



## TERMS OF REFERENCE

<b>Position Title:</b>	Baseline Survey Consultant
<b>Location:</b>	Dar es Salaam (Ubungo and Kinondoni) Mwanza (Misungwi) Iringa (Iringa municipal and Mufindi) Arusha (Arusha Municipal & Arumeru) Unguja ( Mjini Magharibi, Kaskazini) Pemba (Chakechake and Wete )
<b>Reporting to:</b>	National Coordinator – WILDAF
<b>Languages required</b>	English, Kiswahili
<b>Contract Date(s):</b>	September 11 <sup>th</sup> – October 11 <sup>th</sup> , 2024
<b>Duration:</b>	One month

### A. PROJECT TITLE

USAID Wanawake Sasa (Strengthening women’s and girls’ civic and political participation for inclusive governance and sustained democracy practices in Tanzania)

### B. BACKGROUND

Women in Law and Development in Africa (WILDAF) in collaboration with Her Initiative and JamiiForum under the support of the US Government through USAID; implements the USAID Wanawake Sasa project. The USAID Wanawake Sasa Project is a robust three-year initiative that reckons women and girls’ civic and political participation requires creating an enabling environment from multi-sectorial and multi-disciplinary perspectives. It is implemented in four regions in Tanzania mainland (Dar Es Salaam, Iringa, Arusha, and Mwanza) and Zanzibar (Unguja and Pemba).

The USAID Wanawake Sasa project contributes to changing narratives and transforming the lives of women and girls through:

1. Strengthening women and girls to fully exercise their civic and political rights.
2. Engagement of men and boys as partners and champions of gender equity and equality
3. Strengthening Legal and Institutional frameworks.
4. Strengthening civil society organizations to actively engage in promoting women and youth civic and political engagements.

The goal of the USAID Wanawake Sasa project is to strengthen and increase women and girls' civic and political participation for inclusive governance and sustained democracy. The project goal contributes to the Mission's objective of strengthening democratic principles of citizen-responsive governance, developing a strong cadre of emerging youth leaders who promote and demand a participatory and citizen-centric model of governance. In particular, the program seeks to contribute to CDCS Development Objective 2: Empowerment, Productivity and Engagement of Tanzanians aged 15-35 increased, specifically toward IR 2.3: Civic Participation and Leadership Increased and Development Objective 3: Capacity of State and Non-State Actors strengthened to benefit future generations, and specifically toward IR 3.2: Enabling environment for private sector and CSOs enhanced, and IR 3.3: Capacity of Civil Society Actors strengthened.

### **C. OBJECTIVE OF THE ASSIGNMENT**

WiLDAF is seeking a consultancy to conduct a baseline survey to generate benchmark data that will serve as a reference point for measuring women's and girl's participation in civics space. This baseline survey will establish initial conditions for the USAID Wanawake Sasa project's key indicators related to civic and political participation and will also cover interventions by the Government, Political Parties, Civil Society Organizations (CSOs), Women, Girls, Men including People with Disabilities (PWDs).

This survey will attempt to provide the current status of the indicators in the result framework and facilitate monitoring of progress towards meeting the following objectives

1. Explore current levels of knowledge, and skills, among women, and girls, including PWDs regarding their participation in civic and political spaces.
2. Explore the attitudes and perceptions of the community in particular men and boys towards women's and Girl's participation in leadership and decision-making structures.
3. Examine the existing barriers that hinder women and girls' participation in leadership and decision-making (using the socio-ecological model).
4. Identify the existing grassroots Civil Society Organizations (CSOs/CBOs), specifically Women's Rights Organizations (WROs), Youth Organizations, and Organizations of People with Disabilities (OPDs) in the targeted areas where the USAID Wanawake Sasa project is implemented.
5. Examine the pattern and dynamics of Gender-Based Violence (GBV) in the targeted areas where the USAID Wanawake Sasa project is implemented
6. Assess the effectiveness of current legal and institutional frameworks in preventing and responding to GBV including VAWP/E.

## D. METHODOLOGY

The baseline survey will use both qualitative and quantitative data collection techniques to source appropriate information from the respondents. This approach ensures that both statistical data and in-depth contextual insights are captured.

The consultancy will be conducted through a series of activities beginning with a desk review before a face-to-face interview. The consultancy team will use appropriate means and tools to collect information in the districts where the project is implemented (Ubungo and Kinondo, Misungwi, Iringa municipal and Mufindi, Arusha, Municipal, Arumeru, Mjini Magharibi, Kaskazini, Chake chake and Wete).

In their technical proposal, bidders should indicate their sampling plan, including how they will select the ward to be assessed and how these findings will be generalized or applied to the rest. In addition, the bidder should indicate their proposed methodology aspect of sampling, sample size, tools, design, and administration which will inform the first phase of the selection processes. The successful consultancy team will be expected to provide a detailed methodology with tools for fieldwork as part of their inception report.

## E. TASK AND RESPONSIBILITY

The Consultancy firm will be responsible for the following:

1. Develop an **inception report** and share it with WILDAF. The report should include a detailed methodology, including sample size, sampling plan, data collection tools, plan for fieldwork, and data analysis plan.
2. Following the field visit, the consultancy team will prepare a short presentation of the initial findings, including at least 2 case studies, and tentative conclusions and recommendations. This will be used to debrief WILDAF, Her Initiative, JamiiForum, and the USAID DRG department, to identify and address any misinterpretations or gaps.
3. Building on the debrief and initial feedback received, the consultancy team will produce a **baseline survey draft report** that will be shared with the Consortium.
4. Once feedback is provided by the Consortium, the consultancy team will prepare **the final report**. The report will follow the same presentation logic and include, at a minimum: an executive summary, a list of acronyms, an introduction, baseline context and purpose, baseline framework and methodology, findings, case studies, conclusions, and

recommendations. Annexes should include the TOR, inception report, program baseline indicators with baseline values from the baseline survey, list of documents reviewed, list of persons interviewed or consulted, and data collection instruments.

5. The consultancy team will also prepare a PowerPoint presentation and a two-page baseline brief to facilitate sharing of the key findings, conclusions, and recommendations. The brief will include project information; baseline background (baseline purpose, baseline team, baseline timeframe, methodology); and baseline results: key findings and/or conclusions, and key recommendations.

## F. EXPECTED OUTPUTS/ KEY DELIVERABLES

1. Inception report – Detailing the methodology, sampling strategy, data collection tools, and work plan.
2. Draft baseline survey report – Including baseline values, data analysis, and preliminary findings.
3. Final baseline survey report – Incorporating feedback from WILD AF, Her Initiative, JamiiForum, and USAID with actionable recommendations for setting project targets.
4. Presentation of findings – PowerPoint presentation summarizing the key findings and recommendations.

## H. ETHICAL CONSIDERATIONS, CONFIDENTIALITY, AND PROPRIETARY INTERESTS

1. **Ethical Principles:** The consultancy team must adhere to standard ethical principles throughout the assignment. This includes maintaining confidentiality of interviewee statements when required and avoiding judgmental remarks about stakeholders.
2. **Confidentiality:** The team shall not, during or after the assignment, disclose any proprietary or confidential information related to the service without prior written consent from the contracting authority. All materials and documents prepared under this assignment will become the property of WILD AF.
3. **Informed Consent:** Ensure that all participants are fully informed about the purpose, procedures, and potential risks of the study, and that they provide voluntary and informed consent before taking part in the study.
4. **Do No Harm:** The consultancy team must take measures to protect participants from harm, ensuring that no physical, emotional, or social harm arises from their involvement in the survey

## I. TIME FRAME AND DURATION OF THE ASSIGNMENT

The consultancy is planned to be done in one month from September 11<sup>th</sup> – October 11<sup>th</sup> 2024.

Below is a tentative schedule:

## Timeline for implementation

No.	Deliverable/Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Gathering all relevant materials for the assignment (Desk review)	(2days)	Consultant
2	Develop and share inception reports detailing the methodology, sampling strategy, data collection tools, and work plan.	1 day	Consultant
3	Review the inception report and approve	1 day	WILDAF/USAID
4	Undertaking Baseline survey, data collection at Dar es Salaam (Ubungo and Kinondoni), Mwanza (Misungwi), Iringa (Iringa municipal and Mufindi), and Arusha(Arusha Municipal, Arumeru) Unguja( Mjini Magharibi, Kaskazini) and Pemba( Chake chake and Wete	19 days	Consultant
5	Writing draft baseline survey report which includes baseline values, data analysis processes, and preliminary findings, and submitting to WILDAF for review	3 days (home-based)	Consultant
6	Review 1 <sup>st</sup> draft of the baseline report	2 days	WILDAF/USAID
7	Finalise Baseline report incorporating feedback from WILDAF with actionable recommendations for setting project targets.	1 day	Consultant
8	Prepare a presentation of findings – PowerPoint presentation summarizing the key findings and recommendations, present the findings to WILDAF, Her Initiative, Jamii Forum, and USAID	1 day	Consultant

## J. RATES AND MODE OF PAYMENT

The consultant will be paid at reasonable market rates. The Consultant will be paid 40% of the total consultancy fee upon signing the contract and the remaining 60% upon delivery and acceptance of deliverables within a specified period. The consultancy fee is subject to withholding tax at a rate as per the Income Tax Act.

## K. QUALIFICATION AND EXPERIENCE

The consultancy is expected to have a mix of skills relevant to the assignment. The required background and experience for the consultancy is as follows:

1. Legally recognized in Tanzania to perform consultancy tasks.
2. Minimum 8 years managing large-scale household surveys (1000+ households)
3. Familiarity with USAID-funded projects and their MEL requirements.
4. Strong background in both qualitative and quantitative research methodologies
5. Expertise in program strategy, survey design, and evaluation using participatory methods.
6. Strong capability in planning and organizing survey logistics.
7. Established a network of experienced enumerators, supervisors, and data clerks.
8. Proficient in data management and statistical analysis using STATA, SPSS, and CS-Pro.
9. Expertise in gender, law, and statistics.
10. Experience with human rights-based programming and equity-focused research.
11. Strong writing and analytical skills; provide a sample of recent reports.
12. Demonstrated ability to work in multicultural settings and with national partners.
13. Have relevant experience in working with Tanzania governments and international organizations on consultancy assignments, especially in M&E, or GBV and gender equality.
14. Have excellent proven written, spoken English, and Kiswahili communication skills
15. Demonstrated ability to work in Tanzania regions and knowledge of the local context

## L. PROPOSAL SUBMISSION

Interested applicants will be required to submit detailed proposals, technical and financial proposals, along with the following

1. CVs of key personnel who will be involved in the assignment.
2. Samples of previous relevant work (baseline surveys, evaluation reports, etc.)
3. Contact information for at least three references from previous clients

These should be sent to [@procurement@wildaftanzania.or.tz](mailto:@procurement@wildaftanzania.or.tz) copy to [info@wildaftanzania.or.tz](mailto:info@wildaftanzania.or.tz) by 5<sup>th</sup> September 2024.

## M. PROPOSAL SUBMISSION

For inquiries or clarification, please contact:

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***WiLDAF Tanzania reserves the right to reject any proposals not meeting the specified.***