

TANZANIA SOCIAL ACTION FUND



TERMS OF REFERENCE FOR CONSULTANCY TO CONDUCT RAPID CAPACITY GAP ASSESSMENT FOR THE SECOND PHASE OF PRODUCTIVE SOCIAL SAFETY NET (PSSN) PROGRAM

1.0 Introduction

The Government of the United Republic of Tanzania, with the support from the World Bank and other Development Partners, is implementing the Productive Social Safety Net (PSSN) program through the Tanzania Social Action Fund (TASAF). The objective of PSSN is to increase income and consumption while improving the ability of beneficiary households to cope with shocks among targeted vulnerable population groups as well as enhancing and protecting the human capital of their children.

The Productive Social Safety Net operates as a system to support the poorest and the most vulnerable people through a series of articulated interventions aimed at protecting households from seasonal and unexpected shocks, affecting their income and assets, providing them with tools to mitigate the current poverty and vulnerability and promoting households improve their living standards to help them to get out of food poverty. The ultimate goal of the PSSN is to enable poor and vulnerable households to move on to a positive trajectory after stabilizing food consumption and preventing long-term consequences of extreme poverty; and then focusing on enhancing capabilities, assets and livelihoods.

At the core of the PSSN is the provision of transfers to eligible households. The PSSN have enrolled about 1.1 million households as its primary goal and, support them through a combined intervention based on cash transfers linked to participation in public works and adherence to co-responsibilities.

Cash Transfers will protect vulnerable populations from the most severe consequences of poverty by enabling households to purchase food, pay for medical care and cover basic education. Access to additional public works based transfers by households will provide them with the opportunity to earn seasonal transfers. These will ensure that such households will be able to continue to meet consumption during the lean season. CT and PWP activities will

be complemented with financial literacy particularly on savings to enable such households to save a proportion of their income, which can then be invested in livelihood enhancing activities. These initiatives will enable beneficiaries to promote sustainable livelihoods.

The Tanzania Social Action Fund as the main driver of social protection agenda in Tanzania and serving as the Government's lead agency and catalyst in safety nets, TASAF needs to have, functional and reliable applications to facilitate the data collection, data entry and report production to co-workers, PAAs, implementing agencies and other stakeholders of social protection.

One of the components during implementation of PSSN is Capacity Building whose objective is to ensure smooth delivery of Program activities. The achievements recorded in capacity building include availability of well-trained facilitators at PAA and ward levels who were trained on targeting process, enrolment processes, implementation modalities, supervision and management of Sub projects, group formation, savings and entrepreneurship skills, training of beneficiaries participating in community savings and report writing.

The Community Management Committees, Village Councils, Mtaa Committees and Shehia Advisory Councils were trained on their roles, responsibilities and supervision of interventions in implementation of Program activities. The training strengthened their accountability and improved working relations between themselves and beneficiaries in Program implementation.

2.0 Rationale

The PSSN Program is implemented through decentralized system with stakeholders at National, Regional, PAA, Ward and Community levels responsible for implementation of the program interventions and supporting beneficiaries hence intensive capacity building of these key stakeholders is important to ensure that there is adequate understanding at the required scale and quality for the successful delivery of the PSSN program.

In view of ongoing process of designing PSSN II there is a need to conduct rapid capacity assessment, to identify capacity gaps and propose solutions for implementation of PSSN II,

3.0 Objective

The objective of this consultancy is to assess the existing capacity at all levels for implementation of the PSSNII, identify gaps and recommend strategies to address them.

4.0 Methodology

The assignment will be undertaken through

- i) Review of PSSN program documents, manuals, handbooks, technical manuals, guides, guidelines and relevant studies.
- ii) Consultations with PSSN stakeholders and implementers at all levels.
- iii) Visit a sample of 8-10 PAAs and 1- 2 villages in each for better understanding of existing capacity challenges.

5.0 Scope of Work

This assignment shall include the following tasks:

- i) Conduct assessment of existing capacity at all levels
- ii) Determine a minimum capacity requirements for the implementation of the Second Productive Social Safety Net Program
- iii) Identify capacity gaps and propose strategies and action plan to address the identified gaps for effective implementation of PSSN II,
- iv) Design a plan for continuous capacity gap analysis and enhancement as an integral part of the PSSN II implementation including mitigation measures for risks associated with common capacity erosion challenges such as staff turnover and responding to periods of peak workload.

6.0 Qualification of Consulting Firm

A Team Leader should have a Master's degree in social science, community development or relevant discipline. The Firm should deploy a team of at least three members with Bachelor's degree in relevant disciplines for the assignment. Specifically, the Firm should have the following experience:

- i) Proven experience in conducting capacity assessment for community based interventions using participatory approaches
- ii) Proven experience in working with decentralized system.
- iii) Proven prior experience and working knowledge in the Tanzanian settings.
- iv) Proven experience in undertaking similar assignments or comparable tasks for not less than eight years

7.0 Deliverables

The consultant shall deliver the following output:

- i) Inception report with detailed methodology for conducting the assessment.
- ii) Draft capacity gap assessment report including strategy and action plan
- iii) Final Capacity gap Assessment report and strategy/ action plan.

- iv) Plan for continuous capacity gap analysis and mitigation measures for risks associated with capacity challenges

8.0 Obligation of TASAF

- i) TMU will provide guidance to the consultant.
- ii) Provide existing relevant materials and reports to consultant for reference.
- iii) Facilitate Consultant to undertake field work and consultation with stakeholders at all levels.

9.0 Timeframe

The duration for this assignment will be 45 person days from the effective date of the contract.

10.0 Reporting Arrangement

The Consulting firm shall report on a day to day basis and work closely with Training and Participation Specialist.

11.0 Payment Schedule

Payment to consultant will be effected in three installments as outlined here under:

- i) 20% upon submission of Inception report
- ii) 40% upon submission of draft Capacity Gap Assessment Report and Strategy/ action plan.
- iii) 30% upon submission of Final Capacity Gap Assessment report and Strategy/action plan.
- iv) 10% upon submission of plan for continuous capacity gap analysis and mitigation measures for risks associated with capacity challenges