

Terms of Reference (ToR) for Team Leader and Enumerator for a baseline study on citizen participation in local development decision processes in Tanzania, March – April 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 ensuring that children are learning, citizens are exercising their rights and authorities are improving their responsiveness to citizens' concerns and priorities. Our mission is threefold:

- To demonstrate that citizens can come together to collectively address their problems, and make government work for them
- To enable citizens' voice, interests and experiences to be heard and taken seriously in decision-making
- To promote and protect open civic space which enables citizens to freely assemble or organize, speak and act

Ultimately, we aim to contribute in effective implementation of decentralization policies aimed at bringing governments and citizens closer together for effective collaboration in realizing sustainable development goals. We believe in an open society, built on the human impulse to make a difference; where information and ideas flow, citizens engage, and authorities are accountable to the people.

As we begin implementing our current strategic plan (2019-2022), we want to establish the current situation of citizen participation, local governance capacity and service delivery status in selected districts in Tanzania. As a result, we intend to engage services of external partners to serve as team leaders or enumerators for baseline data collection exercises. The successful candidates will work closely with Twaweza staff in developing data collection tools, sampling study sites and respondents, and collecting data and conduct some preliminary analysis applying latest approaches and techniques for generating credible evidence.

Objectives and scope

The overall purpose of this assignment is to gather baseline data on citizen participation, service delivery and local governance capacity. This baseline data will provide a benchmark against which we will assess performance of our intended initiatives in the selected districts over time. The districts identified for this assignment are Pangani and Nyang'whale. In each district, we have decided on a random sample of 12 villages (6 treatment and 6 control) and a minimum of 40 randomly selected respondents per village. This will enable gathering of enough data for meaningful statistical analysis paying attention to possible variation within and between villages.

Specific tasks and outputs

- **Team leader** – the primary role of team leader is to supervise a group of enumerators, specifically;
 - Logistics and planning for team under supervision
 - Maintain active communication with Twaweza team including reporting about the progress of activities.
 - Conduct meeting with teams for feedback and way forward
 - Monitoring of enumerators to ensure data quality
 - Review all compiled surveys everyday by whole team under his/her supervision for quality assurance
 - Perform back-checks and any other data quality checks as assigned

- Obtain relevant research clearances

Outputs:

- Detailed field plan document
- Daily/weekly field feedback report
- Back-checks raw data or any other quality assurance report
- **Enumerator** – the primary role of enumerator is to perform household interviews. Enumerators are expected to:
 - Perform individual and household face-to-face interviews from randomly selected sample
 - Attend trainings, learn sampling protocols, and enforce ethical practices
 - Study and understand all instructions included in the manual and provided through the training in order to complete the survey in an appropriate manner
 - Coordinate with the team leader on how to carry out the survey and report daily work done
 - Carry out the survey personally to the right respondent, avoiding the presence of external people and following scrupulously instruction given
 - Perform and work in an honest manner
 - Double-check and revise the surveys at the end of the survey in order to correct mistake and signoff on completed surveys as verification of the accuracy of the survey

Outputs

- Raw baseline data (at least 5 surveys a day)
- Field feedback report

Suggested timeline:

The proposed timeline for this assignment is from March 2020 – April 2020

Qualifications

- At least two years experiences in conducting surveys
- Minimum Bachelor’s level education in relevant fields
- Experience/ability in designing survey tools and supervising field data collection exercises is an important added advantage
- Excellent background training in research methods: data collection and analysis
- Excellent communication skills in English and Kiswahili languages: writing, reading, speaking and listening
- Knowledgeable and respect for professional and research ethics

Application

Qualified and interested candidates are invited to submit their applications latest by Wednesday, **March 11th, 2020**. Application materials comprise of:

1. An application letter not exceeding ONE page explaining how the applicant satisfies the requirements for this assignment.
2. A Two page resume (CV) presenting relevant skills, experience, training and references.

Applicants need to specify whether they are applying for the TEAM LEADER or ENUMERATOR position. Candidates applying for the TEAM POSITION may use the letter to state if they will have a team of enumerators they would recruit in undertaking this assignment. At this stage, applicants should not include proposed budgets: only shortlisted applicants will be invited for a discussion on budget aspects of the assignment. All applications should be submitted via electronic mail to jobs@twaweza.org and copied to hhamisi@twaweza.org.