

Call for Proposals and 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 one district in Tanzania

Timing: July – September 2022.

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 agency and authorities are improving 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. The approach has already been implemented in four districts (Kigoma, Maswa, Mbogwe and Pangani) and at the moment Twaweza is looking to expand the animation work in one district in Tanzania. In the selected district (TBD) 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 District. These terms of

reference will guide the identification of capable researchers to partner with in conducting qualitative baseline assessments in the selected district in Tanzania.

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.
- d) 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.
- e) 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?
- f) 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

Expected Outputs and/or Deliverables:

1. Inception Report. The Inception should also include a field data collection plan highlighting tools and targeted respondents.
2. Completed Report with synthesized the information into two outputs; (Research report and 6 - 8 paged summary of the key findings).
3. A report should be produced in English language, simple in expression and easy to understand. The report format and text should be an A4 paper size, Calibri 11.5 and 1.5 spacing.
4. A POWERPOINT summary presentation of the findings and the analysis thereof (this will also be presented) to Twaweza in a learning event for verification, validation and provide feedback on the findings.
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:

July – September, 2022

1. Completing internal decision making processes: Mid July 2022
2. Desk review and field work preparation: End of July 2022
3. Field data collection and production of draft final report, ppt slides and executive summary: Early August 2022.
4. Final Report: September 2022.

Required skills and qualifications of consultants

- At least five year experience in conducting qualitative participatory action research and evaluation exercises
- Strong social science research and analytical skills
- Excellent communication skills in English language: 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

Evaluation of proposals

The proposals submitted will be evaluated on the following criteria.

- Proposal layout, quality of writing (grammar) and overall proposal design to check if important sections are included.
- Clear demonstration of previous research accreditations, understanding of how research permits are acquired, research procedures and necessary approvals to undertake this research study or guaranteed in Tanzania.
- Understanding of the assignment: Clarity on how the assignment objectives will be attained; Inclusion of opinion on the TOR methodology is an added credit.
- Strength of methodology (the proposal should indicate clear understanding of the methods, tools, data sources and analysis techniques). The methodology should be highly innovative.
- Individual interview with key informants/stakeholders. The proposals should demonstrate understanding of key target respondents by providing an initial indication of key stakeholders (not by name) that will be consulted in gathering data; the proposal should also include a tentative list of questions/topics to be covered during these interview; and some justification on the selection of these key informants.
- The proposal should provide evidence of experience in conducting focus group discussions with initial details on how they will be organized: how many focus groups discussions? With which participants? Possible questions/topic to be covered during these discussions. The proposal should include some rationale on the number of FGDs, selection of FGD participants and choice of the topics/questions to be discussed.
- The proposal should include initial/broad description on how the data gathered will be analyzed (very broadly) and organized; it will be a plus if the proposal includes an outline of the perspective of citizen agency, local government capacity and service delivery.
- Knowledge about Tanzania's governance space, the current political administration in reference to selected district and respondents. The understanding of local government set

up in Tanzania; and the key service delivery standards in Tanzania. The proposals should demonstrate understanding of civil society working environment in Tanzania.

- Technical capacity of the team: skills and experience in undertaking this assignment particularly knowledge of and experience working in Tanzania; experience in applying social science research methods in the context of Tanzania and experience in producing technical reports. Articulation of the different roles of members on team will be a plus. Inclusion of team member with a relevant PhD will be a plus.
- The evaluation will also consider time lines and budgets that are realistic.

How to apply?

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

- One (1) page application letter expressing interest to undertake this statement and summarizing key qualifications
- Maximum eight (8) page (double spaced 11 point font size Calibri) of the technical proposal demonstrating applicant's understanding of the assignment, proposed approach/methodology and timeline including how the applicant/s meet the minimum qualifications for this assignment.
- Maximum of three (3) page financial proposal with a detailed breakdown of professional costs and reimbursable costs.
- Abridged CV's (resumes) of all key personnel in the application (maximum two pages each).
- Two (2) recent relevant writing samples.
- Names and contacts of three references who can attest to the applicant/s capability and professionalism in undertaking the proposed assignment.
- If it's a company include all relevant documents of registration.

Please submit an expression of interest not **more than 10 pages (double spacing)** together with a CV (as one document in .pdf format) and a financial proposal to jobs@twaweza.org cc to jkalemera@twaweza.org with **"Proposal to conduct qualitative baseline in one district in Tanzania"** in the subject line not later than **Friday 08th July 2022**.