

Terms of Reference:

Monitoring and feedback consultancy for Twaweza Tanzania

24 August 2016

1.0 Background

Twaweza means “we can make it happen” in Swahili. Twaweza works on enabling children to learn, citizens to exercise agency and governments to be more open and responsive in Tanzania, Kenya and Uganda. Our flagship programs include *Uwezo*, Africa’s largest annual citizen assessment to assess children’s learning levels, and *Sauti za Wananchi*, Africa’s first nationally representative mobile phone survey. We undertake effective public and policy engagement, through powerful media partnerships and global leadership of initiatives such as the Open Government Partnership. In Twaweza, learning is as important as implementing, and the Learning Monitoring and Evaluation unit plays an integral as well as a strategic role within the organization. We are seeking an innovative and highly-skilled individual to assist in implementing and managing selected monitoring activities in the LME unit starting immediately and up to 20 December 2016.

2. Objective

The objective of this consultancy is to assist in implementing and managing selected monitoring activities in the LME unit, most (but not all) of which will be based on qualitative exercises, gathering and synthesizing qualitative data, and generating high-quality learning products from the data. The activities are based on the Twaweza annual plan. The consultant will work closely with the Regional Monitoring and Feedback Coordinator, and will report to the LME Director. Depending on agreement, the consultancy can be either full-time or part-time.

3. Specific tasks and outputs

The details of the tasks are tied to the Twaweza Tanzania annual plan 2016, and will be tailored accordingly to implementation. Generally, the tasks will include the following:

- a. Development of guides, design, coordination (and depending on skills, co-facilitation) of focus group discussions to gather feedback on selected Twaweza initiatives
- b. Review and compilation of website metrics related to online Twaweza initiatives
- c. Development of interview guides and coordination (or conducting, depending on skills) of short feedback interviews among selected audience members and participants in various Twaweza initiatives
- d. Development of interview guides and coordination (or conducting, depending on skills) of in-depth interviews with selected key actors in government, media, and CSOs, to gather feedback on Twaweza initiatives
- e. Development of questions/items to load onto quantitative data collection mechanisms (e.g. Omnibus surveys), as relevant to Twaweza initiatives
- f. Synthesis and compilation of the above into succinct reports or briefs, including presentation of data (quantitative and qualitative) in compelling and visually appealing ways, and writing of associated text on context and interpretation of the results; at least 5 separate brief reports are envisioned
- g. Where relevant, liaising with and managing outside suppliers (e.g. consultants, data collection companies) for the purposes of the above exercises, in close coordination with the LME Director
- h. Assisting the LME Director with other tasks that may arise in context of monitoring Twaweza initiatives in Tanzania, as per the Twaweza 2016 Annual work plan

4.0 Timeline

The overall timeline for the consultancy is starting immediately, to 20 December 2016. Individual pieces of work have specific timelines, as per Annex 1.

5.0 Qualifications

- A proven track record of relevant qualitative / mixed methods research experience, including writing of concept notes with objectives, process, budgets and timelines; articulating work plans based on the concept notes; developing tools and overseeing or implementing data collection;
- Proven experience with rigorous qualitative research analysis, mixed methods preferred
- Proven excellent synthesis skills, transforming data into concise, informative learning products (such as briefs)
- A relevant Master's degree
- Proven excellent English writing skills
- Fluency in Kiswahili (spoken); excellent Kiswahili writing skills a substantive bonus
- Ability to work from the Twaweza office on either a full-time or part-time basis

- Please note we are unable to secure working permits for non-Tanzanian candidates for this position.

Please submit an expression of interest together with a CV and proposed budget to jobs@twaweza.org and cc to vlipovsek@twaweza.org with "*LME consultant Tanzania 2016*" in the subject line.