



## Terms of Reference (ToR)

**Title: Consultancy service for developing forest governance monitoring tool for MJUMITA**

### **I. Background**

#### **I.1 About MJUMITA**

*Mtandao wa Jamii wa Usimamizi wa Misitani Tanzania* (MJUMITA), or "The Community Forest Conservation Network of Tanzania," is a network of over 132 local community-based organizations (CBOs), comprising more than 15,000 members from villages involved in Participatory Forest Management (PFM) across Tanzania. Founded in 2000 and registered in 2007 under the NGO Act of 2002 (registration number 000NGO/1119), MJUMITA operates in 16 regions, 35 districts, 143 wards, and 452 villages, representing approximately 500 forest-based community groups managing around 1.8 million hectares of natural forest.

As part of its efforts to implement its 5-year Strategic Plan (2025–2029), MJUMITA, with support from WWF, is prioritizing enhanced forest governance monitoring within Community-Based Forest Management (CBFM). This initiative leverages an integrated digital governance monitoring model to improve the accountability of village forest management institutions

#### **I.2 About the assignment**

One of MJUMITA's core strategic focus areas is improving forest governance in the management of forest resources within CBFM villages. This has been achieved through governance capacity building for forest management institutions such as Village Councils and Village Natural Resource Committees and monitoring the governance to assess progress using tools like governance dashboards, village audits, and community scorecards.

Since 2021, MJUMITA has been using a governance tracking tool (dashboard) to monitor governance in over 300 CBFM villages across the country, promoting transparency, accountability, and participation in forest management at the village level. In 2018, MJUMITA enhanced the dashboard system to include village financial management, introducing it as the Village audit and governance monitoring tool. This tool has been implemented in 22 CBFM villages within the Ruvuma Landscape, further strengthening forest governance. Building on this, MJUMITA adopted the Social Accountability Monitoring (SAM) tool in 2022 using the community scorecard model in 10 CBFM villages in Rufiji and Kilosa Districts.

To ensure the sustainability of this initiative and promote governance in CBFM villages, MJUMITA is exploring integrating these tools into a cost-effective digital governance monitoring platform, leveraging technological advancements for broader and more efficient applications.

## **2. Objectives of the assignment**

The main objective of this assignment is to design, develop, and deploy a low-cost, user-friendly digital governance monitoring tool that integrates the existing governance dashboard, village audit, and SAM tools to enhance transparency, accountability, and inclusivity in forest management across CBFM villages.

## **3: Scope of work**

The consultant or firm will be responsible for the following;

### **A. Needs assessment and stakeholder engagement**

- ❖ Conduct consultations with MJUMITA staff, Village Councils, and Village Natural Resource Committees to identify user requirements and expectations for the digital tool. Also, the technological capacity and infrastructure of the CBFM villages should be assessed.

### **B. Document and review existing tools**

Analyse the functionality and methodology of the governance dashboard, village audit, and SAM tools.

### **C. Tool design and development**

- ❖ Develop a digital governance monitoring tool that incorporates existing governance tools (dashboard, village audit, SAM tools).
- ❖ Ensure the platform is accessible, low-cost, and functional in village-level areas.
- ❖ Design user-friendly interfaces that can be tailored to local communities.

### **D. Integration and testing**

- ❖ Integrate community scorecard, governance, and financial monitoring functionalities into the tool.
- ❖ Pilot the tool in selected CBFM villages across different landscapes (e.g., Tunduru, Rufiji, Kilosa etc).
- ❖ Collect feedback from users to refine and improve the tool.

### **E. Executing and support**

- ❖ Provide technical support and maintenance for a specified period to ensure successful adoption and use.

## **4. Methodology and consultant tasks**

The assignment may adopt a mixed-methods approach, ensuring comprehensive data collection and analysis. This includes:

- ❖ **Desk review:** Analyze existing documentation, database and reports on the governance tools.
- ❖ **Stakeholder engagement:** Conduct interviews and focus group discussions with tool users (MJUMITA staff, VCs, and VNRCs) to gather insights on usability and challenges.

- ❖ **Field visits:** Observe the practical application of the tools in selected CBFM villages across different contexts.
- ❖ **Comparative analysis:** Evaluate the strengths, weaknesses, and digital adaptability of the tools.
- ❖ **MJUMITA validation workshop:** present preliminary findings to stakeholders for feedback and validation.
- ❖ **Final reporting:** Incorporate insights and recommendations into a comprehensive **Policy Brief** with a roadmap for digital integration.

## 5. Deliverables

The consultant/firm will be required to deliver:

- ❖ Inception report with a detailed work plan and methodology.
- ❖ Report on needs assessment, user requirements and analysis of the existing tools, including strengths, weaknesses, and challenges.
- ❖ A fully functional and tested digital governance monitoring tool.
- ❖ Training materials and documentation (e.g., user manuals,).
- ❖ One Policy Brief summarizing the development process, lessons learned, and recommendations.

## 6. Timeline

The assignment is expected to be completed within 21 working days after signing the contract. The consultant is required to submit a detailed work plan, outlining key milestones and deliverables within this timeframe.

## 7. Required qualifications of the consultant

The ideal consultant should meet the following qualifications:

- i) A master's degree in natural resource management, environmental science, GIS, or related fields
- ii) At least 5 years of experience in developing or upgrading web-based monitoring tools, particularly in the context of forest +or natural resource governance
- iii) Proven experience with community-based forest management systems, with a deep understanding of the local and regional forest governance context in Tanzania
- iv) Strong proficiency in GIS software and web development, with demonstrated ability to integrate new features into existing tools
- v) Ability to provide ongoing technical support to ensure the successful adoption of the updated tool to MJUMITA and into the village

## 8. Application Procedure

Interested consultants are invited to submit their proposals as outlined below:

### i. Technical Proposal (maximum 3 pages):

- ❖ A clear understanding of the assignment including the need for a digital governance monitoring tool for MJUMITA
- ❖ Detailed methodology explaining the step-by-step approach to assessing the tools and showing how the findings will be validated

- ❖ Relevant references to similar assignments previously undertaken (attached separately)
- ❖ Team composition; identify key personnel and their roles, focusing on governance expertise, participatory methods, and digital innovation.
- ❖ Detailed understanding of the deliverable
- ❖ Summary of the consultant's qualifications and experience, addressing the specific requirements outlined in Section 7

**ii. Financial Proposal (maximum 1 page):**

- Breakdown of consultancy fees, including the number of person-days required to complete the assignment

Technical and financial proposals should be sent to [info@mjumita.or.tz](mailto:info@mjumita.or.tz) and copied to [josephinegabriel@mjumita.or.tz](mailto:josephinegabriel@mjumita.or.tz) with the subject line **“Proposal digital governance monitoring tool”**

The deadline for submission is 4th December 2024, 23:59 HRS (Tanzania local time). Only shortlisted candidates will be contacted for further review and contract negotiation within a week of the closing date