A Call for Expression of Interest to Develop Councilors Training Module in Tanzania.

Introduction

The Policy Forum (PF) is a network of more than 70 Tanzanian civil society organizations established in 2003 and drawn together by their specific interest in augmenting the voice of ordinary citizens to influence policy processes that help in poverty reduction, equity and democratization with a specific focus on public money accountability to both central and local levels. Its desired change is to improve service delivery through enhanced governance and accountable use of public resources. Long-term organizational impact is to contribute to enhanced governance and accountable use of public resources by improving civil society capabilities and opportunities to influence and monitor policies. This desired organizational impact is what underpins PF’s vision and mission of improved quality of life for the Tanzanian people by influencing and monitoring the implementation of policies relating to accountable use of public resources.

Background

In November 2007, Policy Forum (PF) incorporated Social Accountability Monitoring (SAM) to address poverty reduction, bring greater equity and democratization by progressively enhancing the capability of CSOs to influence ‘bottom-up’ accountability through more effective monitoring of the social accountability systems. SAM was also seen as an approach to enable CSOs to monitor planning and budget execution in a holistic and integrated way.

The PF 2017–2020 Strategic Plan recognize the need to deepen the understanding of the impact of social accountability initiatives being undertaken with an aim of leveraging lessons and expertise that will shape social accountability processes in Tanzania. To achieve this aim, PF has been supporting the work of PF members and partners working who seek to influence decisions on the use of public resources for the progressive realization socio-economic rights of Tanzanians. The approach was to enable CSOs to monitor planning and budget execution in a holistic and integrated way. Moreover, PF included state actors like LGAs staff and councillors in order to enhance their capacity for collective action thinking to what was mainly a principal-agent approach.

Since 2017, PF piloted capacity building of Councillors in four Councils of Kilwa, Mafia, Mafinga and Kiteto. The capacity building included the development of and provision of resource material, the ‘Mjue Diwani’, (Know your Councilor) booklet. This booklet explains the duty and the role of the councillor in performing his/her functions. Moreover, the councillors were trained on regulatory frameworks that govern the business of councils, policies, laws, regulations and guidelines training focused at enhancing the capacities of councillors to oversee the use of public resources and to improve their knowledge as oversight bodies at the LGAs level.
In January 2019, PF carried out appraisal of the impact of the capacity development initiative. The evaluation indicated that capacity building has contributed to a) the implementation of institutional strengthening programmes, b) improved effectiveness at the LGAs, c) improved harmony and conflict resolution at the LGA, d) improved revenue collection, e) accountability and efficiency and f) improved confidence of councillors in executing their mandate among others. The major recommendation was that, this initiative should be institutionalized and scaled-up to other LGAs. Considering the presence of formal relationship between PF and Government Stakeholders which among other things focuses on improving governance and accountability at sub-national levels, PF wishes strategically developing and implementing a cost-effective sustainable continuous Competence-Based Councillors’ Professional Development (CB-CPD) programme.

Intended Outcomes

Councillors require specific competencies and skills in order to ensure the effective operation of the Councils. Lessons from the four (4) Councils indicated that a capacity building package for Councillors should focus on management skills particularly in the areas of procurement, budgetary guidelines/ financial regulations, and public services. In addition, the package should also cover salient features of management such as planning, administration, organizing, coordinating, control, financial management and information management. The following, therefore, are the outcomes of the proposed initiative. Ultimately, the impact of this initiative improved governance and accountability at LGAs. The corresponding outcomes and activities are as follows:

**Outcome 1. Structure and systems for the implementation of continuous CB-CPD developed.**

PF will work with key stakeholders to define a structured approach and mechanisms to reinforce Councils commitment to continuous professional development. In doing this, a series of consultative workshops with PF Local Government Working Group and stakeholders (national and sub-national levels) will be conducted to engage members in defining the training (cascading modality) and mechanisms for integrating capacity enhancement session within the existing operational structures at the Councils.

Also, PF will work with national stakeholders to form a Specialised Task Force that will lead the councilor training. The task force will comprise of members from State and Non-State Actors. In particular the task force shall a) advise on the required mechanisms for operationalisation of the councilor training, b) be primary facilitators who will receive training from PF/PSAM, c) train secondary facilitators at the regional level, and d) monitor the implementation.

**Outcome 2. CB-CPD modules delivery mechanism piloted and lessons documented.**

Under this outcome, A cascade-based training modules need to be developed and an expert panel led by Policy Forum, PSAM state actors will be constituted to prepare National CB-CPD self-learning modules and training materials, through consultative in nature.

In doing so, improving pedagogy and quality of facilitators is a necessary requirement for the success of this initiative. To achieve this, PF/PSAM and consultant shall lead the training of National Specialised Task Force who will lead the operationalisation of the CB-CPD modules at the sub-national levels. Upon consultation with PO-RALG/LGTI, four Councils will be oriented to implement CB-CPD. PF will commission a consultant to undertake independent outcome and impact planning, monitoring and evaluation to systematically document the process, outcomes and lessons learned.
Service to be Undertaken:

1. Analyze the problem that we intend to solve through Councilors Training Module by using the key information that will be provided by Policy Forum
2. Review of existing councillors training materials that will be provided by Policy Forum
3. Development of Councillors Training Module
4. Facilitate the Validation meetings from Policy Forum stakeholders for inputs and incorporate into final draft
5. Develop detailed testing plan of the module and conduct workshop to test the module before final submission

Deliverable

- Inception report after signing the MoU
- Final draft of the Councilors Training Module
- Final report of the process

Implementation Modality

The project will be implemented by the Policy Forum (the Local Government Working Group) and PSAM in collaboration with PO-RALG, Local Government Training Institute (Hombolo) and consultant. Further, the National Specialised Task Force to be formed to spearhead the implementation in the field. A consultant shall mainly be engaged as an independent outcome monitor and support in documentation of lessons for scaling up.

The associated cost for implementing the process including workshop/validation/training, administrative and operating cost for developing of councilors trainings in 4 councils, training material development and production for national task force/facilitators, consultation with stakeholders and monitoring and evaluation of the process will be facilitated by PF.

Requirements

Interested consultant should send a cover letter showing experience/ knowledge of Social Accountability, Sample of the similar exercise, CVs of the consultant(s) who will be contracted by Policy Forum, Detailed Roadmap on how to develop Councilors Training Module showing duration of the task to be undertaken, Budget for all the process to develop the module. All information should be sent to info@policyforum.or.tz by or before 12th June, 2020.