



DODOMA CHRISTIAN MEDICAL CENTER TRUST

CONSULTANCY SERVICES

DEVELOPMENT OF A FINANCIAL POLICIES AND PROCEDURES MANUAL

Dodoma Christian Medical Center (DCMC) was established in 2003 and has since been dedicated to delivering specialist and super-specialist healthcare with a focus on high-quality and compassionate care. Over the years, the hospital has evolved its strategic planning process to ensure long-term operational excellence and comprehensive healthcare services.

Recently, DCMC has transitioned to a more strategic approach with a 25-year Perspective Plan, a 10-year Transformation Plan, and a five-year Strategic Plan. These plans were developed using a participatory approach involving key stakeholders, aiming to identify obstacles, opportunities, and appropriate strategies aligned with national health plans and international development goals.

Over the next 25 years, DCMC aims to become a world-class super-specialist hospital, evolving into a regional hub for advanced medical care. The hospital prioritizes quality services, preventive and corrective care, and technological advancements to enhance access and equity in healthcare.

In line with its strategic objectives and testament to the hospital's dedication to continuous improvement and sustainable growth, DCMC seeks to engage a consultant to develop a Financial Policies and Procedures Manual. This manual will play a crucial role in enhancing financial efficiency, ensuring transparency, and supporting the hospital's long-term sustainability goals.

Objectives

The primary objective of this assignment is to develop a robust and comprehensive Financial Policies and Procedures Manual that will guide the financial operations of DCMC Hospital. The manual aims to encapsulate the essence of prudent financial management, serving as a cornerstone for the hospital's financial decision-making processes. The manual should cover, but not be limited to, the following areas:

1. Financial planning and budgeting
2. Financial reporting and record-keeping
3. Cash and bank management
4. Asset management
5. Audit procedures

Scope of Work

The consultant will be expected to:

1. Conduct a thorough review of the existing financial systems and procedures.
2. Develop a comprehensive Financial Policies and Procedures Manual.

3. Provide training to the relevant staff on the application of the new financial policies and procedures.

The consultant's work will be pivotal in transforming the hospital's financial landscape, fostering a culture of accountability and precision.

Deliverables

The consultant will deliver the following:

1. A comprehensive Financial Policies and Procedures Manual.
2. A report detailing the process undertaken in developing the manual, challenges encountered, and recommendations for future improvements.
3. Training materials and a report on the training conducted.
4. A final report summarizing the project's outcomes, including any recommendations for future improvements.

The deliverables will be instrumental in charting a new course for financial governance, equipping DCMC Hospital with the tools necessary for navigating the complexities of healthcare finance.

Timeframe

The assignment is expected to be completed within two months from the date of contract signing. The specified timeframe underscores the urgency and importance of the project, reflecting the hospital's proactive approach to financial stewardship.

Qualifications

The consultant should have:

1. A minimum of a Master's degree in Finance, Accounting, or a related field.
2. Active CPA (T) qualification.
3. At least five years of experience in developing financial regulations and procedures for healthcare institutions, with a demonstrable working knowledge in the field.
4. Excellent communication and training skills.

The qualifications ensure that the consultant possesses the acumen and expertise required to undertake this critical assignment, reflecting the hospital's commitment to excellence.

Application Process

Interested consultants are invited to submit their CVs and a proposal detailing their understanding of the TOR, methodology, and a detailed work plan. The proposal should be divided into two parts:

1. **Technical Proposal and a Financial Proposal.** The Technical Proposal should detail the approach and methodology for the assignment.
2. **The Financial Proposal.** The Financial Proposal should provide a detailed budget estimate for the assignment.

The application process is designed to attract professionals who share the hospital's vision for financial excellence and are capable of translating that vision into reality.

Evaluation and Selection

Proposals will be assessed based on the following weightings:

1. **Technical Proposal (70%):** This includes understanding of the TOR (20%), methodology (30%), experience (10%), and work plan (10%).
2. **Financial Proposal (30%):** This will assess the cost-effectiveness of the proposal.

Additional Aspects

1. **Stakeholder Engagement:** The consultant will engage with key stakeholders to ensure the manual is aligned with the needs of all departments.
2. **Risk Management:** Identification and mitigation of potential risks throughout the project lifecycle.
3. **Sustainability:** Ensuring that the financial procedures foster long-term sustainability and adaptability to future changes.

Confidentiality and Compliance

The consultant will have access to the hospital's financial information, upholding the highest standards of confidentiality and adherence to regulatory requirements.

Proposal Submission

Interested consultants or consulting firms are invited to submit a detailed proposal outlining their approach, methodology, timeline, team composition, relevant experience, and proposed budget. Proposals should be submitted to **Mr Edward Emmanuel** (Chief of Administration and Human Resource) through email at: eedmanuel@dcmct.or.tz no later than 10 days from the date of this advertisement.