

DATE: 4<sup>th</sup> November 2024

**TERMS OF REFERENCE**

<b>KEY INFORMATION:</b>	
Assignment Title:	From voice to action: WAJIBU’s journey in advancing public financial transparency and accountability across sectors
Contract Duration:	28 days
Documentary Location:	Mtwara, Rukwa, Tabora, Shinyanga, Dodoma and Arusha
Delivery/Product:	Impact Documentary Video and booklet (electronic)

**1. About WAJIBU:**

WAJIBU – Institute of Public Accountability (WAJIBU) is an NGO registered under the NGOs’ Act, 2002 (as amended). WAJIBU was founded to foster transparency and accountability in the collection and use of public resources in Tanzania. In particular, the Institute believes that mobilizing public engagement with duty-bearers on issues of public accountability and good governance is key in consolidating the accountability levels achieved so far in the country for future economic growth.

To realize its purpose, WAJIBU’s initiatives focuses on increasing citizens’ engagement and access to information on public financial management issues through simplification of oversight institution reports, building the capacity of those involved with public financial management reforms and conducting research to support evidence-based advocacy in Tanzania.

**2. WAJIBU’s Vision:**

“To become the best think-tank institution on Public Financial Accountability for poverty reduction”.

**3. WAJIBU’s Mission:**

“Our mission is to apply Public Social Accountability Monitoring (PSAM) analytical tool to ensure that there is proper public resources management and good governance in the country. This will be accomplished by enhancing effective public financial accountability through policy advocacy and research, capacity building, and citizen engagement while building WAJIBU as a strong public financial accountability think tank institution”

**4. From Voice to Action: WAJIBU’s journey in advancing public financial transparency**

## **and accountability across sectors**

WAJIBU is planning to produce a documentary which entails the success stories from its undertaken initiatives for the reporting year of 2024, which includes the Accountability Reports focusing on the inclusivity of people with disability, Youth Accountability project, Open procurement process awareness and training, Capacity building to public officials, the Audit Accountability Initiative Project, the Amka Tuongee Project and the Maendeleo Yetu project focusing on the local government election taking place in November 2024. The documentary is expected to showcase the impact of WAJIBU's interventions to the strategic stakeholders for awareness creation, resource mobilisation and visibility. The proposed documentary will showcase WAJIBU's significant efforts in promoting accountability and transparency through strategic collaborations with media and civil society organisations at the local level. These partnerships have played a pivotal role in improving government operating systems and enhancing service delivery, particularly in the sectors of health, education and procurement.

WAJIBU's interventions have empowered citizens to actively engage with state actors in demanding better service delivery. This documentary will highlight how these interventions have fostered a culture of accountability and transparency by amplifying citizen voices through community radio platforms and other public engagement platforms. Further it will highlight how capacity building with duty bearers has helped to improve social service delivery.

### **Key Themes:**

- i. **Mobilizing Citizen Engagement for Financial Accountability:** This area will highlight how WAJIBU empowers citizens to take ownership of public financial oversight function through the engagement of PETS Committees in the local government authorities. By leveraging community radio and public engagement platforms, citizens are actively participating in shaping and monitoring government spending, ensuring that audit recommendations are implemented to improve service delivery. Further, highlighting the tangible improvements in primary school infrastructure, specifically in the education and health sectors as a result of the coordinated communication between PETS committees, media, government officials, and elected representatives.
- ii. **Transforming Service Delivery through Strategic Accountability Interventions(Amka Tuongee Project ):** This area will feature WAJIBU's success in improving service delivery across sectors like education and healthcare. Through coordinated efforts among citizens, government officials, and media, significant improvements in infrastructure and public services delivery have been realized. This theme showcases how strategic interventions can lead to tangible, community-driven results.
- iii. **Empowering the Next Generation of Accountability Leaders:** WAJIBU's youth initiatives are fostering a new wave of accountability champions. This segment will focus

on how young people at Higher Learning Institutions have taken a stand on accountability issues in their locality, driving change and prompting responses that improve social services. It demonstrates WAJIBU's commitment to empowering future leaders to ensure responsible governance.

- iv. **Strengthening Financial Management Systems for Sustainable Development:** This section highlights WAJIBU's significant contribution through information sharing sessions and capacity-building initiatives aimed at duty bearers, which have resulted in improved revenue collection and expenditure management at both local and national levels. By strengthening internal controls and promoting transparent financial systems, WAJIBU ensures that public resources are managed effectively, leading to sustainable development and the provision of quality social services.

In addition to supporting government actors, WAJIBU has also empowered **citizens** to engage more actively in the public procurement process. By equipping them with knowledge on the Public **Procurement System**, WAJIBU has enhanced their ability to contribute to and benefit from available public procurement opportunities, further increasing **transparency** and **accountability** in the management of public resources. This holistic approach has helped to improve both government operations and community participation in governance.

#### 5. Specific Task for Consultant:

- a) Generate the impact of our work and document success stories from the selected WAJIBU initiative for wider sharing at local, national, and international levels.
- b) Develop a narrative concept and scenario for the impact video and booklet (Content development),
- c) Produce 5 short video clips (5 min each) highlighting achievements, best practices and real impacts to the targeted stakeholder groups,
- d) Produce a program booklet with high resolution pictures delineating key project achievements and lessons,
- e) Conduct face to face interviews with selected program partners to capture program results,
- f) Document individual/community/ organization success stories and testimonials from those who were impacted by project,
- g) Capture and illustrate the tangible outcomes of the interventions by documenting its influence on responsive government and citizen engagement through storytelling.

#### 6. Scope of work:

This is a regional based impact documentation exercise that should mostly be field based. It will focus on highlighting the power of engaging both state and non-state actors with the theme *“From Voice to action: WAJIBU's journey in advancing transparency & accountability across sectors”*. The reviewer will need to make constant consultations with the program partners for such matters that need assistance. The consultant(s) will work

closely with WAJIBU staff especially the P& R Manager and MEL Officer in sharpening his/her ideas for the design of scripts and graphics that creatively convey necessary key messages. The assignment requires travelling to the selected regions which are Mtwara, Rukwa, Tabora, Shinyanga, Dodoma and Arusha that should be undertaken within the assignment scope.

## **7. Deliverables:**

- i. Good quality 15 photos and 5 short impact video clips (5 minutes each) demonstrating the impact of the selected WAJIBU's initiatives.
- ii. 6 stories (7–10 pages) electronic and print (English) testimonial booklets with success stories on the selected WAJIBU initiatives
- iii. Edited photos and short video clips saved in portable hard disc to be delivered to WAJIBU
- iv. The edited photos and short video clips should also be transmitted through e-mail and WeTransfer to WAJIBU.

## **8. Roles and responsibilities.**

### **8.1. WAJIBU:**

- Provide Programme information to consultant to enable clear understanding of results required from this work.
- Provide guidelines on how to capture specific sensitive issues in undertaking this work.
- Provide standard consent forms.

### **8.2. Consultant**

The assignment will focus on the following activities:

- Conduct face-to-face interviews with selected program partners to capture program sustainability.
- Document individual success stories and testimonials from those who were impacted by the program.
- Capture and illustrate the tangible outcomes of the interventions by documenting its influence on responsive Government and citizen engagement through storytelling.
- Highlighting best approaches, best practices, achievements, and real impacts in the programme focal areas.

## **9. Qualification and Experience of resource person:**

It is desired that the recruited consultant possesses the following qualifications:

- a. For a resource person, at least an undergraduate degree on media and/or social development fields.
- b. At least a minimum of 3 years practical experience at the National and Local level in Tanzania in working with managing and documenting social impacts. Provide a list of 3 videos/documentaries produced with contact details of beneficiaries for each,
- c. Evidence of obtaining skills in the development and production of high-quality short videos; please submit at least three short videos; each not exceeding 10 minutes. Add the contact details of the beneficiaries of the videos,
- d. Excellent communication skills: reading and writing in English and Kiswahili.
- e. Excellent technical capacities (state of the art filming equipment preferably High Definition) to ensure smooth and high-quality production, and
- f. Experienced writer, publisher and seasoned documenter of various social study fields.

**10. Duration and location of the assignment:**

The duration of the consultancy is 28 days starting from the date of signing of the contract. The Consultant will work closely with the WAJIBU team on the project to ensure the quality of the documentaries. Below is the estimated timeframe for the completion of the assignment:

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete Work</b>	<b>Review and Approvals Required</b>
Inception report with the following details: Detailed work plan explaining how the work will be executed.	3 days	WAJIBU Team
Field visits and submission of first version of videos and booklets for review and comment	15 days	WAJIBU Team
Quality Assurance	5 days	WAJIBU/Consultant
Submission of final product as articulated in section 7	5 days	WAJIBU Team

## 11. Evaluation Criteria

Candidates will be evaluated in two stages: technical evaluation and financial evaluation using the weighted scoring method;

<b>CRITERIA</b>	<b>Weight</b>	<b>Point</b>
<b>1. TECHNICAL</b>	<b>100%</b>	<b>70%</b>
Firm/individual experience, reputation and experience in previous similar assignments (20%) - A firm should have at least 3 years of practical experience at the national and local levels in Tanzania, working on managing and documenting social impacts. The firm should provide a list of beneficiary contact details and submit a minimum of 3 produced videos or documentaries as examples of their work.	20%	14%
Understanding of the terms of reference and Methodology to be used (20%)	20%	14%
Proof of possession of the appropriate filming equipment and accessories (20%) - A firm should provide evidence of skills in developing and producing high-quality short videos by submitting at least three short videos, each not exceeding 10 minutes.	20%	14%
Qualification of resource person (10%) - Educational background with at least an undergraduate degree on media and/or social development fields	10%	7%
Half-page narrative concept and scenario for impact documentary video. If selected this will be developed into a full concept, and (20%).	20%	14%
Description of the work plan (10%)	10%	7%
<b>1. FINANCIAL</b>	<b>100%</b>	<b>30%</b>
<b>TOTAL SCORE</b>		<b>100%</b>

Note: Only bids that score at least 70 out of 100 in the technical evaluation will be deemed technically responsive to be considered for financial evaluation. Those bidders who score below the 70% mark will be automatically disqualified.

## 12. Cost of the consultancy:

This will be negotiated with consultants after submission of their tender bid documents (technical and financial proposals) and selection of the qualified consultant.

**13. Payment Method:** The agreed consultancy fee will be paid in three instalments as follows:

- 1<sup>st</sup> Instalment: – 40% of the consultancy fee after the signing of the Contract.
- 2<sup>nd</sup> Instalment: – 40% of the consultancy fee payable after the consultant has submitted the 5 short video clips and 15 quality pictures and booklets for review and comments.
- 3<sup>rd</sup> Instalment: – 20% of the consultancy fee is payable after the consultant has submitted the final 5 short video clips, quality pictures and booklets.

**14. Bidding Procedure:** You are required to submit the tender bidding documents (technical and financial proposals) to WAJIBU – Institute of Public Accountability on or before 11<sup>th</sup> November 2024. The tender bidding documents should include but not be limited to:

**Part A: Technical:**

- Firm/individual experience, reputation and experience in previous similar assignments,
- Understanding of the terms of reference, Methodology, quality of the proposal,
- Proof of possession of the appropriate filming equipment and accessories
- Qualification of resource person (Educational background)
- Half-page narrative concept and scenario for impact documentary video. If selected this will be developed into a full concept, and
- Description of the work plan.

**Part B: Financial and Administrative Aspects:**

- Budget,
- A scanned copy of your TIN and other relevant registration certificates,
- Scanned copy of your Business Registration and license, and
- Scanned copy of your Tax Clearance Certificate for the past two years.

**15. Address:** The tender bidding documents should be submitted in two copies hard and soft to the following address:

Executive Director  
WAJIBU – Institute of Public Accountability  
P.O. Box 13486,  
**Dar-es-Salaam – Tanzania.**

Location: Rose Garden Road, Ndovu Street, House No. 10, Mikocheni B  
Email: procurement@wajibu.or.tz  
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