



## TANZANIA EARLY CHILDHOOD DEVELOPMENT NETWORK (TECDEN)

### TERMS OF REFERENCE TO DEVELOP TECDEN's STRATEGIC PLAN

**Work Description:** Develop three year TECDEN's Strategic Plan (2023/2024-2025/2026).

**Duration:** 40 Days

**Expected Start Date:** 10<sup>th</sup> March, 2023 to 31<sup>st</sup> July 2023.

## 1.0 BACKGROUND / PROJECT DESCRIPTION

Tanzania Early Childhood Development Network (TECDEN) is a national umbrella network of Early Childhood Development (ECD) Civil Society Organizations which are working to promote Early Childhood Development in Tanzania by influencing change in policies, programs, and practices that impact on holistic development of the child, inspired by a vision that: **“A society where all children are developmentally on track to reach their full potential”**. One of the flagship achievement of TECDEN was to coordinate non-state actors to work collaboratively with the government in development and launching of the National Multisectoral Early Childhood Development Program (NM-ECDP 2021/2022-2025/2026), the program which was officially launched in December, 2021. TECDEN has continued its role to coordinate non-state actors to work collaboratively with the government to implement the program across all 26 regions of Tanzania Mainland. In addition, with support from Conrad Hilton Foundation, TECDEN in collaboration with Children in Cross fire (CiC) and Tanzania Union of Press Club is implementing the Mtoto Kwanza Project 2021/2022-2023/2024), the project which aimed to catalyse the implementation of NM-ECDP.

TECDEN has been conducting its operations on activity basis since 2019 after the previous Strategic Plan came to an end in 2018. Based on organisation review recommendations (2019), TECDEN envisage to develop 3 year Strategic plan to meet the current ECD needs and enhance smooth operation of the network. The development of a new strategic plan is crucial to identify the organization niche and stipulate the key priorities to be implemented within 3 years time (2023/2024-2025/2026). The intended Strategy aimed to incorporate both programmatic and institutional strengthening aspects- for internal operations, accountability and membership networking. The process of developing this strategic plan will be critical to revitalizing engagement of ECD stakeholders directly with TECDEN at national and sub national level, and will fundamentally contribute to its visibility and credibility. TECDEN is therefore seeking a short term consultant to facilitate the development process of the new Strategic Plan (2023/2024-2025/2026).

## 2.0 SCOPE OF THE WORK

The consultant will be responsible to facilitate the whole process related to the development of TECDEN's three years Strategic Plan (2023/2024-2025/2026).

- a) Familiarization with the history, review the vision, mission and goal based on Network's main objectives;
- b) Undertake a situation analysis of the ECD network including: *its Strengths, weaknesses, opportunities and threats (SWOT)* as a platform for engagement towards good governance and accountability in the ECD sector;
- c) Through a consultative process and application of appropriate tools of analysis, identify focus areas including strategic objectives and key result areas for the network;
- d) Review the institutional capacity, organizational set-up, financial and administrative systems to inform institutional capacity gaps and set priority areas against institutional capacity strengthening;
- e) Propose strategies for achieving the organization goals, strategic objectives and key results;
- f) Develop a Results and Resources Framework for the plan period;
- g) Propose monitoring and evaluating strategies and mechanisms to ensure the effective implementation of the Strategic Plan;
- h) Through consultative process and application of appropriate tools of analysis, validate organization draft strategic plan including strategic objectives and key result areas, result and resources frameworks for the entire period of the plan;
- i) Finalize Strategic Plan and submit final strategic plan to the Network secretariat.

## 3.0 PROPOSED METHODOLOGY

The Consultant is expected to identify and suggest key strategic areas and recommend interventions for its achievement. To derive on ECD related strategic areas for TECDEN to coordinate and lead its implementation, the focus should be given to conduct a desk

review of different documents including the review of TECDEN previous strategic plan 2015-2018 to assess its performance; reviewing the Organization Review Report (2019) and CiC/TECDEN Partnership Capacity Assessment Report (2022) to establish organization capacity gaps and recommend intervention to address actions highlighted in those reports; review of NM-ECDP, regional ECD Network strategic plans and other related plans to align TECDEN' strategic objectives to contribute in achieving national and regional ECD strategic areas.

The consultant is expected to conduct consultative meetings with TECDEN Secretariat and collaborates for input and wider ownership of the expected strategic plan.

#### **4.0 Role and Responsibilities**

##### **TECDEN:**

- Creating enabling environment for the Consultant to perform his/her assignment by ensuring availability of resources necessary for the development of the new strategic plan (2023/2024-2025/2026).
- Provide linkage between the Consultant and any other stakeholder groups for consultation
- Facilitate consultant meetings with TECDEN potential donors
- Payment to the Consultant based on the signed agreement.

##### **Consultant:**

- Perform the undersigned work professionally and on timely manner.
- Prepare the inception report to present the best methodologies towards development processes of the strategic plan to TECDEN secretariat.
- Facilitating processes and meetings for consultative and representative engagement with the strategic planning process.
- Develop the draft Strategic Plan and present to the TECDEN stakeholders for validation including its annexes (Result Framework, M&E Plan Framework and Risk matrix)
- Present the draft strategic plan to the Board of Directors to understand the strategic proposed strategic plan

- Finalisation of the strategic plan by incorporating Board input and submit to TECDEN

## **5.0 Key Deliverables**

- Reports on the process including stakeholder consultations and validation workshops.
- Draft of three year Strategic plan document Plan (2023/2024-2025/2026) including Result Framework, M&E Framework and Risk Matrix submitted in soft copy, editable version.
- Presentation of the draft Strategic Plan to the TECDEN Board of Directors for approval;
- Final TECDEN Strategic Plan (2023/2024-2025/2026) including Result Framework, M&E Framework and Risk Matrix submitted in soft copy, editable version.

## **6.0 REPORTING RELATIONSHIPS**

The Consultant will report to TECDEN Executive Director

## **7.0 DURATION OF THE WORK**

There will be 40 consultancy days between March and July, 2023

## **8.0 QUALIFICATIONS OF THE CONSULTANT**

### **Professional qualifications:**

- Knowledge and experience in Organization Development. Development of Organization Strategic Plan is an advantage
- Knowledge and experience in monitoring and evaluation principles
- Good knowledge of Early Childhood Development (ECD) including child safeguarding measures
- Ability to research and write a high-level Strategies and Report
- Facilitation skills

- Ability to research and conduct interviews with key informants; and
- A good a portfolio of software and digital tools that can add value to effectively facilitating a strategic planning process
- Ability to produce high-quality outputs in a timely manner while understanding and anticipating the evolving client needs.
- Strong organisational skills;
- Ability to work independently, produce high-quality outputs;
- Sound judgment, strategic thinking and the ability to manage competing priorities;
- Demonstrates integrity by modelling TECDEN values and ethical standards;
- Knowledge on childsafeguarding principles

**Job experience:**

- Ability to demonstrate experience of other such comparative strategic planning and consultancy processes. The consultant must share one or two best practice processes / outputs they have previously conducted.

**9.0 APPLICATION INSTRUCTION:**

- Strictly follow the instructions indicated in the Terms of Reference;
- All with appropriate skills are encouraged to apply;
- Individuals, Group of Individuals and/ Firms are eligible for this consultancy assignment

**10.0 Budget**

The budget will be according to TECDEN 's payment schedule and the consultant's offer. Financial proposals should fall within a maximum ceiling of USD 10,000 (US Dollars ten thousand only) inclusive of consultancy fee and consultant's basic direct costs. Withholding tax shall be deducted from the consultancy fee. TECDEN will separately fund the costs of key activities such as consultative Stakeholder meeting(s).

Indicative payment schedule:

- 30% of the total consultancy fee on the sign-off of Inception Report
- 30% of the total consultancy fee on presentation of draft Final Report
- 40% of the total consultancy fee on the sign-off of Final Report

## 11.0 Proposal Submission

TECDEN invites eligible consultants to submit technical and financial proposals to undertake this work.

Proposals should include a brief description of:

1. A section outlining an understanding of the assignment and TECDEN's requirements.
2. Description of the proposed methodology to be used, with particular emphasis on how the consultant will deliver against the scope of work and deliverables outlined above.
3. A summary setting out consultant's expertise and experience directly responding to the experience and qualifications set out in section 9.
4. An overview of the individual / individuals who will deliver the services including a CV/CVs that demonstrate **relevant** experience (please don't list unrelated experience). If more than one consultant is proposed in an application, the proposal must provide clear details of the team composition in relation to key tasks.
5. Fee proposal based on daily rates including VAT and direct costs to be incurred by the consultant/s. If more than one consultant is proposed, the proposal must provide a clear split of individual consultants' daily rates and proposed day allocation per task.
6. Two examples of similar work undertaken by the consultant(s) should be presented as an annex to your proposal.
7. Contacts for at least two reference(s) whom would be able to confirm and substantiate suitability of consultant for this type of remit.
8. Scan of valid business licence (for consultancy companies).

***Proposals should not exceed 10 pages, excluding CVs, budget and evidence of written work.***

## **12.0 Selection Criteria**

**The following criteria will be used to evaluate the proposals:**

- 1. Quality and relevance of the proposed methodology. The offer will be assessed according to whether the proposal demonstrates an understanding of the requirements of the assignment, and the methods proposed are in conformity with the needs of TECDEN as reflected in the Terms of Reference (20%)**
- 2. Expertise and experience in relation to strategic plan development process (30%)**
- 3. Experience in holistic early childhood development context in Tanzania (20%)**
- 4. Experience with network organizations (10%)**
- 5. Evidence of analytical skills and report writing (15%)**
- 6. Cost/budget (5%)**

## **13.0 Application requirement:**

**Submit your application letter and CV before the application deadline of 19<sup>th</sup> February, 2023 via [ecdnetwork@gmail.com](mailto:ecdnetwork@gmail.com) .**