Terms of Reference for designing a Research on the role of youth led change in community development.

Background
Restless Development is a global agency for youth-led development. Since 1985, the agency has been working with young people supporting them to demand and deliver a just and sustainable world for all. Restless Development works to ensure young people have a voice, a living, sexual rights and are leaders in preventing and solving the world’s challenges. We listen to young people, our work is led by young people and together we help young people make lasting change in their communities.

In 2007, Restless Development in Tanzania entered into a strategic partnership with Sweden through Swedish International Development Cooperation Agency (SIDA) to enable Tanzanian young people to participate in the development, as change agents, whilst concurrently ensuring critical gaps in their rights, capacities and wellbeing are addressed to unlock their potential. It was agreed that Restless Development will work through three major goal areas, Economic Empowerment; Voice, Participation, and Accountability; Non-Discrimination within Sexual and Reproductive Health and Rights, and will further integrate gender, inclusion, migration and technology as cross-cutting issues identified by young Tanzanians as core to their priorities. Within each of our goal areas, the Tanzania hub and other hubs based in Uganda, Zambia, India and Sierra Leone designed pillar projects in order to deliver the desired outcomes over a long period of years.

While delivering our youth-led approaches, we are often asked: ‘Why youth-led development? What does involving young people in delivering programmes, informing conversations, and influencing others bring?’ We believe that our work and the young leaders whom we partner with speak for themselves. However, to date, we have not had a well-evidenced, rigorous answer to this question - and neither, we’ve found, do others who work through youth-led approaches. As part of our FY 20/21, we would hope to use some of our Sida Core fund support to develop a robust answer to these questions. By doing so, we hope to inform our own future programming as well as those who want to maximize the value that youth leadership can bring.

Objectives and Research Questions
This research is not duplicative of an evaluation. We are less interested in capturing impact on key indicators and assessing programme effectiveness. Instead, we are interested in demystifying the mechanisms and pathways by which young people drive change in their communities.

We like to address the following questions through this investment:

| Our Model: | How do young people lead change in their communities? |
| Primary Question: | |
Secondary Questions:

**Youth Leadership:** How does leading these community-based initiatives develop their leadership within their community and contribute to their broader leadership journey?

**Young People Supporting Their Communities:** What successful changes in their communities has their leadership led to? How do these changes map to our strategic goal areas?

We will answer these questions by referring to the work that we have delivered under our Sida core support hub strategy, as well as through other programmes delivered through our Tanzania Hub. We will carefully select which programmes to include to ensure representation across young people’s 4 goal areas - a voice, a living, sexual rights, and leadership. Importantly, our attempt will be to verify our Restless youth-led model - deliver, inform, and influence. The three components of the model will critically be analyzed to explore how young people have participated in each component. The final conclusion will be to elucidate if the model works in which environment by engaging projects across countries.

The research questions highlighted in the preceded section will be answered by referring to the programmes delivered through our Tanzania Hub. However, by bringing in insights from our flagship programmes delivered across our global agency, we can enhance the depth of our findings, while also expanding what we can say about youth-led programming broadly to a wider, more strategic audience. We therefore plan to bring in one additional flagship programme per region of our operation. Below is a list of other programmes that we have identified:

- **Asia:** India Hub’s Disha programme- Restless Development India has partnered with UNDP to implement a project which is piloting the gender inclusive approach for mobilization of young girls and women for Skilling. The aim was to demonstrate a successful model of workplace readiness for young women through comprehensive mobilization and support at work place. The project is being implemented in Delhi, in Dakshinpuri and Sundernagari area of national capital region of Delhi. The project provides life skills, gender and job readiness skills using peer to peer approach.

- **West Africa:** Sierra Leone Hub’s Sabi programme- The Strengthening Accountability, Building Inclusion (SABI) programme, funded by the UK government was introduced in 2016. The project trained young people to become youth Accountability Advocates in their respective areas. The Goal of the SABI programme was to improve basic service delivery in Sierra Leone through building:
  - Stronger demand for services at local Cleveland increased awareness among citizens of the public services that should be provided (including which are free).
  - More effective working relationships locally between service providers and citizens to address some weaknesses in service delivery.
  - Better data on the experiences and perceptions of citizens in utilizing services and their ideas on how delivery of services can be improved.

- **Southern Africa:** Zambia Hub’s Ishiwi programme, is a youth led peer to peer approach addressing the priorities of young people, enabling them to participate in key democratic processes at local and national levels where young people receive support to hold their duty-bearers accountable and where duty-bearers receive support to work hand-in-hand with young people to tackle community development challenges.
Eastern Africa: Uganda Hub’s DYNAMIC consortium, providing peer mentorship, training and private sector connections to young people engaged in agribusiness. The overall goal is to increase the number of young people to secure employment or self-employment and to promote effective and efficient agricultural market systems for the young people.

Research Objectives

1. To document the process of how young people are leading change in their communities with reference to the Restless Development model (Deliver, Inform, Influence)
2. To determine whether young people community leadership activities contribute the their long way leadership journey.
3. To determine successful changes made by young people in their community as a result of their leadership.

Methods and Delivery:
There is a wealth of information that we already have documented - in M&E data, in programme documents, in activity reports, in monthly reports, in quarterly reports, etc. - but there has never before been a dedicated investment towards aggregating this information at a global and strategic level, unpacking these ‘how’ questions. So, the primary method that this research will employ is a systematic desk-based evidence review.

Additionally, we know that there is a lot of knowledge towards answering these questions in the experience and expertise of those deeply involved in delivering this work - our programme staff, the young leaders whom we partner with, and our partners and donors. This knowledge - which might not be fully documented - should complement the findings drawn from the desk-based evidence review. To capture these insights, we will also conduct virtual semi-structured interviews with a sub-sample of these groups: programme teams, young leaders, and partners/donors.

We will deliver this piece of research by contracting a country based research consultant - either an individual who can demonstrate an established track record of delivering similar work or preferably, with a local research institution. Our Uganda-based Senior International Research Manager will collaborate with our Tanzania Hub Monitoring, Evaluation and Learning Manager towards execution of this research piece of work.

The selected consultant is expected to adopt a mixed method of data collection to make the evidence more robust although we expect a higher proportion of data to come from secondary data sources. The consultant is allowed to consider collecting primary data to complement information gaps exposed by the desk review of the selected projects. During desk review comparisons should be made on the situation during inception of the SIDA-Tanzania hub strategy or other country specific programme, at midline and at the end. The following steps are proposed for conducting the research;

- Preparatory meetings with Restless Development staff
- Desk review of project documents
- Identification of data gaps as a result of desk review
- Development of tools for collection for primary data as reflected by the exposed gaps
- Field work/collection of primary data
- Data analysis, report writing and presentation of first draft
- Final report production
- A PowerPoint presentation to Restless Development
Secondary data collection
The selected consultants in each country are expected to conduct a desk review of the project and organizational documents to gain insights of their hub strategy implementation as reflected by the selected programmes in each country participating in the research. It is the responsibility of the consultants of respective countries to develop templates that will be used to collate and summarize secondary data that will be presented in different formats. The following documents are minimum requirement for desk review:

- SIDA-Tanzania hub five years’ strategic plan document
- SIDA-Tanzania hub strategy; country specific programme midline evaluation reports
- Restless Development strategic plan document
- Restless Development model
- Project proposal documents for selected programmes
- Projects quarterly reports submitted to donors
- Projects Annual reports submitted to donors
- Projects baseline and endline reports
- Projects logframes
- Projects impact briefs
- Project field monitoring reports
- Project case studies/success stories
- Restless Development interventions delivery model (PQ doc)

Primary data collection
As highlighted in the previous section, the consultant may see the need of collecting primary data to fill the gaps left by secondary data review in order to ensure there is robust evidence to answer all the questions. It may involve conducting a survey, qualitative data through key informant interviews, focus group discussions or observations. The choice of which method of data collection will depend on the gap of information exposed during desk review.

Dissemination and Influencing:
Because this piece of work will be richly based on a number of Tanzania Hub programmes - particularly our Sida-funded work, we will be using a portion of that investment to disseminate the findings with national stakeholders. We plan to hold a dissemination event targeting policymakers and development practitioners, where we can share the findings from this research, as well as highlighting key outcomes from our Sida-funded programming. Additionally, we can hold bespoke meetings with the Sida team and - separately - with national government stakeholders to reflect on Restless Development’s contribution to Tanzania’s national development.

Additionally, because this piece of work is global in nature, we will work closely with our External Engagement team to communicate these findings with our global networks. In particular, we will be holding a multi-day youth research event in February 2021 as part of the Youth Think Tank programme that we deliver in partnership with Mastercard Foundation. (Through this youth-led research programme, we also work with Young Researchers in Tanzania.) Alongside the presentation of our Youth Think Tank research findings on youth economic opportunities, we can share the findings from this flagship research to our targeted stakeholder audience of: 100+ policy-makers, researchers, and development practitioners across sub-Saharan Africa.
Section 5: Final Research Report format

The report should have the following sections:
  i. Executive Summary
  ii. Introduction
  iii. Methodology
  iv. Findings and Discussions
  v. Conclusion, key learnings and Recommendations
  vi. Annexes

NB: The body of the report, excluding the annexes shall not be more than 30 pages

Section 6: Reporting and payment plan

The consultants shall be expected to produce the following:

1. **Approved inception report** upon signing of the contract which should attract an initial payment of 40% of the total consultant fee agreed upon. This should have a detailed methodology and proposed work plan and will be approved by the management team before funds disbursement and task commencement.

2. **First Draft Report**: to be presented to the Restless Development in a half day meeting. A satisfactory draft will attract another payment of 20%.

3. Approved final Report will be produced after incorporating comments from the draft and submitted together with a **PowerPoint presentation** and all materials used in the documentation to Restless Development in both electronic and 2 hard copies. All video or pictorial materials together with data sets and other statistical information to be submitted to Restless Development as well. The remaining 40% will be paid once the final report is approved by the Leadership team.

Section 7: Users of the findings

The primary users of the final report produced will be Restless Development (Tanzania), the funder SIDA and its partners. Restless Development is also committed to sharing the learning from this study with the broader youth development sector, including the observed changes as well as the identified areas for improvement. The final report will therefore be shared with partner organizations, beneficiaries and donors. The report may also be made available through the Restless Development website and blogs.

Section 8: Time Schedule

This documentation assignment is expected to be concluded in a month as detailed below:

<table>
<thead>
<tr>
<th>Study activity</th>
<th>Key dates</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development of the TOR</td>
<td>28th December 2020</td>
<td>MEL Manager</td>
</tr>
<tr>
<td>Advertising/invitation of tender bids</td>
<td>30th December 2020</td>
<td>Procurement lead</td>
</tr>
<tr>
<td>Closing and receiving bids</td>
<td>26th January 2021</td>
<td>Procurement Committee</td>
</tr>
<tr>
<td>Technical analysis of received bids</td>
<td>28th January 2021</td>
<td>MEL Manager</td>
</tr>
<tr>
<td>Short listing of consultants</td>
<td>29th January 2021</td>
<td>MEL Manager</td>
</tr>
<tr>
<td>Interviewing and selection of consultant</td>
<td>01-02 February 2021</td>
<td>Procurement Committee</td>
</tr>
<tr>
<td>Contracting suitable consultant</td>
<td>8th February 2021</td>
<td>Procurement Lead</td>
</tr>
</tbody>
</table>
Section 9: Application Instructions

Technical Proposal

- This should be prepared and submitted as a separate file. Send in a separate Email.
- Evaluators will concentrate more to assess how the research questions and objectives have been met by the data collection techniques narrated in the proposal.
- The proposal should make clear how secondary data will be conducted, and establish a data gap which may require to collect primary data to compliment secondary data.
- Only proposals which will score at least 80/100 will be taken to the next level of financial proposal assessment. Thus, Consultants must make their technical proposals robust and clearer as much as possible.
- The technical proposal should include the Methodology matrix (table) summarizing objectives, research questions, data collection tools, information to be collected, data sources and proposed sample size.

Financial Proposal

- This should be a separate file/document. Send in a separate email.
- The presented figures must be in Tanzanian Shillings.
- The Consultant should focus to only budget for Consultation fees to be charged by staff involved in this assignment. Transport, per diem, accommodation, stationery and enumerators expenses will be borne by Restless Development.
- The budget details should include type of staff, fee rate and number of days a particular staff will be charging to the assignment.

Section 10: Application Process

Consultant(s) Specification:
Restless Development invites applications from individual consultant(s)/ firms, able to demonstrate the following skills, knowledge and experience:

- The Lead Consultant should have an advanced degree (Masters or PhD preferred) in Social Sciences or a related discipline with at least 5 years of provable experience working with young people in any development sector.
- Should have past experience of doing documentation of strategic plans or studies related to youth engagement projects.
- The consultant(s) should demonstrate ability to use secondary data to document learnings and be able to apply participatory techniques of data collection.
- Experienced on documenting lessons of long term strategic plans.
- Excellent interpersonal and verbal communication skills.
- Excellent report writing skills.
- Must have Tax identification number (TIN) with EFD receipt.

Due to the nature of the assignment, the consultant will need to be based in Dar es Salaam during the duration of the assignment.

How to apply:
Consultants/Firms should submit **Technical proposals** and **Financial proposals** separately addressed to the Procurement Committee and submitted by email to: procurementtanzania@restlessdevelopment.org before 1700HRS on 26th January 2021.

Shortlisted applicants will be invited to an interview to be held on 1-2nd February 2021 NB:
- Restless Development reserves the right to reject any or all submitted bids.
- Any firm or individual who will not hear from us by this date should consider their application was unsuccessful.