

## Women in Law and Development in Africa (WiLDAF-Tanzania)



Women in Law & Development Africa

### Terms of Reference

#### Data Analysis and Report Writing for Gender-Responsive Election Observation.

##### 1.0. ABOUT WiLDAF-TANZANIA

Women in Law and Development in Africa (WiLDAF) Tanzania is a non-profit organization, established in 1997. It is part of a large Pan-African network dedicated to promoting and strengthening strategies that link Law and development in order to increase women's participation and influence at the community, national, regional, and international levels in order to enhance the protection of their rights.

The overall goal of WiLDAF-Tanzania is to promote a just society that embraces gender equality and women's rights. The mission is to enhance women's empowerment and equality through law, networking, and advocacy in all aspects of development.

WiLDAF-Tanzania is working to increase access to justice for women, girls and marginalized citizens, reduce Gender Based Violence to end Violence Against Women and Children, strengthen women and young women's participation in leadership and feminist movement, increase access to sexual and reproductive health and rights and bodily autonomy, enhance women economic justice and rights, and strengthen partnership and institutional capacity that is supported by a good governance framework that is gender inclusive and sustainable.

##### 2.0. ABOUT THE PROJECT

WiLDAF is implementing a project titled "*Wanawake Sasa*". The project seeks to strengthen women's and girls' civic and political participation for inclusive governance and sustained democracy. The project's main objective is to create an enabling environment for women, girls, and marginalized groups to exercise their civic and political rights. Specifically, the project objectives include among others; (i) increasing women and girls' participation in civic and political spaces; and (ii) empowering communities to see women and girls as, equal partners in democratic spaces and development processes.

Following the local government election in 2024, the Wanawake Sasa project aims to empower women, young women, and persons with disabilities (PWDs) by enhancing gender-sensitive electoral observation. These elections serve as a critical moment for citizens to exercise their democratic rights at

the grassroots level, but women, young women, and marginalized groups continue to face significant barriers in fully engaging with the electoral process whether as voters, candidates, or election observers. These barriers include structural inequalities, gender-based violence, discriminatory social norms, and limited access to political power.

Recognizing these challenges, WiLDAF's mission is to assess the impact of gender dynamics on voter participation, particularly focusing on women, young women, and persons with disabilities (PWDs). WiLDAF is committed to conducting a Gender-Responsive Election Observation Mission (GREOM) to ensure that the electoral process is inclusive, transparent, and free from gender-based violence (VAWE). This mission will specifically monitor how gender, age, and disability impact voter participation and the overall electoral environment.

WiLDAF intends to analyze the data collected during the election observation process and write a comprehensive report that details the findings, trends, and recommendations for enhancing gender inclusion in future elections.

### **3.0. OBJECTIVE OF THE ASSIGNMENT**

The primary objective of this assignment is to analyze the data collected during the election observation mission using a gender lens and write a comprehensive report that details the findings, trends, and recommendations for enhancing gender inclusion in future elections.

### **4.0. SCOPE OF WORK.**

The consultant will be responsible for performing the following key tasks;

- (a) Data Analysis:
  - (i) Review and clean the data collected from the pre-election, election day, and post-election observation tools.
  - (ii) Conduct statistical analysis to identify gender-related trends and patterns at different stages of the election process.
  - (iii) Analyze the data by key variables such as region, district, ward, and polling station to provide a detailed gender-responsive evaluation.
  - (iv) Use appropriate software tools (e.g., Excel, SPSS) for data processing, analysis, and visualization.
  - (v) Identify and report any gaps or discrepancies in data collection related to gender and inclusion.
- (b) Report Writing: Develop a comprehensive final report that presents the findings of the data analysis, including:
  - (i) A clear and structured introduction to the purpose and methodology of the election observation.

- (ii) Detailed analysis of gender-responsive observations, broken down by pre-election, election day, and post-election phases.
- (iii) Specific findings related to gender and inclusion, with emphasis on marginalized groups' access to the electoral process.
- (iv) Visual aids (charts, graphs, tables) to support key points in the analysis.
- (v) Recommendations for improving gender inclusivity and addressing barriers observed during the election process.
- (vi) Ensure that the report is written in a clear, concise, and accessible manner for diverse stakeholders, including civil society organizations, policymakers, and the general public.
- (vii) Provide an executive summary that highlights key findings and recommendations.

## **5.0. TIME FRAME AND DURATION OF THE ASSIGNMENT**

The consultancy is planned to be carried out between 05<sup>th</sup> -17<sup>th</sup> December, 2024

## **6.0. 5.0. DELIVERABLES**

It is expected that the consultant will develop and deliver;

- (i) Cleaned and analyzed data sets.
- (ii) Final report, including an executive summary, methodology, detailed findings, and recommendations.

## **7.0. 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 of 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 the rate of 5% as per the Income Tax Act.

## **8.0. QUALIFICATION AND EXPERIENCE**

The selected consultant must have at least 10 years of demonstratable experience in political science and the electoral process sphere. In addition to that, the consultant is required to have good knowledge and experience in data analysis and report writing.

### **Competencies:**

- Proven experience in data analysis, preferably in the context of gender and inclusion, elections, or similar projects.
- Strong skills in using data analysis software (e.g., Excel, SPSS, Stata) and experience in managing large datasets.
- Experience in writing comprehensive reports, including gender-sensitive analysis and recommendations.

- Knowledge of gender and inclusion issues in electoral processes.
- Excellent communication skills, both written and verbal.
- Ability to work independently and meet deadlines.

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 18<sup>th</sup> December 2024 at 12:00 pm.

## PROPOSAL SUBMISSION

For inquiries or clarification, please contact:

Anneth Mushi

WiLDAF Tanzania

Email: [wildaftanzania@gmail.com](mailto:wildaftanzania@gmail.com) copy

[amushi@wildaftanzania.or.tz](mailto:amushi@wildaftanzania.or.tz)

Mobile: +255784907188

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