

## **TERMS OF REFERENCE**

### **Baseline Study: ActionAid Tanzania Country Strategic Paper V (CSP V)**

#### **1. Background**

ActionAid Tanzania (AATZ) is an affiliate member of the ActionAid International Federation, a global force working with women, men, and children living in poverty and exclusion to find solutions to alleviate poverty and injustice. AATZ has been operating in Tanzania since 1998 as a cross-border initiative by ActionAid Kenya and later transformed into a full-fledged Country Program in 2000. Since then, we have rolled out four country strategy papers that have contributed to the overall development of the country. AATZ is registered in the country, and is represented at the ActionAid International Assembly

AATZ has development programs in mainland Tanzania and Zanzibar, at local level the organization has long -term district- based commitments known as Local Rights Programs (LRPs) working directly with communities, community-based organizations, and CSOs in Mafia, Unguja, Pemba, Kilwa, Chamwino and Singida. Through partnership the geographical coverage extends to Mbozi, Kilosa, Kibondo, Kasulu and Tanga and at national level, we are partnering with national and international organizations, networks, coalitions, and forums to influence policies in favour of people living in poverty and exclusion

Strategy Paper Five (CSP V) defines strategic intent towards contributing to economic justice, climate justice, gender equality and ending poverty in the coming five years (2022- 2026). The strategy builds on the gains and experiences achieved since its inception whilst taking a more transformative approach and commitment to the purpose AATZ stands for.

#### **2. CSP V program priorities.**

The CSP V program priorities and strategic objectives to be implemented throughout the period are:

##### **Program Priority 01: Gender Responsive Public Services and Inclusive Education**

1.1: Public education systems are more inclusive and responsive to the needs and rights of all children, particularly girls and children living in exclusion, and guarantee affordable, quality, and inclusive education.

1.2: Promote decent living and working environment in the education sector

1.3: Promote sustainable water, sanitation, and hygiene services (WASH) in schools

1.4: Promote Child protection against all forms of violence/abuse for effective realization of right to quality and inclusive education.

## **Program Priority 02: Community Resilience and systems change for Climate Justice**

2.1: Promote sustainable livelihoods systems and the resilience of women smallholder farmers and young people

2.2: Promoting women's participation in natural resource management governance processes and decision-making structures for economic empowerment and sustainable livelihood

## **3. Rationale of the Baseline study**

ActionAid Tanzania has developed a Monitoring, Evaluation and Learning Framework based on the CSP V program priorities and strategic objectives and Theory of Change.

A comprehensive Baseline study need to be carried out to identify, articulate and document the existing situation in terms of economic justice, climate justice and gender quality particularly in districts where AATZ works. This will establish a benchmark of tracking and measuring results and impact brought out by the interventions to actualize the objectives of the CSP V.

The Baseline study will primarily aim at collecting data against developed indicators to help in tracking and measuring progress over time as well as improving programme quality and guide future directions at all levels of AATZ operations.

The comprehensive baseline information is primarily aimed at ActionAid Board's Directorate of Program Quality and Impact which they would use for tracking and measuring progress over time as a result of subsequent interventions. It would also help other AAB directorates to strategize their processes to bring about those changes which in turn would help improve programme quality and guide future directions at both partner and AAB level.

## **4. Objective of the Baseline Study**

- Assess the current situation of Chamwino, Mafia, Kilwa, Unguja, Kasulu and Kibondo districts socio-political and economic conditions, power relations, prevalent social/cultural practices, policies, local governance issues etc.in relation to strategic objectives and indicators.

- Identify systematic data and information and overall situation analysis on conditions and positions of people living in poverty in relation to developed indicators and strategic objectives.
- Assess the capacity of implementing local NGO partners (Existing Program and Projects of Implementing NGO, Human Resource, Logistics, Coordination, Reputation, Membership, and legislation etc)
- Map out similar/relevant initiatives of different stakeholders in working area in terms of policies, practices and actions and mechanism of coordination between NGOs.

## **5. Scope of the Baseline Study**

The scope of the baseline study will cover the areas of Chamwino, Mafia, Kilwa, Unguja, Kasulu and Kibondo and based on the replicable sampling approach. Selection of the scope of work is based on the geographical location where ActionAid Tanzania Local Rights Programs are located.

## **6. Methodology and Process**

- This is highly anticipated that the consultant will take up both quantitative and qualitative methods for the Baseline Survey. The consultant/agency will be appreciated for using Participatory Tools and Techniques and feminism research approach for data collection, which may include but not be limited to In-depth interview, Key informant interview, Focus group discussion etc.
- Comprehensive desk review of all relevant documents i.e., review related literature, reports, records, and related Govt. Policy papers as deemed important. Also need to review CSP V, ALPS, and HRBA handbook.
- The consulting firm/bidder will interact with both AATZ staff and partners and others potential stakeholders on a sample basis.

The consulting firm/bidder will have to fully engage our primary participants (stakeholders) (i.e., women, children, young people, farmers, etc) who as our core constituencies that play the most significant role in the development process

### **6.1 Research Framework**

The research framework for the baseline study will be developed with reference to overall CSP V objectives, priorities, outcomes, and key indicators outlined in the MEL framework

### **6.2 Sample Size**

The sample size will be determined in collaboration between AATZ and the consulting team in providing a fair and statistically relevant representation of the beneficiaries and

stakeholders. Information shall be collected from across specified beneficiaries, partners, and stakeholders as well as at sector levels in the targeted area according to AATZ's interventions. NB: Hope these are representative of people living in extreme poverty and include movements, children, GS selected staff, board peer organisations etc.

## **7. Consultancy Deliverables**

- a) The following will be expected deliverable from consultancy. The consulting firm/bidder will submit a comprehensive baseline survey report in both electronic version and signed hard copy. The document should be very precise and address each specific objective. The consulting firm/bidder will submit the following:
  1. Inception report on the execution of the assignment within ONE (1) week of the commencement of the consultancy.
  2. Share questionnaire and field test result before finalizing the questionnaire
  3. Draft comprehensive report within 35 days and the report including at least the following:
    - Executive summary (2-3 pages)
    - Introduction
    - Methodology
    - Limitation of the methodology
    - Rational of the assessment
    - Findings
    - Conclusion
- b) The consulting firm/bidder will produce a systematic baseline database and deliver with final report.

## **8. Timeframe**

The assignment is expected to take place from February to March 2023 with reasonable number of working days.

## **9. Qualifications**

We are looking for an experienced consultant or team of consultants with a relevant education background and demonstrated experience in conducting social research, policy, and gendered analysis, ideally from an intersectional feminist perspective/point of view or monitoring and evaluation who can lead Baseline Study. The successful candidate must fulfil the criteria listed below:

Essential:

1. Advanced Degree in the field of Social Research, Evaluation or another relevant Social Science subject.
2. Proven experience of relevant research (quantitative and qualitative) in conducting Country Strategy Assessment, Baseline of projects
3. Understanding of the role of Monitoring & Evaluation in the programme cycle and experience of conducting learning reviews and evaluation processes, including baseline/endline studies, including of advocacy-based projects in the development sector.
4. Ability to apply a range of primary and secondary research methods including participatory methods.
5. Understanding and experience of conducting gendered analysis, ideally from feminist point of view.
6. Understanding of the role of Monitoring & Evaluation in the programme cycle and experience of conducting learning reviews and evaluation processes, including of advocacy-based projects in the development sector.
7. Ability to analyse complex data and communicate findings using engaging, clear language and visual representations.
8. Experience of using qualitative and quantitative data analysis packages (e.g. SPSS and Nvivo).
9. Understanding and experience of conducting gendered analysis, ideally from an intersectional feminist point of view.
10. Understanding of issues related to research ethics and child protection.
11. Ability to analyse complex data and communicate findings using engaging, clear language and visual representations and proven relevant report-writing experience.
12. Fluency in written and spoken English and excellent communication skills with the ability to tailor communications to a range of audiences.

## **10. Expression of Interest**

We invite interested candidates to submit the following application documents, **applications which are incomplete will not be considered:**

1. Expression of interest addressing track record and selection criteria.
2. Technical proposal including data collection methodology and workplan, sampling strategy and data collection tools.

- a. How the consultant(s) meet the selection criteria.
  - b. Their understanding of the ToR.
  - c. Financial proposal and budget in Tanzanian Shillings (separating core consultancy costs, daily rates of team members and in-country data collection costs).
  - d. Availability.
3. CV(s) of the consultant(s) who will be assigned to conduct the work.
  4. Examples of and/or links to previous or similar pieces of work or publications.
  5. The names of previous client(s) to contact for references.

**The deadline for the submission of applications will be 12<sup>th</sup> February 2023.**

Please send your applications to:

Human Resources & Administration Officer

ActionAid Tanzania

E-mail: [mwanahawa.bongi@actionaid.org](mailto:mwanahawa.bongi@actionaid.org)

Prepared by		Approved by
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	Signature	
13-01-2023	Date	
MEL Coordinator	Designation:	