

**MID-TERM REVIEW
OF FORUM SYD'S SOCIAL ACCOUNTABILITY PROGRAMME IN
TANZANIA**

Terms of Reference

Background

Forum Syd is a Swedish organisation working to support civil society and striving for democracy and human rights. Forum Syd's head office is in Stockholm, Sweden, with regional offices in Nairobi, Belgrade and Phnom Penh, and programme offices in Tanzania, Colombia, Guatemala, and Belarus (For more information please visit Forum Syd Website www.forumsyd.org/international or www.africa.forumsyd.org)

Forum Syd has been granted funds from Sida (Swedish International Development Cooperation Agency) in Tanzania for a Social Accountability Program in Tanzania (SAPT) with the programme office in Mwanza and targeting wards and villages in three districts, i.e. Magu and Ukerewe in Mwanza Region, and Karagwe in Kagera Region. The programme started in 2010 with an initial funding period of two years resulting in a midterm review that will determine the feasibility for continuation of the remaining program period planned to end 2013.

Objectives of the Social Accountability Program

The objective of the Programme is to increase voice, information and negotiation/influence of citizens at district and ward level, in order to enhance local government accountability, with a special focus on women, youth, people living with HIV/AIDS and disabled.

The Programme is being implemented through 6 outcomes:

Outcome 1: Improved bridging between citizens and local leaders through enhanced enabling legal, political, socio-cultural and economic environment – with special focus on participation of marginalised groups.

Outcome 2: Strengthened demand and supply side of accountability at district and ward level.

Outcome 3: Increased democratic credibility and accountability of participating local civil society organisations – Internal organisational strengthening.

Outcome 4: Increased capacity of existing networks and umbrella lobby organisations at district level to become an effective link between the community and the national level.

Outcome 5: Harmonized and synergized social accountability initiatives with an Alliance Group/PF advocating and influencing Development Fund effectiveness agenda in Tanzania.

Outcome 6: Quality assured programme development.

Mid Term Evaluation Consultancy

Forum Syd Tanzania, invites interested parties for a consultancy to undertake the Mid-Term Review of the Social Accountability Programme Tanzania. The review marks a critical time to strategically reflect on the progress made by the Social Accountability Programme since its commencement, see and measure the programme effectiveness towards achieving its intended goal and objectives. The programme intends to use the mid-term review exercise as a way to learn from the first year of implementation to bring strength, focus and ensure the most effective way forward for the remainder of the programme period.

Goal of Mid-Term Review

To identify and assess the strengths, weaknesses and constraints of the management and implementation of the Social Accountability Programme Tanzania. Furthermore document key themes, best practices and emerging issues, and recommend appropriate action aimed at greater achievement of the programme objectives over the remainder of the programme period.

Specific Objectives

The following Terms of Reference will guide the focus in the execution of the assignment. The Specific objectives:

- a. To **assess the results** of the programme so far in relation to the set objectives, both positive and negative, intended and unintended. This includes to analyse why and how the objectives and expected outcomes has been achieved or not achieved.
- b. To assess and analyse the **effectiveness** of the program to achieve the intended objectives and the intended target groups with the activities and strategies employed. Special consideration should be given to this in terms of choice of partner organisations and their roles in the programme.
- c. To assess the extent to which committed resources have been utilised to achieve intended program objectives (cost) **efficiency**, as well as the sufficiency of resources available.
- d. To assess, analyse and give recommendations to the **feasibility** of the programme.
- e. Assess the **sustainability** of initiated activities beyond the programme life, and the probability of continued long-term benefits.

The following should be given special consideration when assessing the above;

- The relation and role of Forum Syd to partner organizations, as well as the role of the partner organizations in the program.
- The approach employed by Forum Syd and partner organizations to reach the special focus groups (women, youth, disabled and PLWHA).

Scope of Work

The consultant will be working under the direct guidance of the Programme Manager.

The consultant will be responsible for the overall review of the programme.

Specifically the consultant will:

- a. Submit a detailed inception report detailing comprehensively how the consultancy will be carried out as well as a detailed work plan
- b. Carry out a desktop review and analysis of all relevant documents, including: quarterly reports, financial/audit and technical reports and any other relevant documents
- c. Design data collection instruments for interviews and other evaluating methods and submit these to PM/CR for approval
- d. Conduct key informant interviews with relevant target interviewees
- e. Interview both primary & secondary beneficiaries and other relevant stakeholders.
- f. Disseminate relevant reports to the relevant audience for approval during the course of the consultancy.
- g. Prepare draft evaluation report and present in stakeholders forum for comments.
- h. Incorporate comments and changes from draft evaluation report
- i. Finalise evaluation report

The consultant should in his or her work plan suggest specific methodology for the midterm review interventions (as suggested under the scope of work). When doing so the following must be accommodated for;

- The consultant should use a participatory approach, ie including all programme staff, community facilitators, the partner organisations, representatives from the demand side and the supply side, representatives from the visitors to the resource centres, other social accountability actors in Tanzania, Sida and other relevant stakeholders.
- The consultant should be able to suggest in concrete terms possible changes and modifications to the programme in relation to the specific objectives set for the Midterm review.

Period of Performance

The consultancy shall be for a period of **4 weeks** and the work shall commence upon the signing of a contract of agreement between the Consultant and Forum Syd. **Deliverables** *(NB, dates are preliminary)*

- a. Inception report with clear methodology and a detailed budgeted **work plan 5 days before signing.**
- b. Fortnightly progress reports presented to the PM/CR.
- c. The first draft report to be delivered & presented to Forum Syd in hard and soft copy in MS word by 15th of October, 2011.(according to agreement 31st of Oct draft to Sida)

- d. A printed version hard and soft copy of the report to be delivered to Forum Syd not later than 15th of November, 2011. (according to agreement, no date for final report, but final report is to be discussed at a meeting before end of December)

Qualifications (Key Skills & Abilities)

The assignment is to be carried out by consultant(s) with the following minimum qualifications and experience:

- a. An advanced university degree, preferably in Social Sciences, Governance Democracy, Development Studies, or any other related field.
- b. 3-5 years minimum documented work experience in Social Accountability Interventions especially developing and evaluating Social Accountability Programmes and interventions.
- c. 2 years minimum documented work experience of evaluating development programmes.
- d. Strong knowledge of the contemporary development agenda, mainstreaming rights based approaches and gender issues into programming
- e. Proven data analysis, interpretation & report-writing skills in English as well as Kiswahili.
- f. Competencies in financial evaluation & analysis
- g. Experience in working with civil society organisations, preferably in Tanzania

Additional Information Required

- **Detailed work plan, including suggested methodology for the suggested review interventions.**
- **Detailed Budget with daily consultancy service rate**
- **Company Trading License and Shareholders Certificate**
- **Company Profile**
- **A sample copy of work produced similar to this consultancy**
- **Curriculum Vitae & References from prior work**
- **VAT Registration and Tax Clearance Certificate (for companies)**

To Apply

Please submit your proposal either through e-mail, post or hand delivery to Forum Syd by **30th July 2011 at 16.00 Hrs.**

Programme Manager/Country Representative

Forum Syd, Tanzania

P.O. Box 11850, Mwanza.

Phone: +255 713 7976 / +255 752420116.

DL: +255 282501226

+255 28 2501228

E-mail: godfrey.wawa@forumsyd.org