

# **TANZANIA SECOND SOCIAL ACTION FUND**



## **TERMS OF REFERENCE FOR CONSULTANCY SERVICES TO CONDUCT BENEFICIARY ASSESSMENT IN THE THIRD TANZANIA POVERTY REDUCTION PROJECT (TPRP III) SUPPORTED LOCAL GOVERNMENT AUTHORITIES**

### **1.0 BACKGROUND**

The Government of the United Republic of Tanzania is implementing the Tanzania's Third Social Action Fund (TASAF III - PSSN<sup>1</sup>) through financing from the World Bank and other projects through its Ring Fenced Window for supporting community subprojects. Tanzania's Poverty Reduction Project (TPRP) is among these projects operating under the OPEC Fund for International Development (OFID). TASAF III – PSSN operations cover 161 Project Area Authorities (PAAs) on the Tanzania Mainland and Zanzibar.

TPRP Phase I covered 9 rural LGAs in Mtwara and Lindi regions and had a total funding of US\$ 10.00 million. The implementation of Phase I was between July 2005 and June 2010. TPRP Phase II had a total funding of US\$ 12.00 million to finance community subprojects in all rural and urban LGAs in the mentioned regions. The implementation of Phase II was between October 2009 and June 2015. TPRP Phase III is expected to finance community subprojects amounting to US\$ 16.35 million in all rural and urban PAAs in Arusha and Njombe regions. The implementation of Phase III is between July 2015 and June 2019.

The Project Development Objective (PDO) of the TPRP III is to improve access of beneficiary households to enhanced socio-economic services and income generating opportunities. Through this project communities that lack basic social services such as education, water, infrastructure and poor individuals implementing labour intensive works through temporary employment and Income Generating Activities (IGAs) are supported. With regard to education sector, complete functional model schools with solar power, water supply, playgrounds, teachers' offices teacher's houses, school children' toilets, school desks and chairs teachers' toilets will be constructed.

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<sup>1</sup> The TASAF III – Productive Social Safety Net (PSSN) Program contributes to the achievement of the overall Government objective of enabling poor households to increase incomes and opportunities while improving consumption of poor and vulnerable households.

The implementation of TPRP III is aiming at reducing poverty in all 13 PAAs from Njombe and Arusha regions. Njombe region PAAs include Ludewa DC, Makete DC, Njombe DC, Wanging'ombe DC, Makambako TC and Njombe TC. Arusha Region PAAs include Longido DC, Monduli DC, Ngorongoro DC, Arusha DC, Meru DC, Karatu DC and Arusha CC.

## **2.0 PROJECT IMPLEMENTATION MODALITY**

The TRPR III uses a full community participatory approach whereby poor communities determine their own priority areas and identify community subprojects that are implemented. Community subprojects are simple and manageable by the communities. The Project supports communities to achieve their objectives through the local government governance structures. In this aspect, the Project ensures that services to communities are rendered efficiently by strengthening local government capacities and enhancing personnel skills in project management through training and availing necessary inputs for smooth facilitation of communities. Areas of interest include management of the community sub-project cycle, outputs and outcomes generation, sustainability and enhanced downward accountability.

## **3.0 PRIORITY SECTORS OF COMMUNITY SUBPROJECTS**

The following are the priority sectors of community subprojects:

- a. Education sector community subprojects that aim to reduce the school drop-out ratios and this will likely reduce child labour in the targeted communities. Community subprojects in education sector will improve the education environment by constructing fully functioning classrooms, teachers' houses, dormitories or hostels, nursery schools for early childhood education, play grounds in community areas, and provide furniture (desks) to reduce the number of pupils sitting on the floor.
- b. Health sector community subprojects that aim to improve accessibility to health services and this will likely reduce ill-health in the targeted communities and therefore give them opportunity to engage in productive activities. Beneficiaries are expected to implement community subprojects in health sector that will focus in constructing fully functioning dispensaries.
- c. Water sector community subprojects that aim to reduce the time spent on accessing water services by reducing the distance from water source. Beneficiaries are expected to implement community subprojects which include but not limited to rain water harvesting structures, water tanks and deep boreholes.

- d. Public works community subprojects that aim to provide temporary wage employment to poor individuals which will result in rehabilitation of economic infrastructures such as irrigation schemes and earth or gravel roads that will improve accessibility between communities and socio economic places.
- e. Income support community subprojects that aim to reduce income poverty and increase the ability of the targeted poor communities to meet their basic needs.

Therefore, all these are expected to contribute to improved social services and more economic activities which will boost per capita household incomes and thus reduce the percentage of the targeted population below food poverty line and basic needs poverty line

#### **4.0 RATIONALE**

TASAF Management Unit (TMU) plans to carry out a Beneficiary Assessment (BA) in selected PAAs in Arusha and Njombe Regions. The BA is intended to give the beneficiaries an opportunity to express their opinions with regard to the design and operations of TPRP III in meeting their needs. Findings from the BA will feed into the review of monitoring process and end-term evaluation of TPRP III.

#### **5.0 OBJECTIVES**

The BA is intended to assess the impact of the implemented sub projects with support from the TPRP III to the beneficiary communities, households and support institutions. It is also intended to assess the ability of communities to utilize the acquired knowledge and enhanced social capital from project processes to demand better governance from those in public trust. This will in turn lead to increased effectiveness and sustainability of community subprojects through improved implementation strategies in meeting the people's demand. The eventual outcome of the BA will be to bring about areas of common interest and foster mutual partnership among all stakeholders in implementation of the Project.

#### **6.0 SCOPE OF SERVICE**

The Beneficiary Assessment will concentrate in assessing the following key areas:

- a. Subproject design, identification and implementation process:**
  - (i) *Sensitization.* Community knowledge and perception on the availability of support to identify their priority needs in

achieving their developmental objectives as outlined in TPRP III design.

- (ii) *Beneficiary targeting.* Targeting process of Project beneficiaries and the extent to which it is inclusive or exclusive.
- (iii) *Participation.* Participation in prioritization process of community subprojects and reasons as to why beneficiaries chose the type of community subprojects, including relevance of the selected subprojects to the beneficiary group.
- (iv) *Partnerships.* The extent to which beneficiary communities interact with local government authorities, local service providers and other stakeholders throughout the community subproject cycle and the extent to which these interactions have brought negative or positive results for both beneficiaries and the facilitating organizations.
- (v) *Supportive role.* Explore the extent to which facilitating agencies have been supportive to the beneficiaries in implementing community subprojects to achieve the intended objectives.
- (vi) *Satisfaction.* Beneficiaries' perceptions regarding TPRP III objectives, modes of operation and support.

**b. Intermediate outcomes from TPRP III supported community subprojects to the benefiting communities:**

- (i) *Capacity enhancement.* The extent to which TPRP III has enhanced capacities of communities implementing the identified community subprojects. In addition, assessment should look at the extent to which capacities and skills have been enhanced to other facilitating agencies like local government authorities and local service providers.
- (ii) *Organization.* The extent to which communities can organize themselves in undertaking various developmental activities and networking.
- (iii) *Gender equity.* The extent to which application of gender balance in community subproject implementation has impacted communities in implementation of other development activities taking into consideration diversity of social groups in the communities.

- (iv) *Livelihoods enhancement.* The extent to which implemented community subprojects have improved beneficiaries' livelihoods. Attention should be on the extent to which wages received from participation in the community public works subprojects and income generating activities improve households' risk management capabilities (e.g. food deficiency and lack of income).
- (v) *Utilization of income.* Find out how beneficiaries spend with their income; proportion from wages or income that is spent on savings; and/or investment in productive activities to further improve earnings.
- (vi) *Decision making.* Examine the decisions making process at household level and how the decisions on the utilization of the income are reached within households.
- (vii) *Safeguards.* The extent to which the community subprojects enhanced environment and social aspects of the community.
- (viii) *Social capital or intangible benefits.* The extent to which social capital or intangible benefits have been enhanced through the community subprojects such as networks and sociability; trust and solidarity; collective actions and cooperation; social cohesion and inclusion; empowerment; social change; and transparency and accountability.

**c. Operation and maintenance issues in the context of sustainability of both the processes and assets or facilities created:**

- (i) *Maintenance and sustainability.* The communities' awareness and state of preparedness for ensuring maintenance and sustainability of the community assets or facilities created.
- (ii) *Local authorities' role.* The role of local authorities in meeting its counterpart responsibility to provide recurrent costs for deployment of staff, equipment and other supplies where community subprojects have been completed with consideration of sector policies, norms and standards.
- (iii) *Capacity enhancement.* Areas of capacity enhancement that communities perceive as being useful for them to execute responsibility of operation and maintenance of created assets and facilities.

**d. Reporting, accountability, successes and challenges in implementation of TPRP III supported community subprojects:**

- (i) *Accountability.* Communities' perceptions on what constitutes effective accountability from their experience with community subprojects in their localities. Furthermore, the extent to which the community demands accountability from Community Management Committees (CMCs) and Village Councils (VCs).
- (ii) *Reporting.* Responsiveness of the CMCs towards reporting requirement and their perceptions and own experience with reporting, including justification process of community subproject expenditures and how they would want to improve the system.
- (iii) *Successes and challenges.* Successes and challenges that beneficiaries and stakeholders perceive that TPRP III has experienced in the course of implementation of community subprojects.

## **7.0 RECOMMENDATIONS**

For each assessment key area elucidated above there should be actionable recommendations put forward.

## **8.0 METHODOLOGY**

A consulting firm is expected to use both participatory and quantitative techniques to ensure that both qualitative and quantitative information are obtained from different groups that will be interviewed at community, PAA and national levels. Findings of the assessment will be provided in all different useful forms to justify whatever conclusions that will be arrived at. In this respect, the consulting firm shall elaborate methodologies to be applied during the assessment.

## **9.0 CONSULTING FIRM QUALIFICATIONS**

The consulting firm should have:

- (i) Proven experience in research and consultancy of not less than 5 years.
- (ii) Demonstrable qualifications in participatory and quantitative research methodologies.

- (iii) Knowledge of Tanzania's social, political and administrative structure from national down to the village level.
- (iv) Experience with community development projects related to education, health, water and economic infrastructure sectors.

## **10.0 KEY STAFF**

The consultant should ensure that the following key staff and skills are available for this assignment:

- (i) A team leader with at least a master degree in social sciences with experience of not less than five years.
- (ii) One statistician or economist with at least a master degree and experience of not less than five years.
- (iii) One sociologist or community development expert with at least a master degree and not less than five years' experience in similar assignment and good in qualitative data collection and analysis.

## **11.0 TIME FRAME**

The Beneficiary Assessment is planned to be conducted within 60 days between December 2018 and February 2019.

## **12.0 KEY DELIVERABLES**

The consulting firm shall ensure that acceptable key deliverables which are divided into three phases are made available to TASAF as follows:

- (i) **Inception Report** to demonstrate understanding of the Terms of Reference (ToR) and should include assessment collection tools, question guides, enumerator training materials and detailed documentation of sample and sampling process.
- (ii) **Draft Report** to be submitted to TASAF so that the consulting firm can incorporate comments from stakeholders into the final draft.
- (iii) **Final Report** to be submitted at the TASAF after incorporating comments from stakeholders.

The consulting firm shall submit six (6) hard copies of the above-mentioned reports and guides, supported by electronic copies (saved in compact and flash disks). All raw materials will remain the property of TASAF.

### **13.0 REPORTING ARRANGEMENTS**

The consulting firm shall report to the Director of Community Support (DCS) who will be the overall in charge of the assignment and will also be the contact person.

### **14.0 SERVICES TO BE RENDERED BY TASAF MANAGEMENT UNIT**

TASAF will provide the consultant with support in terms of required documents and information and communication with selected PAAs for smooth implementation of the assignment. As well, TASAF will assign staff to assist the consultant on logistical matters, where necessary.

### **15.0 PAYMENT SCHEDULE**

Payment to consultant will be effected in three installments as outlined hereunder:

- (i) 20 percent upon submission of acceptable inception beneficiary assessment report.
- (ii) 50 percent upon submission of acceptable draft beneficiary assessment report.
- (iii) 30 percent upon submission of acceptable final beneficiary assessment report.