staff input is 90-man days (4 months). The Consultant is expected to propose optimum number of Person/Man Days. The desirable distribution of professional Person- Days is as indicated in Table 3.

Table 4: Distribution of Professional Person-Days

S/N	Key Personnel Staff (Positions)	Number of Staff	Man Days
1	Team Leader	1	40
2	Environmental Engineers	2	30
3	Sociologists	2	20
TOTAL (Days)			90

## 8.0 REPORTING AND REPORT PRESENTATION

The final draft of the EIS document shall be concise, following the report writing guidelines in the Environment Impact Assessment and Audit Regulations, GN No.349/2005 for simplifying the review process. The Report shall be presented as per format stipulated in Regulation 18 (2) while the Executive Summary should reflect Regulation 18 (3) requirements. The Non-Technical Executive Summary should be a brief stand-alone document both in English language showing the main findings, conclusions and recommendations as required by Regulation 19 (2). All reports shall be written in English and submitted in hard and soft copy initially as draft which shall be finalized to accommodate clients' and Stakeholders comments. It is recommended that ESIA Report should contain the following chapters:

- i. Introduction
- ii. Project Background and Description
- iii. Existing conditions
- iv. Project activities based on phases of the project life cycle (mobilization/pre-construction, construction, demobilization, operation and decommissioning phases.
- v. Policy, Legal and Administrative Framework
- vi. Baseline or existing environmental Conditions
- vii. Stakeholders Consultations and Public Participation
- viii. Identification and analysis of Impacts
- ix. Mitigation Measures
- x. Resources Evaluation or Cost Benefit analysis
- xi. Environmental and Social Management Plan
- xii. Action Plan for Management of impacts
- xiii. Environmental and Social Monitoring Plan



- xiv. Action plan for Auditing
- xv. Contingency Plan
- xvi. Decommissioning/demobilization Plan
- xvii. Summary and Conclusions
- xviii. References
- xix. Appendices

ESIAs will address direct, indirect, induced and cumulative impacts. ESIA will have to be submitted to NEMC as well as the World Bank for approval and for obtaining certification as appropriate. In this regard, environmental procedures (from registration, scoping, to the preparation of ESIA, review, to issuing of an EIA certificate) as provided by NEMC will apply. Apart from adhering to report structure and content, the ESIA shall have an attachment on summary of public consultations carried out, Terms of Reference which guided preparation of an ESIA and drawings for the project component. The ESIA Consultant has to adhere to the format of reports as provided by the online system at NEMC as presented in Table 4.



Table 5: Reporting Format

S N	TYPE OF REPORT	REPORT FORMAT	No. OF HARD COPIES PER SITE	SOFT COPIES
1	Project Brief/Screening	i. A4 (MS word/Excel)	3	1
2	Scoping Report	i. A4 (MS Word/Excel) ii. A3 Technical Drawings	3	1
3	Draft Environmental and Social Impact Statement	i. A4 (MS Word/Excel) ii. A3 Technical Drawings	17	1
4	Final Environmental and Social Impact Assessment Report after incorporating WB and NEMC comments	i. A4 (MS Word/Excel) ii. A3 Technical Drawings	3	1

## 9.0 QUALIFICATION, EXPERIENCE, ROLES AND RESPONSIBILITIES OF THE CONSULTING FIRM

The firm should be registered with NEMC or other professional board as Environmental expert and should have at least five (5) years' experience in conducting EIA/EA /ESIA studies.

The firm must have undertaken at least three (3) Environmental Impact Assessment as assignment in the last five (5) cumulative years and above consequently. The firm should produce as evidence at least three (3) sample reports accepted by NEMC related to the construction of buildings within the previous five (5) years.

HEET project comprise various projects in different parts of the country. Each project will be designed (where applicable) and supervised independently, hence entailing concurrent activities. Consultant firm or teams are permitted to participate in tendering for any of HEET projects. However, it will be mandatory for each a consulting firm to present sufficient qualified manpower/ professionals with supporting evidence for each project tendered since the projects will run simultaneously. Failure to demonstrate capacity in terms of assigned staff for various projects will lead to disqualification. Implementing Agencies will be entitled to liaise each other to confirm on availability of independent manpower prior to award of contract.

Technical and managerial capability of the firm (provide the structure of the organization general qualifications and number of permanent staff).

The firm must be registered by recognized professional boards and authorities in Tanzania; The Consultant firm must describe in her proposal, her system of quality assurance and how they will support experts on duty with all required logistical support.

The Consultant will be required to have applicable specialists to cover all the technical fields included in the project and to make these services available as required during the term of the Contract execution.

The staff to be provided by the Consultant shall be sufficient to cover the services under this contract. The timing and inputs of each professional staff member shall be in accordance with the agreed program for the delivery of services and appropriate to the project. The Consultant shall employ only such key staff whose curriculum vitae or certificates or professional registration have been reviewed and approved by authorizing bodies and thereafter OUT. Staff employed must be relevant to the project with intended actual participation in the project. There should be a clear breakdown of all staff members that intend to be involved in the projects in terms of man month realistically to the actual individual executing a particular task.

The Consultant must be capable of providing fully competent expertise in the following disciplines as needed. In preparing proposals, firms must provide Curriculum Vitae for all positions/ key personnel with the specialization and experience indicated below:

### **9.1 Team Leader**

The Team Leader shall have a minimum of Master Degree in Environment, Environmental engineering, Natural Resources Management or related field and with at least five (5)–years of practical working experience in undertaking ESIA studies in building works or other related projects. In addition, the team leader must be familiar with the Tanzania Government Environmental laws and regulations, and the World Bank’s safeguard documents (Environmental and Social Management Frameworks, HEET stakeholders Engagement Plan and The World Bank Environmental and Social Frameworks) and procedures. The leader should demonstrate experience in elaboration of ESIA studies and Environment and Social

Management Plans(ESMP) on at least four (4) projects of similar magnitude and complexity in the past five (5) years, in the donor financed projects, in developing countries.

The Team Leader must have excellent communication skills, fluent in written and spoken English and should be certified with NEMC, holding a valid EIA/EA/ESIA practicing certificate issued by NEMC. The team leader must present Supporting documents/ evidence of ESIA studies undertaken or on going and his contribution or his/her role in the respective projects.

## **9.2 Environmental Engineer**

The Environmental Engineer must possess a minimum of Bachelor degree in environmental Engineering or related discipline. Must have at least three (3) years of cumulative practical working experience in undertaking ESIA studies in Building works and sites related to environmental management in infrastructure development projects.

Experience in environment assessment and management issues in tropical countries is mandatory for construction project in order to ensure that the proposed EIA is applicable to construction works in a particular site. She/he must have served in similar capacity in design of environmental systems and installations in at least three (3) projects of similar magnitude and complexity. Supporting documents of his/her actual involvement in such projects is necessary. The Environmental Engineer must have excellent communication skills, fluent in written and spoken English and should be certified with NEMC holding a valid EIA/EA/ESIA Practicing certificate issued by NEMC.

### 9.3 Sociologist

The Sociologist must possess a minimum of Bachelor degree in Sociology or related disciplines (anthropology, Social work or community economic development). She/he should have at least Five (5) years of cumulative practical working experience in ESIA development programmes/projects and supervising social safeguards and community engagement in building construction works. Familiarity with World Bank Environmental and Social Standards is a necessity. The sociologist furthermore must produce as evidence at least two (2) sample reports related to the construction of buildings which he/she was part of and was accepted by NEMC. Must be well verse with preparation of reports such as ESIA/ESMP. Relevant experience in preparation of ESIA reports for construction project which follow specific relevant standards of World Bank Group EHS Guidelines including adverseness to the Equal Employment Opportunity principles and the Ethnic Affairs will be added advantage. He/She shall have at least five (5) years of relevant experience working on gender and GBV related issues and with operational experience. He/She shall have relevant work experience on GBV prevention, mitigation and/or response and a good understanding of all areas; experience on case management is an added value. He/She shall have experience in conducting gender analysis for public policies and defining activities to close gender gaps. The Sociologist must have excellent communication skills, fluent in written and spoken English.

### 9.4 Communication and Reporting Requirement

All communications regarding the project work shall be addressed to the Project Coordinator at the Open University of Tanzania. On the other hand, the Environmental and Social Safeguards Specialist at PIU shall coordinate the Consultancy and will be the contact persons for day to day running of the assignment.

## 10.0 PAYMENT ARRANGEMENTS

The Consultants should clearly indicate the costs of each activity when submitting their financial proposal. Payment to the Consultant will be made by milestone of each activity. Payments shall be affected after submission of report of under mentioned activities and achievements of mentioned deliverables. Payment will be done as indicated in Table 5.

Table 6: Payment Schedule

SN o.	Milestones (deliverables)	Payment (% excluding VAT)
1	Project Registration and submission of Scoping report. As part of the deliverable a NEMC stamped ToRs for conducting detailed ESIA study should be submitted by Consultant to client	30%
2.	Draft of Environmental and Social Impact Statement (EIS)	40%



3.	Final ESIA report incorporating World Bank and NEMC comments. Final payments shall be made after receipt of the EIA clearance certificate issued by NEMC and clearance of the report by the World Bank	30%
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## **6. Instructions to the Consultant.**

### **6.1 Submission**

The Procuring entity has adopted a two-stage process (collectively referred to as the "Bidding Process") for award of the Consultancy Contract. The first stage (the "Qualification Stage") of the Bidding Process involves qualification (the "Prequalification") of interested parties who submits an EOI in accordance with the provisions of this EOI (the "Applicant").

The applicant can be companies or individuals. At the end of this stage, qualification Stage, the Procuring Entity expects to announce a list of all prequalified applicants (the "The Short-listed Bidders") who will be eligible for participation in the second stage (the "Bid Stage") of the Bidding Process.

Interested consultants may obtain further information in writing at the address below from 0800 hours to 1600 Hours during week days.

The Secretary, Tender Board,  
The Open University of Tanzania,  
Attn: Head Procurement Management Unit,  
Block B: Ground floor, PMU & Stores Office  
P.O. Box 23409  
Dar es Salaam, Tanzania,  
Email: [pmu@out.ac.tz](mailto:pmu@out.ac.tz);  
Telephone: +255713215540/+255783400230

The bidders are expected to examine all instructions, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI Document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Bidder's risk and may result in rejection of the EOI.

The applicant may furnish any additional information, which is deemed necessary to establish capability to successfully complete the envisaged task mentioned in the EOI. However, superfluous information need not be furnished and no information shall be entertained after submission of EOI document unless specifically called for.

Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from taking up the project.

### **6.2 Qualification Criteria:**

As per stipulated in the TOR.

### **6.3 Evaluation Criteria and Method of Evaluation of the EOI:**

- 6.3.1 Screening of EOIs shall be carried out as per eligibility conditions mentioned in the Advert, TOR and based on verification of testimonials submitted.
- 6.3.2 The EOIs will be evaluated for short listing inter alia based

- on their past experience of handling similar type of project and strength of their manpower.
- 6.3.3 The Open University of Tanzania will take up references and reserves the right to pay due heed to the Bidder's performance elsewhere and any past experience.
- 6.3.4 Short listed consultants will be issued a Request for Proposal (RFP).
- 6.3.5 An expression of interest should not be taken as a guarantee of inclusion on the shortlist and those applicants not shortlisted will be notified.

#### **6.4 Response:**

Bidders must ensure that their Bid response is submitted as per the “**APPLICANT'S EXPRESSION OF INTEREST RESPONSE on 7. FORMAT**”

This RESPONSE must be placed through TANePS marked “EOI for Environmental and Social Impact Assessment (ESIA) for the Proposed Construction for buildings construction of the laboratories in seven regions of Tanzania namely Coast, Dodoma, Mwanza, Kigoma, Njombe, Mtwara and Arusha.

#### **6.5 Conflict of Interest:**

Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform Procuring Entity, detailing the conflict in writing as an attachment to this Bid.

A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

#### **6.6 Condition under which EOI is issued:**

The EOI is not an offer and is issued with no commitment. The Open University of Tanzania reserves the right to withdraw the EOI and or vary any part thereof at any stage. The Open University of Tanzania further reserves the right to disqualify any bidder, should it be so necessary at any stage.

Timing and sequence of events resulting from this EOI shall ultimately be determined by Procuring Entity.

No oral conversations or agreements with any official, agent, or employee of Procuring Entity shall affect or modify any terms of this EOI and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of the Procuring Entity shall be superseded by the definitive agreement that results from this EOI process.

All communications between The Open University of Tanzania and the Bidder must be through TANePS, email or written communication.

#### **6.7 Last date of submission of EOI:**

The last date of submission of EOI is 01, March, 2023.

Bid Opening Date & Time is 01, March, 2023 at 1500hrs. Bidding Terms  
(Conditions under which this EOI is issued).

## 7. APPLICANT'S EXPRESSION OF INTEREST - FORMAT

.....  
Chief Executive Officer

.....  
.....

**Sub: Submission of Expression of Interest to .....**

Dear Sir

In response to the Invitation for Expressions of Interest (EOI) published on .....for the HEET Project No.P 166415, REFERENCE NO. **018/WB-HEET-P166415/324626/2022/23/C/02**. We would like to express interest to carry out the above proposed task. As instructed, we attach the following documents:

- 1 A copy of the business registration documents
- 2 4 References of consultant task done approved by NEMC.
- 3 Provide all requirement as per Advert
- 4 Copy of the VATs Registrations, Tax Identification Number (TIN)
- 5 Document to justify past experience
- 6 Curriculum Vitae (CV) as per TOR.

Having examined the details given in EOI Notice and EOI document for the above HEET Project;

- a) I / We hereby certify that all the statements made and information provided and accompanying statements are true, complete, accurate and correct.
- b) I/we acknowledge that an inaccurate statement or essential omission in a personal declaration or another document required by the Procuring Entity might result in the rejection of our application or any other administrative sanction by the Procuring Entity.
- c) The Procuring Entity may verify any statements which I made in this application.
- d) I / We have furnished all information and details necessary for EOI and have no further pertinent information to supply.
- e) I / We also agree that the Client (state name of Procuring Entity), their authorized representatives can approach individuals, employers and firms to verify our competence and general reputation.

Sincerely      Yours,  
Signature    of    the  
applicant

[Full name of applicant] .

Date: xxxxxxxxxxxx