

Terms of Reference for a Consultancy Assignment with Twaweza East Africa

Task: Qualitative **Baseline Study on the situation of citizen participation, service delivery and local governance capacity in two Districts in Tanzania**

Timing: March – July, 2020.

Background

[Twaweza](#) East Africa is a regional non-governmental organization registered in Tanzania with offices in Kenya and Uganda. Following ten years of experience in contributing in ensuring that children are learning, citizens are exercising their and authorities are improving their responsiveness to citizens' concerns and priorities, Twaweza has embarked on implementing its third strategic plan (2019-2022). Our mission is threefold:

- To demonstrate that citizens can come together and collectively organize to solve their local systemic problems;
- To systematically gather and amplify citizen's views and encourage policy makers to respond to citizens' views and priorities; and
- To contribute in creating an enabling policy environment for meaningful citizen-government collaboration in bringing about sustainable and equitable development.

As a learning organization, our current strategy builds on past experience: our own experience internally as well as experience from other practitioners and researchers in the region and around the world.

To accomplish our first mission area stated above (demonstrating citizen agency for collective local action), we have adopted the "animation approach" for galvanizing citizen agency in solving systemic problems at the local level. In the selected Districts which are Pangani and Nyang'wale, we will identify local change agents who will act as catalysts to facilitate community members to define and address priority problems through increasing public participation in deliberations and decision-making. This approach will involve working with partners to support local citizen groups, diagnosing core issues in their community and problem-solving around them, particularly through involving and collaborating with local authorities. It is also a critical demonstration of how democratic processes lead to better development.

The identified local change agents will take on directly engaging with local authorities including attending relevant government meetings as observers or participants, making information requests and functioning as conduits between citizens and local government. The ultimate plan of this strand of work is to see citizens who are acting and organizing for change, use multiple strategies to drive their own destiny and their local governments are largely supportive and responsive to their demands.

Objective and scope

The overall purpose of this assignment is to analyze baseline situations on citizen participation, service delivery and local governance capacity. This baseline data will provide reference against which we will assess performance of our intended initiatives in the selected Districts. These terms of reference will guide the identification of capable researchers to partner with in conducting qualitative baseline assessments in the two Districts (Pangani and Nyang'wale) in Tanzania.

In each district, the assessment will cover:

- a) Current situation of citizen agency: what are the different spaces, opportunities and processes for citizen participation in making local development decisions? What is the extent of citizen participation in those spaces? What explains the reported levels of citizen participation? Consider both citizen and government side reasons; currently as well as historically, and any other factors that enable/constrain meaningful citizen participation.
- b) Current situation of local governance capacity: Is there a functional local government council? What enables/constrains its effectiveness? Consider intrinsic as well as extrinsic factors; currently as well as historically; local as well as regional and national levels factors
- c) Current situation of service delivery: water, health, education, etc. What are the main sources of these important services in the location? Are they functional? What are citizens' satisfaction levels with the provision of these services? In describing their current situation, consider analyzing historical, cultural, political and economic factors whenever necessary.

In gathering and analyzing data on the above information, important consideration should be paid to the role and experiences of marginalized groups such as women and youth.

- d) Whether and how local change agents (animators, people's representative committees and community leaders) improve the ability, motivation and opportunities of citizens to participate in governance and development decisions?
- e) Does citizen agency result in improved governance (decision-making processes) and better service delivery at the local level?

Specific activities and outputs

1. Develop and present an inception report providing detail on the approach and methodology for undertaking this assignment. This should include draft data collection tools such as interview questionnaires and guides for focus group discussion.
2. Undertake field data collection as per agreed plans, timelines and standards
3. Develop draft report including executive summary and powerpoint slides for presentation at Twaweza offices
4. Draft academic paper for joint authorship with Twaweza

Outputs:

1. Inception Report
2. Data collection tools
3. Draft final report, powerpoint slides and executive summary (policy brief)
4. Final report including all data sets
5. Draft academic paper or extended outline of an academic paper including a list of a few potential journals to publish the findings

Suggested timeline:

March 2020 – July, 2020

1. Completing internal decision making processes: March 2020
2. Desk review and field work preparation: March-April 2020

3. Field data collection and production of draft final report, ppt slides and executive summary:
April – early June 2020
4. Community level feedback meetings in all the villages/LC1's: June - July 2020

Required skills and qualifications of consultants

- At least five year experience in conducting mixed methods participatory action research and evaluation exercises
- Strong social science research and analytical skills
- Excellent communication skills in English and Kiswahili languages: writing, reading, speaking and listening.
- Minimum Master's level education. PhD in relevant fields is an added advantage
- Demonstrated knowledge and experience on relevant topics including governance, citizen participation, community development, accountability and transparency among others
- Knowledgeable and respect for professional and research ethics

How to apply?

This Call for Proposals and other relevant materials can be accessed on the Twaweza website www.twaweza.org. The submitted technical and financial proposal must include the following;

1. One page application letter expressing interest to undertake this statement and summarizing key qualifications
2. Maximum ten page (double spaced 11 point font size Calibri) technical and financial proposals demonstrating applicant's understanding of the assignment, proposed approach/methodology and timeline including how the applicant/s meet the minimum qualifications for this assignment
3. Abridged CV's (resumes) of all key personnel in the application (maximum two pages each).
4. Two recent relevant writing samples.
5. Names and contacts of three references who can attest to the applicant/s capability and professionalism in undertaking the proposed assignment.

Please submit all relevant materials to jobs@twaweza.org and cc hhamisi@twaweza.org not later than **5:00PM, Friday - March 6th, 2020.**