



REQUEST FOR EXPRESSION OF INTEREST FOR PROVISION OF CONSULTANCY SERVICE

Consultancy Title: Documentation Specialist

Location: Tanzania

Period of Performance: 1 January 2019 - 31 December 2020 (contract renewable)

Summary of Consultancy: PCI Tanzania implements development programs in different regions in Tanzania and we are increasing the documentation outputs. This Documentation Specialist will support the development of high-quality documents to be shared with external stakeholders. She/he will work with the technical teams to fully understand the specific programming approach and will accompany the team in writing the documents. The documents to be produced include success stories; technical briefs; reports; operational manuals; technical guidelines. To be successful, this position requires: regular trips to project sites, constant and effective communication with the project teams, impeccable English writing skills and the ability to deliver high quality documents on schedule.

Terms of Consultancy: One-year (renewable) retainer. Average monthly editing and polishing volume: 25 pages per month. Monthly retainer for first 25 pages, plus payment per page in excess of 25 pages. Monthly Reports and Invoices to be submitted for payments.

Minimum Requirements for Consultants: At least a Master's degree education in related discipline; legally able to sign and execute consultancies in Tanzania; Knowledge of and experience with international development organizations; excellent written and spoken English skills; Kiswahili fluency preferred; Proven experience in producing high quality deliverables without close oversight; Willingness to travel regularly throughout Tanzania; Ability to work with culturally diverse teams.

Expressions of Interests. Qualified parties are invited to submit an EOI that includes: an overview of your technical capacities; CV; availability over the next 12 months; and at least three references from clients in Tanzania. Incomplete EOIs will not be considered.

Complete EOIs should be submitted prior to
31 October 2019 to: info.tz@pciglobal.org