

Thursday 27 September, 2018:

Terms of Reference (ToRs) for a Consultancy to Perspectives and Experiences of Civil Servants on Access to Information and Citizen Participation in Uganda

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 (SzW), 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.

This year, Twaweza in Uganda is undertaking a research to action to understand the barriers and enablers to information, citizen participation and engagement in decision-making processes in Uganda. Analyzing civil servants’ perspectives and experiences in implementing Access Information Act and enabling citizen participation in decision making processes is one of the five studies on information to action in Uganda.

Research Objectives: This study will analyze civil servants’ perspectives and experiences in implementing Access Information Act and enabling citizen participation in decision making processes.

This general objective is achieved through several specific objectives:

1. Assess public servants’ understanding/knowledge of access to information and citizen participation.
2. Assess formal and informal processes and mechanisms by which civil servants provide information to citizens including whether and how such processes and mechanisms are followed.
3. Assess formal and informal processes and mechanisms by which civil servants involve the public/citizens in decision making and whether and how such processes and mechanisms are actually followed.
4. Identify the various factors enabling and/or constraining civil servants in implementing processes and mechanisms for providing information to citizens.
5. Identify the various factors enabling and/or constraining civil servants in implementing processes and mechanisms for involving citizens in making decisions at the local government level.
6. Collect civil servants’ recommendations on how to improve citizens’ access to information and citizens’ participation in decision making. For each of these propose recommendations, inquire whether they are new or have been tested before or elsewhere and establish why they have not been applied by the respective civil servants in the locations. The aim is to ensure gathering of feasible recommendations.

To understand civil servants' perspectives and experiences on access to information and citizen participation, this study will combine qualitative and quantitative analytics. Broadly, this study takes a comparative case study approach whereby we will sample five districts across the country. District selection will ensure capturing important differences between districts including rural and urban and the different regions of Uganda (Central, Western, Northern, Eastern and Southern). Collectively, these case studies will tell a picture of civil servants' perspectives and experiences on information provision and promoting citizen participation in decision making.

Specific tasks and outputs:

- Develop a comprehensive study design, including a theoretical grounding and definition of concepts; a follow-up; sampling procedures and sample size. Consider the feasibility of comparison locations. The plan will be reviewed and approved by WWOG/LME unit.
- Develop a detailed work plan and timeline (see timeline below for reference) to carry out the learning/research activities and a related budget
- Develop and pre-test qualitative and quantitative tools for data collection
- Carry out the learning/research plan within the timeline provided, and provide a comprehensive field report.
- Liaise with Twaweza (selected staff) to link the independent learning/research activities with internal monitoring.
- Transcribe and analyze the data using modern analytical methods; all transcripts, lists of codes, analysis plans shared with Twaweza.
- Synthesize the information into two outputs; (Research report and 6 -8 paged summary of the key findings).
- Pro-actively share insights with Twaweza, participate in learning events, as requested
- Finalize the report taking Twaweza comments on board.

Evaluation Criteria: This has been included as annex 2 to guide prospective consultants in preparing the proposal.

Please note: Proposals which include evidence of permission to implement research in Uganda and have innovative approaches to data collection, reporting and sharing of insights are of particular interest.

Timeline:

The timeline for the work is October –December 2018 (final report 20th December 2018)

Field data collection should be planned no later than 15th of November 2018.

Insights from the preliminary findings are expected first week of December 2018.

Full report expected no later than 20th December 2018.

Qualifications:

- Proven experience/understanding of Uganda's civil service.
- Copy of a permit /license to undertake research in Uganda.
- Demonstrable experience with rigorous qualitative research analysis
- Excellent skills in analyzing quantitative research data.
- Excellent skills in synthesizing large datasets

- Powerful English writing skills.
- Demonstrable evidence of a technically competent research team
- A relevant PhD degree is an added advantage

Please submit a technical and financial proposal together with a CVs to jobs@twaweza.org and cc to valinda@twaweza.org and Aasinguza@twaweza.org with “Perspectives and Experiences of Civil Servants on Access to Information and Citizen Participation in Uganda 2018” in the subject line. All proposals should be submitted not later than **5:00PM, Thursday 11th October 2018**