



## TERMS OF REFERENCE

### **Assessment of Adolescent and Youth Participation in Decision-Making Structures and Processes in Selected National Institutions, Regional Administration and Local Government**

#### **Background**

Adolescents and youth are the fastest growing segment of Tanzania's population with the age group of 10 to 24-year-olds making up 33 per cent of the total population.<sup>1</sup> The large number of adolescents and youth in Tanzania necessitates their involvement in various decision-making structures and processes.

The international community recognizes the importance of adolescent and youth participation in the development of their countries and communities, as evidenced by various International Commissions, Contracts, Conventions, commitments, and the subsequent ratification of some of these instruments in many countries.

Adolescents and youth in Tanzania face challenges in positioning themselves in their families, communities and in national decision-making structures; challenges that are rooted in traditions, customs, norms and cultures where adolescents and youth are mainly the implementers of decisions rather than the think tanks. This denies adolescents and youth a voice and meaningful engagement in developmental initiatives in their communities and country.

#### **Rationale**

The active and informed participation of adolescents and youth in decisions that affect them is consistent with a human rights-based approach and ensures good governance and accountability. It also aligns with their rallying cry of 'nothing about us without us'. It is a cross-cutting principle and a precondition for inclusive policymaking to overturn the practice of decisions being made on their behalf. The participation of adolescents and youth should be effective and meaningful, ensuring a systematic, timely and open approach.

The participation of adolescents and youth, where it happens, has been largely through the representatives of youth-led or youth-serving organizations, who sometimes lack the constituency support base for mobilizing a common and representative adolescent and youth voice, resulting in the views and needs of adolescents and youth being poorly represented in policies, programmes and services, as well as in civil society engagement. It is, therefore, essential for all policies, structures, programmes, and processes to include the views and requirements of this under-represented group, who have the potential to be powerful agents of change, resilient, innovative and able to identify issues, develop plans and implement them. When they are informed and equipped with essential life skills and knowledge about human rights, including sexual and reproductive health and reproductive rights, citizenship, and civic engagement, they can participate effectively and provide vital leadership in their communities and societies.

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<sup>1</sup> The 2012 Population and Housing Census (PHC) report



The National Youth Policy 2007 recognized that adolescents and youth (aged 15 to 35 years) – who constitute about 65 per cent of the labour force in Tanzania – are not represented in various forums and are not adequately participating in decision-making bodies. Hence, this assessment intends to provide a clear picture of the level of participation of adolescents and youth in government decision-making bodies and community development platforms at the ward, district and regional level and in selected youth line ministries, departments and agencies (institutions). The assessment will also identify barriers/challenges to adolescent and youth participation and identify opportunities within government structures for their increased involvement, participation and contribution in decision-making structures and processes.

The findings of the study will assist the government and other stakeholders to strengthen systems and to review some of the structures and policies or Terms of Reference to give space for adolescents and youth to actively and meaningfully engage and participate in decision-making within these structures and in other decision-making processes, especially around issues that directly impact on their lives.

## **Objectives**

### **Main**

The study aims to assess the level of adolescent and youth participation in various decision-making structures to inform policies, programmes and strategies and the extent to which structures systematically institutionalize adolescent and youth representation/participation ensuring their voices and perspectives are included in decision-making, especially on issues that affect their lives.

### **Specific**

- To review existing policies and decision-making structures of selected national institutions, regional administration and local government for the inclusion of adolescent and youth participation and/or representation.
- To identify barriers, challenges and other hindrances to adolescent and youth participation in decision-making.
- To offer policy, structural and programmatic recommendations for institutionalizing meaningful adolescent and youth participation in decision-making structures and processes.

## **Methodology**

The assessment is expected to be conducted in selected ministries, departments and agencies (government institutions) and in 11 UNFPA-supported regions – Dodoma, Singida, Mwanza, Simiyu, Kigoma, Mbeya, Songwe, Morogoro, Coast, Dar es Salaam and Zanzibar, where AfriYAN operates.

The units of study will be the coordination, technical consultation and decision-making structures of local governments at the village, ward, district, and regional levels. At the national level, the study will target government institutions (MDAs) that cover youth issues including education, health, employment, science and technology, and parliament, among others. The process will involve the identification of government sectors, regional administration and local government in all of the targeted regions.



The study will be qualitative in nature and will employ different approaches for data collection. These will include:

#### *Document reviews*

- Conducting an extensive review of the existing literature on adolescent and youth participation in Tanzania.
- Review of various policy documents, guidelines and Terms of Reference (ToRs) of existing structures for consultation and decision-making at various levels.

#### *Key informant interviews*

- Key informant interviews will be conducted with relevant government authorities at the national, regional and local government and community levels. The key informants will be identified from structures that lead/coordinate consultations or decision-making in the identified institution, including regional councils, parliament, etc.
- Key informant interviews will be held with youth-led organizations, civil society groups including student leaders, faith leaders and partners working to support work on youth representation and participation. This will include selected development partners, other NGOs, etc.
- Focus group discussions will be conducted with groups of youth drawn from youth-serving and youth-led organizations, adolescents and young people, parents/guardians, and community members.

### **Supervisory and administrative arrangements**

The consultant(s) will work under the overall guidance of the UNFPA Deputy Representative and direct supervision of the UNFPA Youth Empowerment and Engagement Officer who will be the focal person for day-to-day technical support. For administrative and contractual matters, the consultant(s) will work closely with the UNFPA Operations unit.

### **Expected deliverables**

The assessment will be transparent, inclusive, and participatory, as well as gender and human-rights responsive. The consultant(s) is expected to provide a detailed methodology in the expression of interest/proposal that will lead to a quality and robust assessment report including:

1. Inception report containing a detailed work plan for the entire duration of the consultancy and data collection tools to be submitted and presented one week following the signing of the agreement.
2. List of government institutions, regions and selected districts, wards and villages where the assessment will be conducted. This should include the list of leadership structures present at each level.
3. Draft report to be presented to the government, UNFPA and other stakeholders for review.
4. Final assessment report to be submitted in hard copy (2) and electronic copy in English.

### **Qualifications**

The institution conducting the assessment must have a good track record and extensive experience in planning and conducting assessments, particularly in the field of adolescent and youth development and/or participation.



The composition of the proposed assessment team should be gender-balanced. The team member(s) should have the following qualifications and experience:

#### **Team leader's qualification and experience**

- Holder of a master's degree or above in a relevant discipline (development studies, social sciences, demography, monitoring and evaluation).
- At least ten (10) years of recognized experience in conducting, managing and leading assessments and reviews of development programmes and experience as a team leader and as the main writer of assessment reports.
- Excellent skills and experience in facilitating key informant interviews with government officials, development partners, civil society organizations, and other partners.
- Strong knowledge of contemporary development issues nationally and globally especially on adolescent and youth participation in civic issues, sexual and reproductive health and rights, livelihoods and employment, and national and global planning frameworks (Five-Year Development Plans, Vision 2025, Mkuza III, and the Sustainable Development Goals).
- Strong background in adolescent and youth development issues including advocacy, policy implementation and participation.
- Experience and commitment to adolescent and youth-led development; passionate about promoting participatory approaches in youth development programmes.
- Good written and verbal communication skills in English and Swahili.
- Excellent networks with government and civil society partners.

#### **Team member(s) qualifications and experience**

- Must hold at least a Master's Degree with at least one member having a background in social sciences. Other members should have relevant qualifications for the assignment.
- At least five (5) years' experience in conducting research, assessments or reviews of development programmes, including specific experience in assessing adolescent and youth development programmes.
- Excellent skills and experience in facilitating key informant interviews.
- Familiarity with social and human rights-based approaches, equity and gender issues.
- Fluency in written and spoken English and Kiswahili.
- Familiarity with adolescent and youth development programmes in Tanzania particularly engagement and participation.

#### **Duration of the consultancy**

The duration of the consultancy is 24 working days over a two-month period. The study is expected to begin in September 2020. The proposed working schedule is outlined in the table below (Table 2).

**Table 2: Proposed number of days**

S/N	Activity	# of days
1	Desk review for inception report and tools development	3 days
2	Presentation of the inception report to the reference group	0.5 day
3	Addressing comments for the inception report including tools	0.5 day
4	Data collection	10 days
5	Data cleaning, entry and analysis	3 days
6	Report writing	5 days
7	Presentation of findings to the reference group	0.5 day
8	Addressing comments from the reference group	1.5 days
9	Submission of final report	N/A
	<b>Total</b>	<b>24</b>

### Evaluation criteria

The institution will be selected based on the quality of the technical and financial proposals. The weight allocated between the two will be 70/30 – 70 points for the technical proposal and 30 points for the financial proposal. Only those technical proposals that score 50 points or more out of 70 will be shortlisted for the financial proposal assessment stage.

**Table 3: Technical proposal evaluation criteria**

S/N	Technical Evaluation Criteria	Points
<b>1</b>	<b>Overall response</b>	<b>10</b>
1.1	Completeness of response (Duly filled bid form, expression of interest letter, copy of legal documents, registration and business license)	5
1.2	Overall understanding of the TOR requirement and proposal	5
<b>2</b>	<b>Company/team and key personnel</b>	<b>30</b>
2.1	Range and depth of organization experience in conducting similar projects	10
2.2	Sample of previous work and reference point	10
2.3	Key personnel: (a) relevance and experience and qualifications of the proposed team leader	5
	(b) relevance and experience and qualifications of the proposed team members	5
<b>3</b>	<b>Proposed methodology and approach</b>	<b>30</b>



	Relevance of proposed methodology and approach	15
	Quality assurance mechanism	5
	Innovative approaches in data collection and analysis	5
	Proposed work plan showing implementation of the tasks with clear project planning and ability to meet deadlines	5
	<b>Total</b>	<b>70</b>

### Payment schedule

- 50% upon submission of and acceptance of the inception report
- 20% upon submission and acceptance of the draft report
- 30% upon submission of the final consultancy report

### Submission requirements

- The consultant should submit the Technical and Financial proposals separately; the technical proposal should not exceed 10 pages in length and should include the proposed approach and activities to be undertaken for the implementation and management of the consultancy, including an operational work plan with timelines. The Financial Proposal should explicitly break down the costs involved for undertaking the assignment.
- Firms profile and Curriculum Vitae of individuals expected to constitute the assessment team.
- Evidence of undertaking similar work in the past and names of contact person from the past clients.

### How to apply

Please refer to Section III of the Request for Quotation (RFQ) N° UNFPA/PROC/RFQ/2020/009. Interested firms or institutions should send their application documents i.e. Technical and Financial proposals to [tanzania.office@unfpa.org](mailto:tanzania.office@unfpa.org).

**The deadline to submit application documents is 09 September 2020 (5 pm Tanzanian Time).**