

Terms of Reference

Contract with a Researcher to conduct and produce a comprehensive participatory action research study based on analysis of qualitative and quantitative data to enhance good governance in Ninewa

Within the framework of the project " Empowering Citizens to Advance Good Governance "

Contractor	Al Tahreer Association for Development (TAD)
Job	Researcher for Conducting and producing a comprehensive participatory action research study based on analysis of qualitative and quantitative data to enhance good governance in Ninewa
Location	Iraq, Mosul
offer language:	English
offer currency:	USD \$
Deadline for submission	14:00 local time on Sunday 25 th August 2024
Timeframe	From 1 th Sep 2024 until 30 rd Sep 2024
Email for submission	tenders@altahreer.org

1. Background

TAD is an independent, non-profit, non-governmental organization. It was established in May 2003 in the city of Mosul, it was established based on the prevailing environment at that time, where the great reluctance to political and civic participation of the population for various reasons, as well as the increase in societal tensions between followers of different religions, sects, sects, and languages due to the nature of the divisions that followed the political and security changes that have arisen. In that year. During the past years, TAD worked to establish many programs and activities concerned with the rejection of violence and extremism in different societies by spreading the culture of non-violence, spreading the culture of dialogue and acceptance of others, spreading the spirit of tolerance and building peace, and establishing concepts of democracy for a free and pluralistic Iraq in which the rights and freedoms of citizens are respected through Raising awareness of human rights and increasing the civic and political participation of the population, especially the most vulnerable groups in society, such as women and youth in general. After the year 2015 the TAD strategy, which became concerned in addition to what was established it to improve the conditions of life in the areas emerging from conflicts by providing job opportunities

and protection for vulnerable groups and earning a livelihood as well as working with youth, women, leaders and societal elites to advance the reality of the newly liberated areas from the control of the extremist armed factions. TAD worked in the past from different regions of Iraq, where it had offices in Baghdad, Duhok and Arbil, and currently its main office is in the city of Mosul, and it has activities in many Iraqi provinces.

2. About good governance project.

In Iraq, effective governance and community engagement are critical to addressing the country's complex challenges. Recognizing the importance of building strong governance structures, TAD is implementing a project aimed at fostering good governance through active community and governmental participation.

Over the next year, TAD will work to form, train, and build the capacity of good governance committees in various parts of the city. The main components of the project include:

- **Formation and Capacity Building:** Establish and train good governance committees to assess and address community needs.
- **Community Roundtables and Focus Groups:** Organize roundtables and focus groups to identify and gather community input on foundational needs.
- **Community Sessions with Local Government:** Hold sessions with local government representatives to share findings and discuss issues, involving up to 30 participants.
- **Commitment Collection and Advocacy:** Collect commitments from local officials and advocate with federal officials to address identified community needs.

By facilitating structured dialogue and collaboration between community members, local, and federal government officials, this project aims to strengthen governance frameworks, ensure that community needs are met, and promote sustainable, resilient development in Iraq.

3. Scope of work

The purpose of this project is to document and capture local and traditional knowledge, wisdom, and practices around governance and community engagement. This will be achieved by involving various stakeholders, particularly community members, in the process. This inclusive approach ensures that governance issues affecting the community are identified and understood from their perspective, ensuring that the actions and recommendations generated are relevant and tailored to the local context and identified needs. The project will focus on, but is not exclusive to, the sectors of local government interaction, community needs assessment, advocacy, and public participation. The project aims to:

- **Document Intergenerational Knowledge:** Record experiences, observations, knowledge, practices, and concerns about governance, community engagement, and how local populations have interacted with government bodies in the past and present.
- **Capture Diverse Views and Experiences:** Gather a wide range of views and experiences from different groups (age, gender, socioeconomic status, geographic locality, etc.) to ensure a comprehensive understanding of governance issues.

- **Preserve Traditional Wisdom:** Capture traditional wisdom in the form of stories, practices, and historical approaches to governance and community leadership.
- **Enhance Community-Government Relations:** Strengthen the dialogue between communities and government officials by documenting effective practices and advocating for changes based on community input.

By documenting these aspects, the project contributes to preserving local wisdom and solutions around governance and community engagement, ensuring sustainable development and responsive governance structures.

4. Deliverables

The consultant is expected to produce narrative research documenting the collected data, including stories, testimonies, case studies, etc., per the objectives mentioned above.

The detailed expected deliverables are:

- The inception report includes the assignment objective, outputs, methodology, and a detailed work plan.
- Data collection tools, taking into consideration it should be cover tools for the overall objective and tools that are tailored to each sector.
- Detailed stakeholder mapping of the targeted audience and community groups.
- Database of the collected data documenting original information using different written registry methods, including field notes, stories, case studies, transcripts, etc.
- draft a research report on the mentioned topics and achieve the abovementioned objectives.
- An internal validation workshop will be held to present and discuss the findings of the research to be presented to the TAD team and its partners.
- Final research.

5. Costs

The consultant will be fully responsible for implementing and coordinating the assignment in collaboration with the TAD research team and will bear all costs related to the above-mentioned products. In addition, the consultant will be responsible for coordinating and identifying the participants in the process and will be assisted by the project team.

6. Timeline

The assignment will last 30 working days, starting when the contract is signed. The timeline will be refined based on the consultant's work plan and shouldn't exceed the mid of September 2024 (for all deliverables).

7. Researcher's Profile and experience

The following key technical requirements will be taken into consideration when assessing consultants' technical competencies:

- Master's degree in relevant fields, including economics, development studies, social science, or other relevant fields.
- The consultant should have proven previous experience in conducting similar assignments.
- Excellent knowledge of the context of Good Governance in Iraq and the challenges facing it in Iraq.
- Conducted similar assignments in Iraq and/or in the MENA region.
- Excellent communication and writing skills in English and Arabic.

8. Evaluation Criteria for Researcher Selection

- Methodology design	25%
- Education and Experience	20%
- References, proven experience. (2 samples)	15%
- Detailed Work Plan	10%
- Technical quality of the proposal (total)	70%
- Cost-efficiency	30%

Offers that score less than 45/70% in the technical quality of the proposal will not be considered for financial evaluation.

9. How to apply:

Interested individuals or consultancy firms with relevant experience and skills based on the ToR can submit their Expression of Interest (EOI), including the following:

- Cover letter of no more than 1 page introducing the consultant/company and intention to deliver the assignment. The cover letter should also indicate the consultants' availability for the proposed period.
- The technical proposal should provide details on the proposed methodology responding to the ToR and the deliverables.
- capacity in line with the competencies required for the assignment, including references to experience with similar assignments and providing relevant work samples (2 samples).
- CVs of the consultant directly involved in the assignment, including his/her specific role; and **three** professional referees.
- National ID or passport for the company owner or lead consultant for verification and vetting.
- A technical proposal should not be longer than 7 pages, excluding annexes, and should include examples/samples of previous similar work.
- Detailed work plan.
- The financial proposal includes a one-page budget of the offer, covering all major anticipated costs.

Please submit as soon as possible the EOI and other documents to(tenders@altahreer.org) with the title(**Researcher**) in the subject line no later than August 25, 2024; EOIs will be evaluated on a rolling basis until the consultant is selected.

All technical questions or clarifications should be sent to (tenders@altahreer.org) use this email for both submission of the proposal and technical clarification no later than August 25, 2024. Interested applicants can collect the Terms of Reference (TOR) at the TAD Office in Mosul starting September 1, 2024, during working hours. Alternatively, the TAD Logistics team can send the TOR via email upon request.

10. Code of Conduct

- Commitment to implementing the task according to the purpose mentioned in the activities and outputs of the project;
- Work in a spirit of participation and cooperation with TAD`s team members;
- Maintaining the privacy of the participants and refraining from disclosing it to any party;
- TAD`s name is not to be used in any work outside the framework of the contracted project.

11. Deadline for submission of offers

The deadline for submitting the offers is August 25, 2024 (17:00 hr. Iraq Time.)

12. Acknowledgement

I, the undersigned, have read the content of this document, understood its terms, and agree to what is stated in it. I am aware that this document represents the terms of reference for providing the services required for TAD.

Contractor

**Al Tahreer Association for
Development**

Signature: _____

Name: _____

Date: _____
