

## **Terms of Reference for Conducting Participatory Barriers Assessment for the Integrated School Readiness Programme.**

### **Summary**

<b>Title</b>	Consultancy to Pilot Participatory Barriers Assessment for the Integrated School Readiness Programme in Tanzania.
<b>Purpose</b>	Conduct Participatory Barriers Assessment
<b>Location</b>	Selected Communities in Kilombero district (Morogoro Region)
<b>Recommended Duration</b>	24 full-time equivalent (FTE) consultancy days
<b>Start Date</b>	11 <sup>th</sup> June 2019
<b>Completion Date</b>	16 <sup>th</sup> September 2019
<b>Reporting to</b>	Children in Crossfire Tanzania ISRP Programme Manager

### **1. Background**

Children in Crossfire Tanzania is implementing a 5-year (2017-2021) Integrated School Readiness Programme to support the early childhood development (ECD) experience of young children in target communities of Morogoro and Mwanza regions.

The proposed Participatory Barriers Assessment (PBA) is being established as a means to complement and enhance Children in Crossfire's more 'structured' approach to collecting data in line with the set Country Programme and its Results Framework. Although a Results Framework approach to data collection is considered a reliable and valid means to track specific progress, Children in Crossfire recognises it has a number of limitations including the fact that collecting baseline data solely in accordance with a set of pre-determined indicators carries the risk of not fully capturing the complexities that target beneficiaries face as well as assuming that solutions to problems can be reduced to a pre-determined set of Results Framework objectives and outcomes.

Moreover, collecting baseline data solely in accordance with a set of pre-determined Results Framework indicators can reduce the voices of target communities and beneficiaries to simply react and respond to a hierarchical line of questioning. Such methods also fail to facilitate a process where communities and beneficiaries can 'speak for themselves' on the everyday challenges they might face as a consequence of poverty.

Recognising these limitations, Children in Crossfire is cautious about solely measuring progress through a Results Framework approach. Therefore, the PBA is a deliberate approach to ensure that voices of the communities and beneficiaries are heard and responded to throughout the overall programmatic intervention. Importantly, the PBA will ensure Children in Crossfire more effectively implements its organisational strategy which states:

*“Children in Crossfire recognises that working with people and communities in a development context is complex. People are faced with multi-dimensional needs and barriers which might hinder their capacity to fully engage in the Strategic School Readiness initiatives. In order to ensure all target groups are in a position to fully participate in the Programmes, Children in Crossfire will therefore use proven methodologies to identify, understand and attend to such barriers and needs.”*

Therefore, Children in Crossfire complements the Results Framework approach with a deeper participatory approach to analysis which seeks to provide communities and beneficiaries the space to speak for themselves, and identify their pressing needs and issues. Ultimately, Children in Crossfire seeks to understand the implications of poverty on their target communities and beneficiaries. Children in Crossfire also seek to ensure that any programmatic intervention is tailored to meet the needs of the intended population.

## **2. Purpose**

The overall purpose of this consultancy is two-fold:

- (1) To identify barriers and enablers for children to reach their full potential through Children in Crossfire’s interventions, and
- (2) To build Children in Crossfire’s organisational capacity in conducting PBA.

The findings of this Assessment will inform the Tanzania Country Programme to adapt its programme to respond to some of the identified barriers and therefore increase its potential impact to children. It is also expected that the findings will draw barriers which are beyond the existing programme scope and will therefore be developed into concept notes for potential projects.

The Participatory Barriers Assessment is expected to answer the questions as to what are the underlying factors which affects early childhood development (ECD) and access to Children in Crossfire programme benefits; and how Children in Crossfire and the respective communities can more effectively respond to those barriers to enable children reach their full potential.

## **3. Objectives**

The assignment has four main objectives:

- i. To understand more comprehensively the context in which we work, the key barriers and constraints faced by the targeted beneficiaries with regards early childhood development.
- ii. To listen to our participants and reflect that listening in our programme design.
- iii. To pilot a PBA approach to Children in Crossfire’s programming in Tanzania, and strengthen the capacity of Children in Crossfire staff in understanding how to conduct PBA in the future.
- iv. To learn how we can better include participants’ voices throughout the programme cycle.

#### 4. Methodology

The consultant is encouraged to present a methodology in consultation with Children in Crossfire which considers but is not limited to the following:

**Literature review:** It is recommended to review different models and tools for conducting participatory barriers assessment for purposes of developing a model for future PBA activities which is suitable for Children in Crossfire programming context.

**Focus group discussion (FGD):** It is recommended to conduct focus group discussions with selected stakeholders: parental figures and caregivers (men and women), children, teachers, School Management Committees (SMCs), etc.

**Key informant interviews (KII):** It is recommended to conduct KII with officials from relevant government offices, community leadership, and civil society organizations. KII among other objectives, should focus to establish background to barriers, ongoing initiatives to address them as well as future plans in relation to the established barriers.

**In-depth Interview (ID):** It is recommended to conduct in-depth interview with target schools leadership and community members particularly parents. Representative sample size should be calculated based on proven method.

**Observation:** It is recommended to capture contextual information through photographs and where appropriate videography for the observed barriers presentation of which can be easily presented through visual tools.

Further, the schools or communities should be selected in consultation with Children in Crossfire and our partner organisation in Morogoro, Childhood Development Organisation (CDO). However the sample size will be finalized upon discussion with the Children in Crossfire PBA Working Group. Children in Crossfire and CDO field staff will support the consultant in field data collection.

#### 5. Scope of Work

**5.1 To conduct a participatory barriers assessment in 3 selected communities in Kilombero district of Morogoro region.** The communities will be located in ISRP target wards in Kilombero, namely Mwaya, Mchombe and Ching'anda.

- a) In-depth comprehension of the Integrated School Readiness Programme (ISRP) and the essence for conducting Participatory Barriers Assessment.
- b) Design methodology and data collection tools.
- c) Conduct field visit for data collection in collaboration with Children in Crossfire and CDO.
- d) Document the process, approaches and produce a PBA report.

## **5.2 Facilitate a discussion with the Children in Crossfire PBA Working Group to identify and develop potential areas for programme intervention**

- a) Facilitate a discussion with the PBA working group during debriefing which will focus on the PBA findings presentation and through that process:
  - i. Provide recommendations on opportunities and challenges which can be integrated within the existing framework of the ISRP Programme.
  - ii. Identify areas which are not within Children in Crossfire's mandate but can be taken up to relevant authorities or community structures for action.
  - iii. Identify potential areas of focus which could be developed into Concept Notes for targeted project support.

## **5.3 Build capacity of Children in Crossfire and our Partners staff in conducting Participatory Barriers Assessment**

- a) Design a basic model for conducting PBA which will guide Children in Crossfire and our local Partner staff to conduct similar assessments in the future and fulfilling purposes for the PBA.
- b) Recommend common methods and user friendly tools that Children in Crossfire and Partners can use in conducting PBA.
- c) Engage Children in Crossfire and our local Partner staff in implementing this task especially during fieldwork in a way that will build their capacity in implementing similar tasks in future.

## **6. Deliverables:**

The following deliverables are expected from the consultant:

- a) **Inception Report:** The consultant shall submit an Inception Report after signing of the agreement detailing the research methods, tools and work plan. Furthermore it should include the following as well:
  - Brief concept that sets out the problem statement, research questions, conceptual frame of the research;
  - Develop final research proposal which includes Introduction, literature review (where necessary), and methodology including sample communities/schools.
  - Develop data collection tools including pre-testing, and inform the field work schedule
- b) Submit **draft PBA report and make Presentation** of the key findings to the PBA Working group.
- c) Submit **final PBA Report** incorporating key feedback

d) Facilitate **Children in Crossfire Programme Meeting** to draw out potential project responses to the PBA findings, as well as debrief on PBA processes for future implementation

e) Submit **Report on Programme Meeting** setting out the potential projects, and guidance for future PBA processes.

The consultant shall submit a final report in both hard copies and electronic copies along with all survey data (in Excel or SPSS compatible formats), transcripts of the FGDs, KIs, photographs, and ethical approval.

## 7. Timeframe and Estimated working days

This work is due to be completed latest **by 16<sup>th</sup> September 2019**. It is anticipated that it will involve **approximately 24 consultant FTE days**. The consultant will be expected to complete the following, together with indicative schedule:

<b>Task/Deliverable</b>	<b>Deadline</b>	<b>Estimated No of working days</b>
Commissioning and briefing about the Task	By Tue 11 June <b>2019</b>	NA
Submission of Inception Report	By Fri 14 June	3 days
Approval of Inception report and Contract signing	By Fri 21 June	
Desk review, and tools / questionnaire design	By Thurs 4 July	4 days
Prepare schedule for field work and Checklist/guidelines		
Field work – Kilombero district	By Fri 19 July	5 days
Preparation of report	By Mon 5 August	5 days
Submission of draft report to the Children in Crossfire PBA Working Group (Consultation, feedback collection, refine report, incorporating in the report)	By Mon 19 August	3 days
Submission of final report		
Facilitate CiC Programme Meeting to draw out specific project interventions, and debrief on PBA process	By Fri 30 August	4 days
Write-up of CiC Programme Meeting inc. proposed projects	By Fri 6 September	
<b>Total Consultancy Days (FTE)</b>		<b>24 days</b>

## **8. Experience and qualifications of the Consultancy team**

### Essential

- Deep knowledge of the field of Poverty and Development in Tanzania context.
- Knowledgeable of tools and participatory methods used in development assessments.
- Demonstrable evidence of carrying out previous comparable community assessments, including rapid appraisals, participatory barriers analyses, and other community participatory approaches to development projects.
- Capability to bring out child-centred and gender inclusive barriers and perspective in the study.
- Fluency in Swahili and English, with excellent communication and interpersonal skills
- Availability to conduct consultancy between June – September 2019

### Desirable

- Demonstrable experience specifically applying Participatory Barriers Analysis to community development contexts.
- Strong technical understanding of the Tanzania early childhood development sector and policy and implementation context.
- Strong facilitation skills and track record in capacity-building on participative approaches in development.

Applications may be received from consultancy firms or individual consultants. Consultancy firms must be VAT registered and have valid business licences. Withholding tax shall be deducted from the consultancy fee.

## **9. Child Protection and Safeguarding Statements**

Child protection is a term used to describe the responsibilities and activities undertaken to prevent or to stop children being abused or ill-treated. It is Children in Crossfire's duty and responsibility to reduce the risks of abuse to the children who we have contact with and keep them safe from harm.

The consultancy firm or individual consultant should include statements in the proposal on how s/he will ensure ethics and child protection throughout the assignment and especially during the fieldwork. Consultant/s should also specify other ethical protocols to be followed during the due course of the assessment and program design.

Consultants are expected to take consent of the respondents before taking interview, conducting of

focus group discussion, and taking of photographs, and ask if photographs, verbatim or case stories could be used in report and for public dissemination. Such consent must be documented and submitted to Children in Crossfire along with the final report.

## 10. Budget

The budget will be according to Children in Crossfire payment schedule and the consultant's offer.

Financial proposals should fall within an upper ceiling of TZS 12,000,000 (Tanzanian shillings twelve million only) inclusive of consultancy fee and basic direct costs. Travel costs related to fieldwork will be budgeted and funded separately by CiC after agreeing the fieldwork schedule.

Indicative payment schedule:

- 25% of the total consultancy fee on the sign-off of inception Report
- 50% of the total consultancy fee on the sign-off of final PBA Report
- 25% of the total consultancy fee on sign-off of CiC Programme Meeting Report

## 11. Tendering procedures

Children in Crossfire invites eligible consultants to submit technical and financial proposals to undertake this work.

Proposals should include a brief description of:

- a) A brief section outlining an understanding of the assignment (*no more than one page*).
- b) Description of the proposed methodology to be used, with particular emphasis on how the consultant will deliver against the Scope of Work and Deliverables outlined above (*no more than two pages*).
- c) A summary setting out consultant's expertise and experience directly responding to the essential and desired criteria set out in clause 8 (*no more than two pages*).
- d) An overview of the individual / individuals who will deliver the services including a CV/CVs that demonstrate **relevant** experience (please don't list unrelated experience). If more than one consultant is proposed in a single bid, the proposal must provide clear details of the team composition in relation to key tasks (*no more than one page*).
- e) Contacts for at least two reference(s) whom would be able to confirm and substantiate suitability of consultant for this type of remit.

- f) Fee proposal based on daily rates, VAT inclusive. If more than one consultant is proposed, the proposal must provide a clear split of individual consultants' daily rates and proposed day allocation per task.
- g) Direct costs may be listed separately or may be included in the fee. Direct costs listed separate from the fee will only be reimbursed upon retirement of valid EFD receipts.
- h) Scan of valid business licence (for consultancy companies).

**Proposals should not exceed 6 pages**, excluding CVs, budget and references.

## 12. Selection Criteria

The following criteria will be used to evaluate the proposals:

1. Quality and relevance of the proposed methodology. The offer will be assessed according to whether the proposal demonstrates an understanding of the requirements of the assignment, and the methods proposed are in conformity with the needs of Children in Crossfire as reflected in the Terms of Reference (25%)
2. Demonstrable understanding of poverty and development, especially the benefits and challenges of participative assessments to informing development programmes (10%)
3. Demonstrable expertise and experience in implementing community participative assessments in development context in Tanzania (30%)
4. Understanding of the Early Childhood Development (ECD) context in Tanzania, noting experience and networks across several/all ECD domains<sup>1</sup> will be an advantage (10%)
5. Evidence of facilitation experience and capacity-building of organisations in participatory development (15%)
6. Cost (10%)

## 13. Application

A proposal (**no more than 6 pages**) including the elements described above in the Objectives and Scope of Work should be submitted by email to Children in Crossfire Tanzania: [jobstz@childrenincrossfire.org](mailto:jobstz@childrenincrossfire.org) indicating in the subject line: **“Proposal – Participatory Barriers Assessment”**. A short cover letter should indicate the candidate's availability to undertake the assignment within the proposed timescale for the consultancy.

The closing time for receipts of applications is **Sunday 26<sup>th</sup> May 2019 at 11.00pm (EAT)**.

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<sup>1</sup> Health; nutrition; early learning; security and safety (protection); and responsive caregiving.