



**Forum Syd - Tanzania**

## **Terms of Reference of a Baseline Study for the Social Accountability Program in Tanzania 2010 -2013**

### **1. Introduction and Background**

Introduction: Forum Syd is seeking the services of a qualified consultant to carry out a baseline study for the Social Accountability Program in Tanzania.

Background: Forum Syd has been granted funds from Sida/Tanzania for a Social Accountability Program in Tanzania with the programme office in Mwanza and targeting wards and villages in three districts (Karagwe, Magu and Ukerewe). The programme will start in 2010 and with an initial funding period of three years.

A part of the programme is to conduct a baseline study to provide a background for interventions in the programme. During the baseline the targeted wards will be scanned more in depth in order to find out what citizens locally care about, this in order to be able to focus the programme on a theme/sector which will create motivation for citizen participation.

The social accountability programme will be learning process oriented as well as people centered and aims to learn how Forum Syd and participating organisations/institutions can strengthen their ability to make democratic governance and rights operational in development. In line with the above, opportunities for meetings and exchanges will be provided through e.g. Advisory Group meetings and Annual Programme Meetings. A strategic communication plan for the programme will also be developed.

Forum Syd has a history of supporting and strengthening local civil society organisations by providing technical support to capacity building, organisational development and exchange of information and knowledge between local and Swedish organisations. This support has been provided both through development workers, resources within local partners and external consultants.

Forum Syd has worked in Africa since 1982, through offices in Dar es Salaam, Lusaka and Gaborone, with an African regional office in Nairobi, since 2009. The Forum Syd head office and the regional offices collaborates in programmes with Swedish and local organisations around five central development issues being Democracy and Rights, Gender Equality, HIV and AIDS, Sustainable Development and Conflict Management. A Project Support Team in Sweden is sub-granting financial resources to Swedish organisations for projects with their local partners in Africa.

### **2. Objectives of the Baseline Study**

- to provide information for planning the programme, including information about local concerns and priorities; and clearly identifying relevant sectors of focus for the implementation of social accountability program.
- to provide information which can be used to monitor the programme in the course of implementation.
- to identify benchmarks and indicators which can be used as a point of reference for monitoring and evaluation of the social accountability program.
- to develop suitable monitoring and evaluation tools and clear indicators for social accountability program.
- to review the LFA with inclusion of baseline and targets.

### **3. Methodology**

The baseline study will be comprised of a desk review/study and field visits.

- a) The desk study will include an analysis of documents, policy papers and reports that have been produced by Forum Syd in connection with the programme documents. Examples of these are Forum Syd's context analysis for Forum Syds Local Democracy intervention, documents regarding the training project on local governance with MS-TCDC, general policy documents, Forum Syd Africa strategy. The study will also include documents on Social Accountability from other relevant actors (institutions, organisations, agencies), in Tanzania.
- b) The field visits will include interviews with citizens, CSOs, NGOs, local authorities in the selected districts (Magu, Ukerewe and Karagwe), as well as visits with strategic Forum Syd project support organisations.. Further interviews should be made with current collaborators to Forum Syd such as MS-TCDC and stakeholders involved in different social accountability programmes in Tanzania. The consultant is expected to present a first draft of the baseline study report at a workshop forum in Mwanza to be attended by various stakeholders.

### **4. Scope and Focus of the Baseline Study**

Specifically, baseline will have the following:

- Scope: the districts of Magu, Ukerewe and Karagwe - 3 wards in each of these districts; national status of social accountability initiatives
- Focus should be on the planned programme results where the OVIs should be verified and, if needed, revised. The baseline material should relate to the OVI and be collected in selected districts and targets at end of the programme should be stated. All information should be gender-disaggregated.

Specific responsibilities of the consultant will include the following:

1. Analyze social accountability program and review relevant literature.
2. Design and produce baseline survey tools.
3. Develop appropriate monitoring and evaluation framework, including indicators and tools.
4. Identify (in collaboration with local partner organizations) and train enumerators for the field work.

5. Conduct field study. Methods may include questionnaire, interviews, focus group discussions, and meetings with local community organizations, other NGOs operating in districts and government ministries. The study must clearly ascertain the present status, levels of community involvement, and sectors of interest by the community.
6. Design database for data entry, analyze the data; identify specific gaps/deficits in social accountability; and clarify training and other needs to be met.
7. Identify lead agencies or local community organizations/groups for the implementation of social accountability program in the designated locations.
8. Clarify good practice quality standards with regard to social accountability.
9. Prepare and present draft report of findings at a forum to be attended by Forum Syd, local partner organizations, government and other stakeholders.
10. Prepare and submit final report of baseline study, incorporating feedback from stakeholders.

The final outcome should be a revised LFA Matrix with Baseline and suggested targets by end of programme – 2013.

## **5. Report and Presentation**

A report from the study will be written in English. The report should be concise in its findings and follow the required format (see annex). The report will be presented to Forum Syd's Regional Director and Start-up Manager with the consultant's presence in Mwanza.

A first draft of the report will be presented to the stakeholders at a workshop forum in Mwanza

Expected outputs/deliverables will include the following:

1. Twenty-four enumerators, from program locations, fully equipped with skills to conduct field work using the specific tools developed.
2. Report containing the main findings of the study and recommendations. The report will be in the form of three bound hard copies and a soft/electronic copy. The report must incorporate the following:
  - a. Set of baseline survey tools.
  - b. Quality data and analysis from individuals, focus groups and organizations.
  - c. Present status, gaps and recommendations for future interventions, including suitable implementation methodology, appropriate structures for program success, and possible sustainability strategy.
  - d. Monitoring and evaluation framework with clear performance indicators.
  - e. Good practice quality standards with regard to social accountability.

## **6. Time Plan**

The study will be initiated in March 2010 and will comprise of the following:

- Applications from prospective consultants should be received not later than 23<sup>rd</sup> March 2010. The application should contain CVs of principle consultants, capacity statement, and proposed schedule of activities, technical and financial proposal.

- Preparation and desk study should be concluded by 10<sup>th</sup> April 2010. Relevant literature will include program documents.
- Training of field enumerators should be completed by 18<sup>th</sup> of April 2010.
- Participatory field work in selected districts, including interviews, mapping and meetings should be concluded by 10<sup>th</sup> May 2010.
- Report writing and presentation, first draft – by 22<sup>nd</sup> May 2010.
- Submission of final report – by 1<sup>st</sup> June 2010.

The above timeframe is meant to be used as a reference for the consultant in order to prepare the proposal. The definitive timeframe and organisations will be agreed within the assignment but the first draft should be presented June 1<sup>st</sup> 2010 and the

## **7. Profile of the Consultant**

The study will be assigned to a consultant with in-depth knowledge of Social Accountability, local governance issues; public service monitoring and expenditure tracking; and Tanzanian civil society and politics. The consultant must also be experienced in planning and carrying out baseline surveys and performance measurement. It is also desirable that the consultant has experience from working with issues around democracy and the rights based approach. The consultant should have proven experiences of previous assignments with development of analyses, feasibility studies, baselines, of similar nature. The study and analysis should be conducted by a consultant with the capacity to deploy in the three districts at the simultaneously.

The study will be supervised by the Regional Director of Forum Syd in Africa and Forum Syd's Start-up Manager in Mwanza.

## **8. Contract**

A contract will be drawn up after a call for tender where skills and costs of potential consultants will be assessed and evaluated by the Director and the Start-up Manager. The contract will be a formal consultancy contract between Forum Syd regional office in Nairobi, Kenya and the consultant. A consultant will be selected in accordance with Sida procurement policy as well as procedures set out in the Sida Procurement Guidelines.

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