

| People4Change                             |  |  |                                |
|---|--|--|--------------------------------|
| Terms of Reference for Inspirator         |  |  |                                |
| <b>1 GENERAL SUMMARY OF TOR</b>           |  |  |                                |
| Recruiting National Office                | ActionAid Tanzania   |  |                                |
| Inspirator type                           | <input type="checkbox"/> GP Inspirator<br><input checked="" type="checkbox"/> Local Inspirator   |  |                                |
| Inspirator Title                          | Gender Responsive Public Service and Tax Justice Inspirator  |  |                                |
| Nationality of Inspirator                 | <input checked="" type="checkbox"/> National recruitment<br><input type="checkbox"/> International recruitment   |  |                                |
| Relation to which Strategic Objective     | <b>Objective 1 (GRPS &amp; Tax Justice):</b> Influencing government to review, amend and enforce legislatives, systems and institutions, to ensure improved generation of domestic resources for gender responsive public services funding.  |  |                                |
| Name of hosting organization              | SAUTI YA WANAWAKE MAFIA (SAWAMA)   |  |                                |
| Location of placement (describe and mark) | Mafia District, Coast Region   |  |                                |
|   | Capital <input type="checkbox"/>   | District <input checked="" type="checkbox"/> | Rural <input type="checkbox"/> |
| Duration of placement                     | One year (12 Months)   |  |                                |
| <b>2 PARTNER AND PLACEMENT DATA</b>       |  |  |                                |
| Purpose of placement                      | Develop the capacity of SAWAMA and Fishing Cooperatives in the advocacy for the GPRS and Civic participation in Mafia district.  |  |                                |
| Brief description of hosting partner/GP   | SAUTI YA WANAWAKE MAFIA, is a Women Rights Association established in 2016 in Mafia to advance the rights of women and children. In terms of membership size, SAWAMA currently has 813 active members. Among others, it managed to establish mother groups (village level platforms) in all 23 villages and engage in series of women rights activities. |  |                                |

|  |  |
|--|--|
|  | <p>SAWAMA's OBJECTIVES:</p> <ol style="list-style-type: none"> <li>1. To mobilize all women in Mafia to have a unified voice towards sensitization and advocating communities on women and children rights issue as the means to alleviate poverty.</li> <li>2.To carry out discussions at various levels and exchange ideas, experience on challenges that affect women and children welfare.</li> </ol> <p>The hosting partner (SAWAMA) is locally registered community-based organization with the support of ActionAid in 2016. The Association is supported to have its own office and resource center and other office materials such as photocopier machine, desktop computer, scanner and printer. The coordinator who normally acts as chief executive administrator is committed to work under the guide and support from Mafia LRP team.</p>  |
| <p>Main capacity gaps identified during needs assessment process</p> | <p>SAWAMA is a growing Women Rights Organization that has big aspirations.</p> <p>The assessment made to understand its capacity gaps indicated the following:</p> <ul style="list-style-type: none"> <li>• Inadequacy of advocacy skills to influence decision makers especially district levels.</li> <li>• Low level of tax justice work and its linkage to public services especially with focus on gender lens.</li> <li>• Inadequacy of mobilization skills to support gender responsive public services at local level.</li> <li>• Weak documentation and communication skills to support public services and how to share experience and lessons on GRPS to other partners</li> <li>• Weak/lack of project design and management skills and knowledge on how to advocate for effective proper utilization of resources allocation and scrutinizing of budget allocation at district level.</li> </ul> <p>Fishing Cooperatives (TWENDEKAZI&amp; MWANGAZA)</p> <ul style="list-style-type: none"> <li>• Inadequacy of advocacy skills and how to influence the district officials on public services delivery.</li> <li>• Low level of awareness on how to analyze and show the linkage between tax collection and provision of public services.</li> <li>• Inadequacy of mobilization skills to advocate for gender responsive public services based on resources allocation and monitoring of public services.</li> <li>• Low level of participation in demanding for public services as taxpayers.</li> </ul> |

|  |  |   |
|--|--|---|
|  | <ul style="list-style-type: none"><li>Weak documentation and communication skills to inform the public on delivery of public services as a result of tax revenues and allocations.</li></ul>   |   |
| Target groups and key individuals to receive capacity development by the Inspirator? | Key Individuals<br>(specific people the Inspirator will work closely with – minimum 2 and maximum 5)   | The Inspirator will work closely with and support; SAWAMA Executive Coordinator SAWAMA Secretary.<br><br>The Inspirator will also work with and support:<br><br><ul style="list-style-type: none"><li>1. TWENDEKAZI Chairperson</li><li>2. MWANGAZA chairperson</li></ul> |
|  | Target groups<br>(Describe the groups the Inspirator will support)   | The Inspirator will support the Women Right Association (SAWAMA) and two fishing cooperatives Organization (TWENDEKAZI& MWANGAZA).<br><br>Also, the Inspirator will work with AATZ Coordinator and Program officer in Mafia to support mentioned CBOs.                    |
| Major challenges and risks associated with the placement                             | (e.g. language, geography, political environment, staff turnover etc.) <ul style="list-style-type: none"><li>The potential challenge associated with the placement is language barrier because most staffs within these organizations and the community are Swahili speakers (National language).</li><li>Mafia is an island and road infrastructure is not adequate to reach some villages.</li><li>The political environment in Mafia is relatively good especially at local level. However, tensions arise during elections for both local and national level which could be a challenge at certain point in placement. The civic space is a challenge both at local and national level and therefore this placement requires someone who should be able to understand the political context and manage the risks associated in the course of implementation of programs.</li></ul> |   |
| Inspirator’s line manager  | The inspirator will report to Public Accountability and Youth Engagement Manager   |   |
| 3. Profile of the Volunteer Position: Outcomes, Outputs & Activities                 |  |   |

With reference to the **already** funded programme/project outputs and activities contained in the partnership agreement, project document and partner annual work plans. **The Inspirator should assist the partner to achieve the following capacity development results:**

| <b>Outcomes</b><br>(What specific short term organisational, behavioural and/or programmatic changes should be expected) | <b>Outputs</b><br>(Which tangible products and/ or results will be delivered)  | <b>Activities</b><br>(Which activities will take place to support the attainment of outputs and outcomes?)  |
|--|--|---|
| <b>Work with local partners, (90%)</b>   |  |   |
| Government plans in Mafia respond to GRPS and is accountable to citizens   | Awareness on HRBA to SAWAMA and Fishing Cooperatives is enhanced<br><br>Advocacy plan is in place to SAWAMA and fishing cooperatives<br><br>Knowledge on progressive taxation is enhanced among SAWAMA, fishing cooperatives and the citizens in Mafia | <ul style="list-style-type: none"> <li>✓ Train SAWAMA members on basic principles of HRBA especially contextualization of the approach into practice.</li> <li>✓ Conduct awareness meetings and reflections on how effectively HRBA is implemented and reflected at local levels with focus on shift of power/power analysis.</li> <li>✓ Build capacity of staff to do analysis of the district budgets in education and health sector for the period of 2017/2018, 2018/2019 and 2019/2020</li> <li>✓ Make translation of GRPS framework into Swahili language and share with CDF's School Management Committees and SAWAMA members.</li> <li>✓ Support youth through their networks to prepare advocacy agenda and submit to relevant decision makers.</li> </ul> |

|   |  |   |
|---|--|---|
| Enhanced capacity of youth movements to take active part in the LGA Elections 2019 & national election in 2020 and created spaces for youth to monitor elections                                | Number of youth participation in LGA Elections and national election in 2020 increased.<br><br>Spaces created for youth in Mafia to monitor elections. | <ul style="list-style-type: none"> <li>✓ Prepare guidelines/manual on how to establish and run Reflection Action Circles for advocacy purpose.</li> <li>✓ Organize youth led discussion meetings in 8 wards on Youth challenges and opportunities in participation in election and decision-making processes.</li> <li>✓ Monitor the function of youth forums which are formed in terms of Reflection Action Circles found in 8 wards.</li> </ul> |
| Youth organizations mobilized into movements to take active part in reinforcing formulation of laws and policies that are aimed at promoting citizen participation in Mafia                     | Awareness raised on movement formulation & HRBA to youth organizations, and SAWAMA   | <ul style="list-style-type: none"> <li>✓ Supports in organizing the training to youth on civil rights and participation in election processes.</li> <li>✓ Support establishment of youth's reflection action circles in 23 villages at Mafia.</li> </ul>  |
| Forums for young women through SAWAMA and tax advocacy team supported to engage with Councilors and District Officials in demanding for more budget allocation in education and health sectors. | A checklist of the gender lens budget prepared and translated in Swahili shared to SAWAMA members and tax advocacy team                                | <ul style="list-style-type: none"> <li>✓ Facilitates training to SAWAMA &amp; tax advocacy team to produce an alternative budget document which tend to describe the desired budget allocation in education and health sectors in Mafia.</li> <li>✓ Support SAWAMA and tax advocacy team to produce citizen alternative budget in education and health sector and submit to LGA officials, councillors and MP through meetings.</li> </ul>        |
| <b>Individual competence development (10%)</b>  |  |   |
| Own praxis improved, and international network strengthened.  | Good practices shared, and network enhanced.   | <p>Participate in online learning and sharing networks with other Inspirators and Advisors as relevant</p> <p>Contribute to the Networked Toolbox with case stories and get inspiration from existing materials.</p>  |
| <b>4. INSPIRATOR PROFILE</b>  |  |   |

|   |  |
|---|--|
|   |  |
| Required skills & core competences                                | <ul style="list-style-type: none"> <li>✓ Community mobilization &amp; organization skills.</li> <li>✓ Budget and policy analysis skills in respect of gender responsive public services</li> <li>✓ Fundraising skills</li> <li>✓ Leadership skills</li> <li>✓ Project management skills</li> <li>✓ Movement building skills.</li> <li>✓ Diverse knowledge on issues related to tax administration, revenue collection and government provision of social services.</li> <li>✓ Human Rights Based Approach&amp; Feminist approach and other related approaches as promoted by ActionAid.</li> </ul> |
| Required professional or voluntary work experience                | <ul style="list-style-type: none"> <li>• Organization Development</li> <li>• Project Management experience especially from voluntary work will be added advantage.</li> <li>• Human Rights based approach experience</li> <li>• Tax justice experience especially in relation to fund public services</li> </ul>   |
| Personal qualifications   | <ul style="list-style-type: none"> <li>• Graduates from university or advance diploma from reputed organization.</li> <li>• Team work building, innovative, ready to work under minimum supervision, result oriented person.</li> <li>• Ready to aspire the team members to embrace changes.</li> <li>• Multi-disciplinary knowledge can work in remote areas and ready to adjust according to the environment.</li> </ul>   |
| Language requirements   | Fluent in English& Swahili language.   |
| <p style="text-align: center;"><b>5. LOCATION INFORMATION</b></p> |  |
| Geographic setting  | <p>The <b>Mafia island</b> is scattered over the Indian Ocean 21 km off the Rufiji River Delta in central <b>Tanzania</b>. The largest of a score of islands, atolls and tidal sandbars, Mafia itself is approximately 50 km long by 15km across and is surrounded by a barrier reef teeming with marine life. Almost half the coastline of Mafia, some 822km<sup>2</sup>, has been gazetted a marine park by the Government. To date over 50 genera of corals, more than 460 species of fish and five different species of turtles have been recorded in the waters around Chole Bay.</p>         |

|   |  |       |
|---|--|-------|
|   | <p>Natural vegetation on Mafia ranges from tidal mangrove thickets and scrubby coastal moorlands to palm-wooden grassland and lowland rainforest. Magnificent baobabs are prominent along with the native Albizia. Patches of coastal high forest remain in localities all over Mafia; one of the most picturesque, the Chunguruma Forest, is a dense tree canopy interlaced with palms, lianes and epiphytes and has an abundant floor covering of ferns.</p> |       |
| Security situation  | <p>The security within Mafia is good whereby the government through the police force tried to protect citizen and their properties that leads to ensure peace and tranquility within the district.</p>   |       |
| Type of Accommodation   | <p><input type="checkbox"/> Homestay or</p> <p><input checked="" type="checkbox"/> Private</p> <p>Describe in more details</p> <p>The inspirator must rent the house in reasonable price to enable him to stay comfortability. The house rent ranks from 100,000tsh to 300,000tsh per month.</p>   |       |
| <p><b>6 ALLOWANCES AND TAX</b></p>  |  |       |
| <p>Allowances</p> <p>Please note that allowances are likely be paid out in local currency in the country of service</p> | Daily per diems (monthly expectation)  | € 627 |
|   | Lump Sum upon arrival  | €100  |
| <p>Tax level</p> <p>(percentage and implications)</p>   | <p>Are per diems, lump sum or relocation subject to tax national tax?</p> <p><input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes, and so, which of the three:</p> <p>National Tax: Computed and paid in TZS Pay as you earn tax rate/formula (Allowance-720,000) x 30%) + 98100 also find it in <a href="https://www.tra.go.tz/calculators/payee.htm">https://www.tra.go.tz/calculators/payee.htm</a></p>                               |       |

| 7. FOR OFFICIAL USE  |  |   |
|--|--|---|
| Who is part of the recruitment panel   | 1. AATZ Head of Program and Policy<br>2. Public Accountability and Youth Mobilization Manager<br>3. LRP coordinator<br>4. SAWAMA/Fishing cooperative representative  |   |
| Has the TOR been thoroughly consulted with the partner/GP?   | Yes, the partner was consulted during identification of gaps assessment and profiling of organization  |   |
| How will AA & the partner organisation/GP ensure that the capacity development takes place & outputs become sustainable? | The Inspirator will work with members of staff and community in his/her duties. The coaching and mentoring model will ensure the transfer and scaling of skills and knowledge as a mechanisms to sustain local organization. It is anticipated that local partners will be able to carry out their interventions after the placement based on the skills and knowledge transferred and shared. |   |
| AA Line Manager (responsible for monitoring, reporting & placement quality)  | Mawazo Mataje<br><a href="mailto:Mawazo.Mataje@actionaid.org">Mawazo.Mataje@actionaid.org</a>  |   |
| Contribution by AA/partner organisations/GP  | Funds for transportation available   | <input checked="" type="checkbox"/> Yes --- <input type="checkbox"/> No |
|  | Internet and communication facilities  | <input checked="" type="checkbox"/> Yes --- <input type="checkbox"/> No |
|  | Office space   | <input checked="" type="checkbox"/> Yes --- <input type="checkbox"/> No |
|  | Funds for field work (outreach) available  | <input checked="" type="checkbox"/> Yes --- <input type="checkbox"/> No |
|  | Funds and support for visa and work permit available   | <input type="checkbox"/> Yes --- <input type="checkbox"/> No            |
| TOR Approved by AA Country Director  | Yaekob Metena  | Date:   |

This TOR should be forwarded to People4Change for approval.