



“INCLUSIVE ELECTION PROJECT” SHIVYAWATA

TERMS OF REFERENCE FOR A CONSULTANT TO CONDUCT NEC-ZEC MEETINGS

- A. BACKGROUND:** The Tanzania Federation of Disabled People Organizations - SHIVYAWATA has signed a one-year agreement with UN women on 20th May 2015 to implement the project called “*Inclusive Election*”. This project is geared to “Support People with Disabilities’ Participation in Political and Electoral Process in Tanzania Mainland and Zanzibar”. SHIVYAWATA has partnered with Umoja wa Walemavu Zanzibar – UWZ to support implementation of the project in Zanzibar.

The project is supported financially and technically by the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women). The project is aligned to the UN Women “Women’s Leadership and Political Participation Project” (WLPP) known in Swahili as *Wanawake Wanaweza* Project, which is a three year project contributing to the UN Women’s Strategic Plan 2014-2017 Impact area 1 that aims at ensuring increased women’s leadership and participation in decision-making at all levels.

In view of the forthcoming general elections in 2015, UN Women through the WLPP is partnering with UNDP, UNESCO and other partners NEC, ZEC, Office of Registrar of Political parties - ORPP and CSOS (TGNP, LHRC, TAMWA, TCD, TWCP, Femina Hip e.t.c) to mainstream gender equality and inclusiveness in the current electoral cycle project, the Democratic Empowerment Project (DEP) to ensure effective participation of women, youth and PWDs and the SHIVYAWATA project contributes to it as well.

- B. General Objective:** The project’s overall objective is to promote inclusion and equality of opportunity of people with disabilities in electoral processes as voters and candidates.

The specific objectives of this project target three major areas of intervention as follows;

- i) To raise awareness of NEC and ZEC on the key challenges affecting PWDs’ participation in electoral processes and propose appropriate measures to be taken to address those challenges to ensure inclusion and effective participation of PWDs in electoral processes.
- ii) To raise awareness of PWDs’ leaders in the selected regions on PWDs’ rights and opportunities to engage in democratic process including elections both as candidates and voters. This will facilitate mainstreaming of the acquired knowledge into their



work including to encourage and mobilize PWDs' participation in the different electoral process, i.e. registration, contesting, campaigns, voting.

- iii) To raise awareness of the media practitioners on PWDs leadership, political rights, and challenges to facilitate availability of space in the media and sensitive reporting to reduce stigma and misconceptions.

C. SCOPE OF THE ASSIGNMENT: As part of the implementation process, SHIVYAWATA plan to organize two separate meetings that will bring together Persons with Disability and the National electoral Commission – NEC (in Tanzania mainland) and Zanzibar Electoral Commission – ZEC (in Zanzibar) respectively.

The meetings are expected to draw participants from 13 regions of project intervention namely: Dar es salaam, Mtwara, Tanga, Dodoma, Shinyanga, Tabora, Mwanza, Mara, Manyara, Ruvuma, Iringa, Mjini Magharibi in Unguja and Kusini Pemba in Pemba.

The first two meetings (one in Dar es salaam and one in Zanzibar) will be used by Persons with Disabilities to make known barriers that hinder PWDs participation in elections, to advocate for accessible environment for PWDs in polling stations, request timely and adequate supply of accessible voting equipments and materials for PWDs during elections, and call for inclusion of Persons with Disabilities in the electoral preparatory meetings organized by NEC and ZEC at regional and district levels so as to increase awareness to PWDs on how elections are prepared and be able to raise their issues at that level.

As a result, Action Plans will be developed by meeting participants to indicate commitments of NEC and ZEC to address those challenges as well as PWDs. The Action Plans should contain priority issues to start with immediately, issues to be implemented in the medium and long term, implementation modality and timelines for implementation. Follow-up mechanism will also be established to get feedback from the institutions.

But prior to these meetings, there shall be two planning meetings for persons with Disabilities both in Tanzania mainland and Zanzibar to plan and prepare list of issues to raise during the NEC and ZEC meetings.

D. RESPONSIBILITIES OF A CONSULTANT

- To moderate two planning meetings of Disability stakeholders prior to the NEC/ZEC meetings (Both in Dar es salaam and Zanzibar) for identifying issues to present in NEC and ZEC meetings.

Shirikisho la Vyama vya Watu wenye Ulemavu Tanzania (SHIVYAWATA). P.O. Box 42984 Dar es Salaam - Tanzania.

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- To prepare a paper presentation based on stakeholder's opinions. The consultant will be required to deliver that presentation to the meetings attended by NEC and ZEC.
- The consultant will facilitate the experience sharing among meeting participants on how best PWDs can actively engage in political processes.
- To guide meeting participants to formulate the way forward and Action plan
- To develop meetings reports and submit them to SHIVYAWATA in a week time after the meeting.
- A consultant shall be required to make some literature review of NEC/ZEC's guidelines to ensure that his/her presentation adhere to those guidelines
- Perform any other mutually AGREED relevant duty important in furthering the completion of this task.

E. CONSULTANT'S PROFILE

A desired consultant should possess the following qualities:-

- At least a Bachelor's degree in Political science or equivalent, Social Sciences or relevant discipline.
- A proven understanding of the political system of Tanzania
- Have profound insight on political issues, needs and rights of Persons with Disabilities in Tanzania.
- Not less than three years' experience in working with Disability community in Tanzania
- A candidate must be conversant with both English and Kiswahili languages
- A candidate must have strong report writing and presentation skills
- Ability to accomplish duties within shorter deadlines and work around pressure of time
- A candidate must be a Tanzanian above over 30 years of age.
- **Women and Persons with Disabilities** are highly encouraged to apply.

F. TIME FRAME AND LOCATION

Event	Starting date	Finishing date	Location
Planning meeting in Zanzibar	19 June 2015	19 June 2015	Zanzibar

TANZANIA FEDERATION OF DISABLED PEOPLES ORGANISATIONS



Planning meeting Tanzania mainland	22 June 2015	22 June 2015	Dar es salaam
First meeting with ZEC	24 June 2015	24 June 2015	Zanzibar
First meeting with NEC	26 June 2015	26 June 2015	Dar es salaam

G. REPORT: A consultant shall submit the final report of prescribed activities one week after completion meeting.

H. PAYMENT: Negotiable.

I. APPLICATION PROCEDURES

All interested parties must submit application letter indicating their skills and experience together with updated curriculum vitae by e-mail before **16 June 2015 at 4:00 p.m.** info@shivyawata.or.tz or submit it by hand directly to the following address:-

**Secretary General,
SHIVYAWATA Head Office,
P.O. Box 42984, Kinondoni district, Dar es salaam.
Physical address: Ruhombo Street, Plot no. 367, Kinondoni Vijana, off
Mwananyamala road**

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