



TANZANIA ENDING CHILD MARRIAGE NETWORK (TECMN)

Terms of Reference for Consultancy on Development of TECMN Strategic Plan (2021 - 2023)

1. INTRODUCTION

Tanzania Ending Child Marriage (TECMN) is a coalition with a total of 59 members who operate in all zones of Tanzania from grassroots to national level. TECMN is the only coalition in Tanzania that provide a platform for strategic interventions and advocacy on ending child marriage. Together, the member organizations have expertise on children and women's rights, Gender Based Violence (GBV), Sexual Reproductive Health and Services (SRHS), provision of legal aid and human rights. These contributes to the increase of understanding and support for addressing and creating advocacy movement on ending child marriage from grassroots to national level. The coalition also includes international member organizations which bring international expertise towards ending child marriage in the country.

The *Vision* of TECMN is to see Tanzania free from child marriages; its *mission* is to accelerate efforts to prevent and respond child marriage by collaborating with the Government, NGOs, CBOs, Development Partners, media, FBOs and Private Sector; and support girls who are or have been married.

The *overall goal* of TECMN is to end child marriage and with *specific objectives* to:

- Raise awareness of the harmful impact of child marriage by encouraging open, inclusive and informed discussions at the community, national and international level.
- Emphasize learning and coordination among members and stakeholders working to end child marriage;
- Monitor trends and take stock of child marriages and to undertake joint surveys, evaluations, baselines on the situation of early marriage in Tanzania;
- Raise funds from internal and external partners that will assist the implementation of strategic planning; and
- Defend the rights of girls to health, education, and the opportunity to fulfil their potential.

TECMN is in the process of developing its three years Strategic Planning (2021 - 2023) and this document presents Terms of Reference for development of the Plan. It highlights a roadmap and steps toward a pragmatic, user-friendly and impact oriented Strategic Plan.



2. PURPOSE OF THIS ASSIGNMENT

The objective of the consultancy assignment is to facilitate development of TECMN's three-year Strategic Plan for the period of 2021 to 2023.

The objectives of developing a Strategic Plan are mainly to:

- Define TECMN strategic priorities and action plans
- Estimate financial resource needed
- Prepare a Strategic Plan document with the following annexes;
 - Result Framework for implementation of the Plan
 - Operational Plan
 - Monitoring, Evaluation and Learning Plan
 - Annual plan for the first year of the Strategic Plan implementations.

Against the above background, TECMN is seeking the services of a consultant to facilitate the preparation of the Strategic Plan.

3. SCOPE OF SERVICES

1. Facilitate a Strategic Plan and priority workshops and to synthesize the proceedings into a three-year Strategic Plan for the TECMN Programme as indicated below:
 - The Consultant, with consultation with the TECMN Coordinator, will prepare the workshop programme with TECMN members during development of the Strategic Plan
 - Facilitate workshops and produce documentation.
2. Review and finalize the Strategic Plan
3. Prepare Log frame (result based management Framework)
4. Develop operational plan (2021-2023)
5. Develop the annual plan for the first year of the Strategic Plan implementations
6. Prepare detailed Budget for the SP 2021-2023

4. METHODOLOGY

To formulate the three-year Strategic Plan, the Consultant will make use of a number of participatory planning technique and methods. The consultant will employ such methods as documentary reviews, SWOT Analysis, group discussion, case studies and Logical Framework Analysis. The Strategic Plan Consultant shall undertake the assignment by making use of the following key steps:



4.1 Documentary review

After signing the contract, the Consultant will carry out a documentary review by going through key documents of the network including the past Strategic Plan, progress reports as well as on-going project documents and work plans.

4.2 Strategic Planning meetings

The consultant will facilitate Strategic Plan meetings with TECMN members to review the TECMN's mandate, sharing the achievements, challenges, opportunities and threats and agree on strategic priorities toward the formulation of a three-year Strategic Plan. The meeting will also be informed by the views from TECMN member organizations and key stakeholders on the proposed strategic direction of the network. At this stage the TECMN members will be able to define expected outcomes and outputs. TECMN will concentrate on to maximize its impact over the three-year period. To coordinate and facilitate the generation of views from the TECMN, the Consultant shall develop and administer a brief checklist.

4.3 Situation Analysis

The consultant shall review the situation analysis of both external and internal environments. At this stage the Consultant will make presentation on the summary of key findings of the organizational capacity assessment. Some key questions will be asked and answered to generate issues and ideas so as to enrich the context and identify key issues to be addressed in the new three-year Strategic Plan of TECMN.

Analysis of internal environment will focus on assessing the strengths and weaknesses of TECMN. This will be done to identify strengths to capitalize upon and its capacity gaps to be addressed.

4.4 Monitoring and Evaluation

The Consultant will lead TECMN members to discuss and agree on the nature, design and scope of monitoring and evaluation to be adopted by TECMN. Fundamental requirements for effective monitoring and evaluation plans and systems will be agreed upon. Indicators to gauge performance of the network will be identified and discussed at length. A logical framework matrix will be prepared and roles and responsibility for monitoring and evaluation will be clarified.

4.5 Determine Resource Requirements and mobilization

The consultant will organize a meeting with TECMN members to discuss resource requirement and mobilization strategy. The meeting will allow the Consultant and TECMN members to discuss and agree on human, material and financial resources needed for the sustainable development, effective operations and sustainability of TECMN. Once the major budgetary lines and items are agreed, the consultant will prepare a detailed budget.

4.6 Fine-tuning and completion of the Strategic Plan

The consultant will compile the Strategic Plan document in close consultation with the TECMN members and Coordinator. Once the draft is over, the TECMN members will go



through the documents and share with the Consultant to prepare final versions of Strategic Plan.

5. EXPERTISE AND QUALIFICATIONS

a) Academic Qualifications

At least a master's degree in a relevant field in the area of planning, public policy, development studies and

b) Experience

- At least five years professional experience in Strategic Planning development
- Knowledge of principles and practices related to child development, child protection issues

c) Skills and Competencies:

- Ability to work with minimal supervision;
- High level written and oral communications skills in English and Kiswahili; Must be result-oriented, a team player, exhibiting high levels of enthusiasm, tact, diplomacy and integrity.

6. APPLICATION PROCESS.

Interested and qualified candidates should submit their applications not later than 10th October, 2020 with inclusion of the following:

- Copy of recent CV of the lead consultant
- Expression of interest (concept note)- specifying how the consultant meets the desired requirements and how they understand the terms of reference
- Two examples of recent similar work conducted by the consultant.

Applications should be sent to:

TECMN Secretariat,
Children's Dignity Forum (CDF),
P.O Box 34241,
Dar es Salaam,
Tanzania.

Email: procurement@cdf.or.tz