



## Conducting Evaluation for Policy Forum Working Groups

### Terms of Reference

#### 1.0. Introduction to Policy Forum

Policy Forum (PF) is a network of over 60 civil society organizations founded in 2003. Registered as a Non-Governmental Organization (NGO) under the Non-Governmental Organizations Act, 2002 with registration number NGO/R2/00015. PF has diverse members that are drawn together by a specific interest in influencing policy processes to enhance poverty reduction, equity and democratization focusing on public money accountability at both central and local levels.

Being a member-led network, the network operates predominantly through three working groups namely the Budget Working Group (BWG), Local Governance Working Group (LGWG) and Tax Justice working Group each bringing together members to influence policy processes through dialogues and strategic engagements through different platforms at the national and local level respectively. Through these, Policy Forum 2021-2024 strategic plan envision improving quality of life for the Tanzanian people by influencing policy processes for enhanced accountability and equitable use of public resources through improved partnerships.

#### 2.0. Background information on the Working Groups

Given the fact that Policy Forum is a member-led network, it operates with three working groups: The Budget Working Group (BWG), Local Governance Working Group (LGWG) and Tax Justice Working Group (TJWG). The three groups bring together members to influence national-level budget and policy processes and open participatory spaces at the local level respectively. To do this, the working groups convene their meetings each quarter to discuss the progress of program implementation. The membership is voluntary if a member happens to work in the respective level(s) and each PF member has equal right to be in any of the groups. The groups are led by the conveners which are appointed/elected by the group members. To operationalize their activities, each group annually prepares its plan which later forms the general Annual Plan for the network.

## 2.1 Objectives of Working Groups

The Working Groups convene/operate to fulfil the following objectives

1. To influence policy processes (both at the local and national level) by analyzing and providing inputs on policy documents and engaging with Policy Makers
2. Conducting analysis and producing different policy briefs and/or analytical pieces for advocacy purposes
3. To produce different government policies/guidelines into popular version to increase the understanding of the same by citizen
4. To actively contribute to the implementation of the PF Strategic Plan
5. To update the rest of the members on the implementation of their respective annual plans during the Quarterly meetings

## 2.2 Working Groups (WGs) Modality

- Apart from the day-to-day engagements, WGs convene once per quarter, each meeting has agenda and sets out the strategies on how the group will accomplish its tasks and a session to provide updates from each participant. WG members will be expected to participate in these regular meetings. There will be additional work that members may be assigned during these meetings of which they are to do on their time. Other meetings may be held in smaller groups depending on the need and tasks.
- WGs implement some of their activities through a taskforce<sup>1</sup>

## 3.0 SUMMARY OF THE EVALUATION

### 3.1 Objectives of the evaluation

The purpose of the WGs evaluation is to document the progress and impact/results of PF interventions for the past 12 months as well as to plan for the coming year. An evaluation shall also document lessons, lessons learnt challenges and existing opportunities to improve the Network's activities coordination.

### 3.2 Specific Objectives

- I. Effectiveness – Assess the realization of the working group objectives and plan
- II. Relevance – Assess the relevance of working groups to individual organizations and the network
- III. Asses the utilization of PF publications by WG members
- IV. Lessons – What are the lessons along the way and how these lessons can inform future programming.

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<sup>1</sup> Usually comprises few members of the group which are assigned to undertake a specific task as per the group's annual plan. e.g., conducting analysis, producing position statement or a popular version of the government guideline to mention a few.

### 3.3 Scope of work

The evaluation will cover the three working groups (WGs) progress for the past year and planning for the coming year.

### 3.4 Methodology

An evaluation will employ both interviews and focus group discussions to get detailed insights from group members as well as to individual members. The evaluation will be supported by staff from Policy Forum Secretariat. The consultant is expected to come up with details of the methodology for conducting the evaluation based on the evaluation objectives.

### 3.5 Output of the study

- Inception report: The inception report should show the evaluation design including methodology and sampling, the proposed study tools and work plan. (1 week)
- A draft report and plans for the coming year. (1 week)
- The final evaluation report and a WGs plan.

### 3.6 Expertise and Experience

Combined extensive demonstrable professional experience in conducting similar tasks while offering high-quality results with profound knowledge of Advocacy interventions, Policy and processes, social accountability initiatives, Domestic Resource Mobilization as well as CSOs learning investments.

### 3.7 Proposal Submission Requirements

An interested consultant is required to submit a brief proposal with a background, understanding of the assignment, theoretical review, methodology, budget and proposed work plan. The application should also contain CVs of the Consultant(s) and a sample of previous similar evaluations conducted.

Interested candidates should send in their application no later than **1st November 2021** to the email address: [info@policyforum.or.tz](mailto:info@policyforum.or.tz)

**Please note:** Due to a large number of applications, only shortlisted candidates will be contacted

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