

CALL FOR CONSULTANCY PROPOSALS

CRITICAL FEEDBACK FROM KEY STAKEHOLDERS ON TWaweza'S WORK IN UGANDA

1.0 INTRODUCTION

[Twaweza East Africa](#) is a regional non-governmental organization registered in Tanzania with offices in Kenya and Uganda. Broadly, our work focuses on both the demand (citizen) and supply (governments) side of decision making processes (governance). Currently, Twaweza is implementing its third strategic plan (2019-2022) guided by a three-part mission statement:

- To demonstrate (in selected geographies) 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 environment for meaningful citizen-government collaboration in bringing about sustainable and equitable development.

This strategic plan describes the theory of change and accompanying progress markers for assessing our contribution in solving these problems. Addressing wicked problems also calls for diverse trials that are adaptive, creative and collaborative in nature, otherwise known as 'clumsy solutions'. Learning, particularly learning from key stakeholders, becomes of paramount importance in dealing with wicked problems.

The strategy also builds on past experience: our own experience internally as well as experience from other practitioners and researchers in the region and around the world. Our flagship programs include *Sauti za Wananchi* (Kenya, Uganda & Tanzania), the *Citizen Agency Animation* work in select districts in Uganda and Tanzania, innovative advocacy and engagement initiatives at the national and sub-national levels in all countries and several formative research studies.

It is crucial for Twaweza to gather critical and constructive feedback from key stakeholders on our work to appraise effective and efficient ways to continue its mission in uncertain and dynamic contexts. We use this feedback to assess various aspects of our including relevance of our initiatives in addressing the identified problems, appropriateness of our strategies and tactics, progress towards intended impact on citizens, civil society and the society at large; and how to better manage relations and collaboration with key stakeholders from important sectors including media, Government, civil society, development partners, and academic/research institutions, among others.

1.1 OBJECTIVE OF THE ACTIVITY

The objective of this short term consultancy is to gather critical feedback through individual in-depth interviews with selected key informants from the media, civil society community,

academics/researchers, public sector (senior Government officials and politicians), development partners (donor community and international organizations) on Twaweza's work. Findings from the interviews will be synthesized for internal reflections i.e. inform our future implementation and external reporting.

1.2 METHODOLOGY

The study will take a qualitative approach by conducting in-depth semi-structured interviews with key informants from the public sector (Government Ministries, Departments and Agencies), research and academia, NGO/CSO sector, media and politicians. These will be complimented by reviewing relevant existing documents of our partnerships with the different stakeholders. Semi-structured interviews provide room for explanations that reveal more beyond the questions in our tool.

Given the sensitivity of some of the contextual issues, interviews will be fluid in the form of conversations. Documentary analysis is crucial in order to understand the context. This will include analysis of news articles in relation to Twaweza, social media posts and comments. Recently, media posts and comments have become an important source of feedback to the work Twaweza is doing. The consultant will be provided with a list of possible respondents among others from the public sector, civil society, development partners and private sector. Twaweza already developed an interview guide and the consultancy will be expected to input for consistency.

1.3 KEY TASKS AND PLANNED ACTIVITIES.

1. Review the interview guide developed by Twaweza and finalize it.
2. Develop a work plan, budget and timeline for carrying out the assignment.
3. Collect data through interviews and documentary reviews (where necessary), analyze the data and produce a draft report.
4. Submit a draft report to Twaweza including an executive summary and PPT slides to be presented to all Twaweza staff.
5. Incorporate feedback and submit a final report.

1.4 EXPECTED OUTPUTS AND/OR DELIVERABLES:

1. An inception report that includes a field data collection plan incorporating tools and targeted respondents.
2. A draft report for review and input from the Twaweza team.
3. A completed feedback report synthesizing the information into two outputs; (Research report AND a 6-8 page summary of the key findings). The report should be in English (simply expressed and easy to understand) and with a **maximum of 30 pages**. The report format and text should be on an A4 paper size and in Calibri 12 and 1.5 spacing.
4. A summary PowerPoint presentation of the findings. This will also be presented to the key stakeholders for their verification and validation and aid in updating the report.

1.5 TIMELINE:

The contract should be executed within the period from 26th October 2022 to 15th December 2022. Twaweza East Africa desires consultancies/a consultant that should not exceed 40 working days which will include preparation, data analysis, aggregation and documentation of the final report.

1.6 EXPERT PROFILES AND QUALIFICATIONS

At minimum the consultancy or consultant must possess the following:

1. Demonstrated social science research experience particularly in qualitative analysis.
2. Experience in conducting program and portfolio reviews.
3. Demonstrated knowledge and experience on relevant topics including governance, citizen participation, community development, accountability and transparency among others.
4. Good understanding of citizen agency and public policy advocacy environment.
5. Excellent analytical and report writing skills.
6. Clear, effective writer in English.
7. Personal skills: good communication, analytical and drafting skills;

1.7 REPORTING

All the required documents and reports in their draft and final versions shall be submitted to Twaweza. The overall supervisor of this assignment will be the Director, Learning and Strategy. The consultant will work on a day to day basis under the direct supervision of the Coordinator, Learning and Strategy.

1.8 EVALUATION OF PROPOSALS

The proposals submitted will be evaluated on the following criteria.

- Proposal layout including quality of writing: evaluate the quality of writing (grammar) and overall proposal design to check if important sections are included, such as: background/introduction, objectives and scope, proposed methodology, team composition, timeline and financial proposal, among other important sections.
- Understanding of the assignment: Clarity on how the assignment objectives will be attained; also throughout the proposal document, check for any demonstration of clear/unclear understanding of the assignment.
- Quality of methodology: Desk review: At the minimum the proposal should identify the aims of the desk review and possible sources of documents/literature that will be obtained for review;
- Quality of methodology: Individual interviews with key informants/stakeholders: This is very important and the proposal should include an initial list of key stakeholders (not by names but by institutions and positions) that will be consulted in gathering data; the applicant should

explain in detail his/her experience in conducting individual interviews with multiple stakeholders.

- Quality of methodology: Analysis: check if the proposal includes some initial/broad description on how the data gathered will be analyzed (very broadly) and organized; it will be a plus if the proposal included key thematic areas of the feedback study.
- Technical capacity: Lead Consultant's knowledge about Twaweza organizational structure, key programs at Twaweza, grounded in relevant Ugandan regulatory framework, knowledge of how different level of government operate and how they relate. Broader knowledge and information on the conversations and trends around citizen agency; evaluate the lead consultant's training and experience in applying social science research methods in gathering and analyzing both qualitative and quantitative data.
- Technical capacity of the team: skills and experience in undertaking this assignment particularly knowledge of and experience working in Uganda; experience in applying social science research methods in the context of Uganda and experience in producing technical reports
- Suitability of proposed timeline in line with the Call for Proposals
- Financial proposal

1.9 APPLICATION FOR THIS CONSULTANCY

Applicants should provide:

1. A two page application letter that expresses the applicant's interest, availability and qualifications to undertake the assignment; and summary proposed approach to the work of no more than 5 pages (within the stipulated timelines)
2. Updated CVs.
3. This TOR can also be accessed on Twaweza website: www.twaweza.org
4. Application materials should be submitted to jobs@twaweza.org cc wmuhumuza@twaweza.org with the subject: **Critical Feedback from Key Stakeholders of Twaweza**. All proposals should be submitted not later than **October 21st, 2022 5.00 PM**