

# TANZANIA LEAGUE OF THE BLIND (TLB)



## Terms of Reference (TOR) for the Production of Electronic Membership Cards

### Background

Tanzania League of the Blind (TLB) is a registered Civil Society Organization (CSO) that is committed to improve the quality of life of people with visual impairment in Tanzania through lobbying and advocacy; awareness raising; information sharing; facilitating access to education and vocational training; and economic empowerment. This is the only national CSO operated by the blinds and visually impaired themselves in Tanzania. It has around 35,245 members with 104 district branches countrywide.

TLB is updating its membership base by introducing electronic membership cards to reflect and feed into newly established TLB database.

TLB is committed to improve the rights and needs of its members and the entire population of persons with visual impairment in Tanzania mainland through innovative information sharing and data management as follows:

**Activity/Assignment:** Production of Electronic membership cards: initially, TLB intends to produce at least 2,600pcs of Electronic Cards for 26 regions and increase the number of cards as per demand from respective regional branches.

**Rationale:** The aim of this assignment is to improve provision of TLB services to its members on real-time basis. Also understand actual membership base, needs and determine annual subscriptions in a more accurate way.

**Expected Result:** *Electronic membership Cards meet the intended purpose; and are of high quality and accessible to persons with visual impairment.*

### Scope of work

Under the overall supervision and guidance of the TLB CEO, the vendor will perform the following specific tasks:

1. Design an electronic card based on agreed specification;
2. Conduct the pre-production test to establish interface with TLB Database;
3. Integrate feedback from the testing into Production Design;

4. Produce the Cards as per signed contract for service;
5. Deliver the assignment as per agreed timeframe;
6. Deliver the user manual and invoice for final payment.

**Expected Deliverable:**

1. EOI and Prototype Design of the Electronic Membership Card reading into TLB Database.
2. Printed Electronic Cards as per signed service contract; and
3. User Manual.

**Target Audience**

All local vendors who believe that they have the capacity to produce electronic membership cards for persons with visual impairment. Women and persons with disabilities are highly encouraged to apply.

**Eligibility:** Currently involved in production of electronic membership cards with relevant proven evidence and experience.

**Selection:** Vendors will be selected based on competitive and innovative criteria. Vendors with strong electronic database knowledge application and needs of persons with visual impairment will be highly considered.

**Assignment Duration:** The production of electronic cards should be completed within 14 days after signing the service contract.

**Budget**

The budget for the production of electronic membership cards is reserved by TLB. However interested vendors need to show their budget in local currency when applying for this assignment.

**Mode of Payment**

40% of the contract cost will be paid after signing the service contract and the remaining 60% will be paid after successful delivery of the tested Electronic membership Cards.

**Interested vendors must submit the following items**

1. Signed Cover letter;
2. Technical proposal (maximum of 2 pages), which should include the following: (a) Proposed Design and Testing methodology to be used in the production of electronic membership cards for persons with visual impairment (b) Vendor's experience in delivering similar work;
3. Financial proposal specifying the cost allocations (in TZS);
4. Vendors' Profile and Physical Address;
5. Business Documents: copy of a) Registration Certificate b) TIN Certificate, c) Tax Clearance Certificate; and d) Up-to-date Business License.

**How to apply**

Interested Firm should submit a detailed expression of interest (technical and financial proposal) addressed to the Secretary General – TLB through email [tanleb@yahoo.co.uk](mailto:tanleb@yahoo.co.uk) and copy to [ckalemera@yahoo.co.uk](mailto:ckalemera@yahoo.co.uk) before March 29<sup>th</sup> 2024.