



## **TANZANIA EARLY CHILDHOOD DEVELOPMENT NETWORK (TECDEN)**

### **TERMS OF REFERENCE TO CONDUCT TECDEN CONSTITUTION REVIEW**

**Work Description:** Review the current TECDEN Constitution (2014), provide recommendation for its amendment and drafting the revised Constitution.

**Duration:** 18 Days

**Expected Start Date:** 31<sup>st</sup> March to 27<sup>th</sup> May 2022.

#### **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 the rights and needs of all infants and young children must be realised in order to survive, grow and develop to their full potential**. Over the years, TECDEN has recorded significant results and successes.

In 2019 TECDEN conducted an organisation review to assess the organisation's strengths and areas with the need of improvement on its operations systems. After the assessment, one of the recommendations was a constitution review to meet the current needs and enhance smooth operation of the network. Currently, the network is operating under the Constitution developed in 2014 which has some gaps to be filled.

To address the constitution gaps observed during organisation review, TECDEN is looking for a consultant who is well experienced in network operations, constitution review and has the capacity to explore and recommend the best way the network can operate.

## **2.0 SCOPE OF THE WORK**

In this constitution review exercise, the Consultant will be responsible to assess the current Constitution of the network, providing recommendations for its improvement and developing the draft improved Constitution which accommodates all given recommendations.

### **Duties and Responsibilities:**

Under the overall supervision of TECDEN Executive Director, the Consultant will do the following:

- Review TECDEN's Constitution (2014) to align it to her members' and stakeholders' expectations of providing leadership and coordination support to influence policy dialogue on ECD. This should include a critical review of the mutual roles and responsibilities of the network and its members.
- Review the current vision and mission to accommodate the current needs of the ECD.

- Provide recommendations for TECDEN membership criteria to get more vibrant, committed, and accountable members.
- Updating the existing TECDEN member portfolio with the new set of criteria
- Recommend the new criteria for Board reform to meet the current market demand.
- Review and advise on the Network governance structure to ensure checks and balance.
- Develop the draft revised constitution to accommodate the recommendations
- Advise on the best way to go through the constitution amendment process and approval.

### **3.0 PROPOSED METHODOLOGY**

The Consultant is expected to collect data through desk review, consultative workshop, and face-to-face interviews. Through desk interview the Consultant is expected to review the existing Constitution (2014) and the Organization Review Report (2019) to ascertain the weakness of the current Constitution for review; review of current national policy and guidelines relevant to NGOs registrations and alike; conduct consultative workshops with the existing TECDEN Board and the Secretariat to get their opinion on the constitution review as well as validating the recommendation with TECDEN Board for their approval and ; interview sample of the existing TECDEN Members to get their insights on the existing Constitution and their expectations on TECDEN going farwd.

The Consultant is expected to draw the recommendations for the revised Constitution and use the recommendations to draft an improved constitution to be tabled during the Annual General Assembly for approval.

### **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 review including documents for review
- Provide linkage between the Consultant and any other relevant respondents of the review.

- Facilitate Board and Annual General Assembly meetings for validation and approval of the revised Constitution
- Facilitate consultative workshops for the consultant to perform hi/her duties
- Payment to the Consultant based on the agreement in the contract.

**Consultant:**

- Perform the undersigned review professionally and on timely manner
- Prepare draft revised constitution
- Present the draft constitution to the TECDEN Board and to Annual General Assembly for validation and approval
- Finalisation of the revised Constitution

## **5.0 DELIVERABLES**

The key deliverables for the assignment include;

- a) Detailed recommendation report for constitution review (The report should be logically structured, contain evidence-based findings, conclusions, lessons, and recommendations, and be free of information that is not relevant to the overall analysis. It should include a set of specific recommendations within which the Constitution need to be amended)
- b) Presentation of the draft Constitution to the Board and the General Assembly Meeting
- c) Final revised Constitution

## **6.0 TIMELINE AND EXPECTED OUTPUTS**

The time for this assignment is from 31st March 2022 to 23<sup>rd</sup> April 2022

| No. | Deliverables / Outputs                | Estimated Duration | Timelines                   |
|-----|---------------------------------------|--------------------|-----------------------------|
| 1   | Notification of Successful Consultant |                    | 28 <sup>th</sup> March 2022 |
| 2   | Inception meeting with the Consultant |                    | 30 <sup>th</sup> March 2022 |

|    |  |    |  |
|----|--|----|--|
| 3  | Desk-based analysis: Review of documents and other sources of information  | 3  | 31 <sup>st</sup> March to 4 <sup>th</sup> April 2022 |
| 4  | Plan, design, and coordinate the data collection process <ul style="list-style-type: none"> <li>- Identification of key stakeholders</li> <li>- Selection of a representative sample of groups to be reached for the assignment</li> <li>- Agreeing on the type of information to be collected</li> <li>- Preparation of checklists and other tools for data collection</li> </ul> | 1  | 5 <sup>th</sup> April 2022                           |
| 5  | Conducting Key interviews  | 3  | 6 <sup>th</sup> to 8 <sup>th</sup> April 2022        |
| 6  | Sorting, analyzing, and collating information collected  | 2  | 11 <sup>th</sup> &12 <sup>th</sup> April 2022        |
| 7  | Produce 1 <sup>st</sup> draft of the report  | 1  | 13 <sup>th</sup> April 2022                          |
| 8  | Share documents with TECDEN for review and comments (Secretariat and the Board)  | 2  | 14 <sup>th</sup> &15 <sup>th</sup> April 2022        |
| 9  | Incorporation of comments from TECDEN (Secretariat and the Board)  | 2  | 18 <sup>th</sup> &19 <sup>th</sup> April 2022        |
| 10 | Submission of draft constitution to TECDEN   | 1  | 21 <sup>st</sup> April 2022                          |
| 11 | Presentation of the draft report to the Annual General assembly (AGM)  | 1  | 23 <sup>rd</sup> April 2022                          |
| 12 | Incorporation of AGM comments into the draft constitution  | 1  | 24 <sup>th</sup> April 2022                          |
| 13 | Final revised Constitution submitted to TECDEN   | 1  | 27 <sup>th</sup> May, 2022                           |
|    | Total  | 18 |  |

## 7.0 REPORTING RELATIONSHIPS

The Consultant will report to TECDEN Executive Director

## 8.0 DURATION OF THE WORK

There will be 18 consultancy days from 31<sup>st</sup> March to 27<sup>th</sup> May 2022

## **9.0 QUALIFICATIONS OF THE CONSULTANT**

### **Functional Competencies:**

- Knowledge and experience in Organisation Development processes.
- Expert knowledge of Network Organisations in the entire spectrum of organisation development.
- Basic knowledge of Early Childhood Development (ECD), child safeguarding, legal framework, health, and the law;
- Experience of developing NGOs constitutions as per current legal framework in Tanzania;
- Ability to research and write a high-level Report
- Expert knowledge of government processes;
- Ability to research and conduct interviews with key informants; and
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.).

### **Core Competencies:**

- 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;
- Promotes the vision, mission, and strategic goals of Tanzania ECD Network;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism; and
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

### **Required Skills and Experience** *Education:*

- Advanced University degree in Law, or any of the Social Sciences Experience:
- A minimum of 5 years of relevant experience is required.
- Language:
- Excellent written and spoken English.

#### **11.0 APPLICATION INSTRUCTION:**

- Strictly follow the instructions indicated in the Terms of Reference;
- All with appropriate skills are encouraged to apply;
- Group of Individuals and/or Firms are not eligible for this consultancy assignment (open only for individual Consultant).

#### **Documents Required:**

The Application letter plus CV shall be submitted before the application deadline of 20<sup>th</sup> March 2022 via [recruitment@tecden.or.tz](mailto:recruitment@tecden.or.tz)