

**TECHNICAL PROPOSAL FOR FACILITATING A NATIONAL CONFERENCE ON  
PUBLIC PROCUREMENT**

**1<sup>ST</sup> AND 2<sup>ND</sup> OCTOBER 2021 MWAMBAO TOWN**

**Client:** Mwambao Procurement and Supplies Professionals and Technicians Board (MPSPTB)

**Consultant:** Mafanikio Business Consultancy (MBC)

**1. Introduction**

This document is serves as a Technical proposal for facilitating a National Conference on Public Procurement from 1<sup>st</sup> to 2<sup>nd</sup> October 2021 in *Mwambao* Town as per call for consultancy services announced by the *Mwambao* Procurement and Supplies Professionals and Technicians Board (*MPSPTB*) and its subsequent TORs. We wish to affirm that we are capable of undertaking this assignment and deliver output that meets your expectations.

**2. Our Understanding of the Assignment**

MPSPTB is planning to hold its second national conference in 2021. The Conference is expected to bring together procurement professionals from across Country. The conference will be held in five days and specifically it is aimed at:

- (i) Bringing together procurement professionals to share information and experience, and learn from one another through dialogues and exhibitions;
- (ii) To discuss and identify procurement policy issues at different levels (national, regional and global) and agree on how to address and advance them to different advocacy platforms;
- (iii) To enable procurement professionals to share experiences and exchange with researchers, academia, policy makers and law makers on how to eliminate conflicts within specific policy frameworks; and
- (iv) To prepare an annual communiqué/joint statement and action plan to address lesson from the MPSPTB conference.

**3. Specific Tasks**

The Consultant is supposed to perform the following tasks

- (i) Jointly with preparation team prepare conference program;

- (ii) Lead the discussion by ensuring active participation of all participant;
- (iii) Keep record of all deliberations and agreed points-guide the rapporteurs;
- (iv) Produce key take home messages; and
- (v) Produce the conference report.

#### **4. Comments on the TOR**

The consultants feel that the TORs are enough to provide the scope and direction of the activities to be conducted. They include details on objectives of the assignment, the deliverables, submission and application guidelines as well as the profile of the consultants.

#### **5. Detailed Consultant's Profile**

Mafanikio Business Consultancy (MBC) is a private consulting firm dealing with training, research, outreach services and provision of consultancy/advisory services. MBC has 16 highly qualified and experienced consultants. The main areas of competencies for MBC include among others: Public procurement, contracts management, supply chain management, business development, organisational development, strategic and marketing planning. Others include: Rural development, financial management and controls for local government, government accounting and auditing, project planning and investment appraisal, local government laws, economic policy and planning, management and leadership skills in local government; marketing research as well as information and communication technology (ICT).

#### **6. Relevant services undertaken in the past three (3) years**

MBC has more than 13 years of experience in undertaking consultancy services. Over the past three years, we have done similar assignments to Mwonaji Board of Auditors and Accountants (MBAA), the National Procurement College, Upendo Association of Procurement Practitioners and Marejesho National Association of Bankers.

#### **7. Methodology of facilitating MPSPTB National Conference**

The consultants will use a Participatory Approach to facilitate the Conference where the two facilitators will be assisted by the two rapporteurs/assistants to be proposed by MPSPTB. Each participant will be given chance to participate actively in the discussion. Where, time is not enough participants will be requested to write down their views in English and submit to

facilitators for further actions. There will be an inception meeting between the consultants and the MPSPTB officials before the start of the assignment.

Methods of facilitating the conference will involve but not limited to: Paper presentations from invited experts who will present current issues at hand and elicit discussions. The presenters will be given specific time to make their presentations. Each presentation will be followed by a plenary discussion where all participants will be given time to comment on the presentation and ask questions. The number of people to comment and discuss will depend on the time available provided that the facilitators makes efforts to make sure that there is gender inclusiveness and no one dominates the discussions. These methods will be complemented by Small Group Discussions (SGDs). Participants will be divided into small groups and given task to chat on and make a presentation thereafter. All groups will present either using Power point, or verbally or using Flip Chats. The number of SGDs will depend on the time available.

## **8. Deliverables**

From the TORs, the client has proposed the following deliverables:

- (i) Joint statement from actors in the public procurement highlighting their policy issues with recommendations.
- (ii) Agreed action points and draft roadmap to address the identified issues.
- (iii) Enhanced coalition, networking, understanding of policy issues and advocacy capabilities among actors in the public procurement.
- (iv) Best practices and sustainable models of addressing public procurement issues
- (v) Paved ways for collaborative engagement to enhance inclusive procurement policy reform process.
- (vi) Increased participation and representation of procurement professionals in decision making.

## **9. The Consulting Team**

It is recommended that two experienced and skilled facilitators and two assistants will execute the assignment, namely: Prof. Mbwembwe Tupu and Dr. Mwaisa Mwekundu. Curriculum Vitae (CVs) of the consultants are attached at the end of this document. It is also, proposed

that, assistants come from among MPSPTB officials, this will make the event more participatory.

## **10. Proposed action plan**

This assignment is planned to take 10 working days from 1<sup>st</sup> to 10<sup>th</sup> October, 2021, having 4 payable man-days within which 2 working days will be for the actual conference event i.e. from 1<sup>st</sup> and 2<sup>nd</sup> October 2021. The exact schedule of the entire event, planned activities, responsible personnel and time will be prepared few days before the event jointly between the consultants and the client MPSPTB.