



VOICE(s) CONNECTED & AMPLIFIED IN
TANZANIA

Contents

1 Introduction 3

1.1 Background to Voice 3

1.2 Linking and Learning objectives..... 3

1.3 Reason behind this Call for Proposals..... 4

2 Description of key deliverables and Voice principles and instruments 5

2.1 Expected deliverables 5

2.2 Key principles and instruments..... 8

3 Implementation arrangements 10

3.1 Coordination 10

3.2 Monitoring and Evaluation 10

3.3 Reporting and publications 10

3.4 Applicant capacity and track-record 10

4 Financial arrangements 11

4.1 Available budget 11

4.2 Due diligence, audit and compliance 12

5 Application procedure 12

6 Standardising terms..... 13



VOICE(s) CONNECTED & AMPLIFIED IN TANZANIA

1 Introduction

1.1 Background to Voice

Voice¹ is an innovative grant facility that supports the most marginalised and discriminated rightsholders in Mali, Niger, Nigeria, Kenya, Uganda Tanzania, Cambodia Laos, Indonesia and the Philippines. Voice is an initiative by the Netherlands Ministry of Foreign Affairs and is executed by a consortium between Oxfam Novib and Hivos.

Voice aims to amplify and connect thus far unheard voices in efforts to leave no one behind to exert influence in accessing productive and social services and political participation. Voice works with the following rightsholder groups;-

- 1) People living with disabilities;
- 2) Lesbian, gay, bisexual, transgender and intersex (LGBTI) people;
- 3) Women facing exploitation, abuse and/or violence;
- 4) Age-discriminated vulnerable groups, notably the young and elderly;
- 5) Indigenous groups and ethnic minorities.

These groups are often the hardest to reach. Therefore, innovative approaches to strengthening capacity of lobby and advocacy as well as empowerment are essential. A linking and learning process encourages sharing of lessons learned, and provides a forum for mutual learning and empowerment of the rightsholder groups. Voice is initially a five-year programme (2016-2020), with now an extension contract for three years (2021-2024), for which a **total of €36 million is available for programme-, grants-, management- and linking and learning costs.**

1.2 Linking and Learning objectives

Voice Linking and Learning refers to the total of activities, processes and trajectories realised to boost collaboration, connectedness, sharing, listening, learning, innovation and application of new knowledge. It aims to produce evidence, learning and innovative solutions to catalyse transformative change for the most marginalised and discriminated groups.

A linking and learning process enables the sharing of experiences and lessons from (innovative) initiatives, allowing for scaling up of successful projects. Objectives are:

- A mutual learning process: exchange of knowledge, experiences and lessons learned amongst grantees, contributing to the empowerment of the Voice target groups. The fund

¹ An initiative from the Netherlands Ministry of Foreign Affairs, Voice is a partnership between Oxfam Novib and Hivos. For more information please visit www.voice.global



VOICE(s) CONNECTED & AMPLIFIED IN TANZANIA

management agent should take into account any challenges (including logistics) that may arise in bringing these groups together.

- Local ownership of the learning agenda through an endogenous process in which the needs, existing knowledge, expectations and questions of Voice target groups are put at the centre.
- Sustainability: the linking and learning process is to be designed in a way that it can be sustained after the official duration of Voice.
- The linking and learning process has a connection with the proposed system for monitoring and evaluation of programs.

1.3 Reason behind this Call for Proposals

As part of the Voice grant facility there are five types of grants available, each with their own application and reporting processes. They range from multi-year Influencing grants, Innovate and Learn grants, Sudden Opportunity as well as Empowerment and Empowerment Accelerator grants. The latter are aimed at supporting (informal) groups or organisations to raise awareness, develop transformative leadership, build confidence and skills and work against stigmatisation of marginalised and discriminated groups.

Within the Voice programme grantees and rightsholder **group members aim to ‘leave no one behind’ and embark on a journey together with those concerned. This requires meeting up, talking, sharing, and understanding each other’s work and views. In safe and inclusive spaces where people can speak up and leave with new ideas. However, even in linking and learning, multi-stakeholder processes, exchanges, communities of practice and action research, communities from rightsholder groups often have other people participate on ‘their’ behalf.**

Voice Tanzania and Tanzania is therefore looking to engage an institution, an organisation or (social) enterprise that will;

1. Facilitate safe, inclusive spaces for grantees and Voice rightsholders to share experiences/ to learn together on their projects, to explore empowerment and **influencing approaches and to enhance the grantees’ capacity to be inclusive. To do so the organisation/institution/social enterprise will facilitate participation of all Voice grantees through communities of practice, learning sessions, and in an online platform and/or face2face meetings.**
2. Amplify the voices of rightsholder groups, including Voice grantees, and put their ideas and identities in the public space. To do so, the organisation/Institution/social enterprise should use different media formats to raise their voices and share their concerns to the wider audience, in close collaboration with the Voice communications hub. The organisation should pay attention to innovative offline options for areas that have little or no internet access, such that communities in remote rural areas,



VOICE(s) CONNECTED & AMPLIFIED IN TANZANIA

indigenous groups, and other disenfranchised groups alienated from the information society are able to learn as well as generate new knowledge.

In brief, the key roles of the identified L&L facilitation support will:

- Bring together all Voice grantees and other stakeholders in communities of practice, communities of stakeholders, learning sessions, and online/face-to-face meeting, and platforms;
- Support the Voice country team to gather data on the effectiveness of the grant making, and on the learning agendas of the individual grantees, including financial and logistic organisation of events and exchanges;
- Create space for public debate, dialogue and action informed by collated information from Voice grantees;
- Develop initiatives to address the gaps, and enhance participation and visualisation of the people marginalised in national development processes as part of efforts towards realising the Leave No One Behind agenda;
- Explore with and support Voice grantees in the creation of communication messages and putting their ideas and identities safely in the public space through different media formats and innovative offline options for communities with little to no internet access.

The key responsibility is to make central the voices of individuals too often relegated to the margins, support untold stories to be told, and empowering the public with the correct perspectives.

2 Description of key deliverables and Voice principles and instruments

2.1 Expected deliverables

The linking and Learning organisation selected to facilitate the Voice(s) connected & amplified Call for Proposals, will work in straight collaboration and coordination with the Voice team in Tanzania with the leadership of the Voice Linking, Learning and Amplifier Officer. Some key tasks and deliverables expected from this contract are:

Deliverables	Description
Connect all Voice grantees and stakeholders in a country-wide or multi-country network or Platform – online & offline;	<ul style="list-style-type: none"> • Meetings need to be facilitated at the local/regional/national levels. • Participants, including Voice grantees in Tanzania & Tanzania will be supported in the development of their



VOICE(s) CONNECTED & AMPLIFIED IN TANZANIA

	<ul style="list-style-type: none"> learning questions prior to meetings. • Participate in grantee induction meetings to introduce the linking and learning processes and support in thinking through the learning agenda/learning questions for grantees • Support the articulation of grantee change agendas and the formulation of national change agendas. • Promote and facilitate Communities of Practice based on the rightsholders groups' interest or a thematic area.
<p>Organise annual linking and learning events at least once a year;</p>	<ul style="list-style-type: none"> • L&L events can either have a national or regional focus; and can either be focused on a theme or rightsholder group. (all grantees are to participate at least once during their grant) • The budget includes transportation, accommodation, meals, and other conference expenses for all attendees. • Attendees will be a combination of grantees, non-grantees, and other stakeholders.
<p>Produce internal and external publications on new knowledge and understanding, using a variety of media and audiences;</p>	<ul style="list-style-type: none"> • Internal/external publications can take many forms such as research papers, opinion pieces, explainers, and documentary videos. • Information and data needs to be presented and disseminated in creative and engaging ways. • Express informed opinions on a range of development issues to the public
<p>Recommend and/or support Voice grantees and/or their members (should be drawn from the Voice rightsholder groups) in preparation of, and to participate in the Voice Global Annual Learning Event or other relevant events/conferences happening at international/regional/national level where</p>	<ul style="list-style-type: none"> • There will be at least 1 global learning event every year. • Selected grantees/stakeholders may need to access and analyse available data, prepare a presentation using multimedia. • Learnings from all the global events



VOICE(s) CONNECTED & AMPLIFIED IN TANZANIA

<p>they can show case their work and learn from other networks outside of Voice</p>	<p>needs to be communicated back to grantees.</p>
<p>Gather and document successful inclusive and participatory methodologies and approaches used by grantees and others. Make these available to all and add to the global collection;</p>	<ul style="list-style-type: none"> • The global collection is an online resource intended to be a knowledge library from all 10 Voice countries. • It will be publicly available to catalyze further linking and learning even after Voice has ended.
<p>Participation in the Voice Linking and Learning Community of Practice A community of practice is existing within the Linking & Learning community of Voice at the global level. This is implemented and sustained mainly by the Linking & Learning Coordinator, Linking & Learning Officers, and Linking & Learning Facilitators.</p>	<ul style="list-style-type: none"> • Participate actively in the monthly Linking and Learning e-Meets, prepare Linking and Learning inventory data, contribute to the annual face to face Linking and Learning meeting (linked to the Indaba)

Applicants are expected to develop proposals on how they envision the linking and learning process. The project plan needs to include:

- The proposed tools/ channels of communication to be used among groups;
- The proposed audience to be reached out;
- The meetings/ learning events frequency;
- The effective methods/ approaches on enabling learning environment;
- The proposed strategy in formulating and synthesizing different learning agendas.
- A proposal on how to link the different clusters of grantees within Voice (Old and new) and how to harmonize their participation in all the processes

We invite everyone to be as innovative and creative as possible considering the local context in both countries.

The selected organisation/institution will support Voice in realizing the below outputs:-

<p>TARGETED OUTCOME 2.1 Marginalised groups, CSOs and other key stakeholders develop and implement innovative and effective strategies to reach, empower and strengthen influencing capacities of marginalised and discriminated groups</p>
<p>Output 2.1.1: Programme staff and local partner organisations implement appropriate approaches to reach and facilitate the definition of learning agendas by communities of practice</p>



VOICE(s) CONNECTED & AMPLIFIED IN TANZANIA

<p>Output 2.1.2: Communities of practice enable (informal) groups, organisations and networks obtain new insights on effective and innovative lobby and advocacy practices and strategies</p>
<p>Output 2.1.3: (Informal) groups, organisations, networks and other stakeholders develop, share and document (new) knowledge on effective and innovative lobby and advocacy practices and strategies.</p>
<p>TARGETED OUTCOME 2.2 A linking and learning infrastructure is in place that visibly contributes to the insights, understanding and innovation capacity of grantees and other stakeholders of the program</p>
<p>Output 2.2.1 Voice will enable the constant sharing of insights, ideas, and evidence through the knowledge sharing facility (online & offline)</p>
<p>Output 2.2.2 Voice has enabled relevant stakeholders on country and global level to access and use an evidence base on innovative and effective strategies to reach, empower, amplify and influence</p>

2.2 Key principles and instruments

‘Diversity is being invited to the party, inclusion is being asked to dance’ - Verna Meyers

As rights-based organisations, both Oxfam Novib and Hivos already have strong value statements. Voice is further guided by the key principles listed below in its planning and implementation. All applicants are expected to be familiar with, adhere to, and follow these same principles throughout the contract period.

Rightsholders

Voice recognises the role society plays in marginalisation and discrimination and supports ownership of the influencing agenda by the people concerned. Voice considers terms such as beneficiaries and target groups do not honour the individuals and organisations as rightsholders that can make legitimate claims. Similarly, States and other actors are duty-bearers that are responsible and can be held accountable for their acts or omissions. Putting the rightsholder groups at the centre of Voice therefore requires a changing narrative.

Nothing About Us Without Us

Abbreviated to NOW-Us!, this saying stems from the People with Disabilities (PwD) movement. It emphasises that no policy and/or practice should be decided without the full participation of the rightsholders. For Voice, NOW-Us! is also embodied in the modus operandi or way of working, ensuring we walk the talk. It also emphasises that the rightsholders own their own narrative at all times.

Leave No One Behind



VOICE(s) CONNECTED & AMPLIFIED IN TANZANIA

Every person – regardless of ethnicity, geography, disability, gender (identity and expression), sexual orientation, race, age or other status – should live their lives freely and fully. We recognise that people have diverse identities and as a result may face overlapping forms of exclusion, and are often left behind. Within Voice, we consciously promote taking an intersectional approach.

The right voices at the table rather than on the menu

As a key to vital inclusive societies and sustainable development, we recognise the critical role of civil society as a platform for rightsholders to raise their voice. For Voice, this means inclusion, openness and embracing diversity lie at the heart of all we do and stand for. It means putting ‘inclusive’ values into action; it is about everyone rather than about a particular group.²

Knowledge generation and exchange should include the people concerned in all aspects and produce accessible information using various media.

Innovativeness

Innovative approaches are sought in all key components of Voice. Being innovative means not only creating new ways of working but also creating space for improvement in every step of the implementation of Voice, which can entail different steps in different contexts. This implies flexibility, to allow for the implementation of new ideas.

Voice is furthermore innovative, because of its explicit focus on the inclusion of informal civil society organisations, as not all rightsholder groups are formally organised. Also, the space for ‘failures’ is innovative: to encourage experimental and innovative projects, taking risks is allowed and failures are framed as lessons to learn from. The linking and learning process provides an environment for different groups to share and learn from successes and failures of others.

Safety and Security

In all processes and activities of Voice, safety and security of all grantees shall be ensured. This includes physical, emotional, and digital safety and security. Depending on the current local context, risks shall always be assessed and proper mitigation strategies shall be developed. Information/data from grantees shall be protected, following Voice and local data privacy policies.

² <http://www.indexforinclusion.org/themeaningofinclusion.php>



3 Implementation arrangements

3.1 Coordination

The applicant will work in direct coordination with the Voice Linking, Learning and Amplifier Officer based in the Hivos Nairobi Office, who will also monitor implementation and be responsible for quality management. Following this Call for Proposal the Hivos Voice Country team as well as the Voice Coordination Team represented by the Linking and Learning Coordinator, will approve the final project plan and budget. All daily coordination and communication will be the responsibility of the selected Linking and Learning organisation, the Voice Linking, Learning and Amplifier Officer and the Voice Programme Officer in Tanzania.

3.2 Monitoring and Evaluation

The Linking and Learning component is one of the two result areas of Voice and therefore completely integrated in the Voice results framework. Monitoring and evaluation of the outputs and outcomes of this project will need to be aligned with the overall Voice monitoring and evaluation practice and contribute with quantitative and qualitative data gathering through stories of change, outcome harvesting (only for the influencing grants), participatory videos or theatre, event reporting and like.

The approved project plan will be evaluated periodically and may be also be adjusted according to activity milestones, emergent needs, and other circumstances that may arise.

3.3 Reporting and publications

A reporting schedule will be agreed upon, based on agreed milestones and to provide timely inputs into Voice reporting schemes. Furthermore, the organisation will commit to record all facilitated processes and make these reports available to all involved, in this case to the Voice Linking & learning officer, and to the Programme Officers in Tanzania and in Tanzania. Publications following exchanges, learning events and the journey of a community of practice, will be planned accordingly. Lay-out and branding will be done locally, taking into account the Voice branding guidelines. Official Hivos and Oxfam sign off needs to be respected. Personal and organisational safety and security are guiding.

3.4 Applicant capacity and track-record

The applicant needs to have proven experience in facilitating dynamic learning processes and successful exchanges with high level of accessibility. They must be able to explore and



VOICE(s) CONNECTED & AMPLIFIED IN TANZANIA

test participatory, creative, and transformative approaches and methodologies to maximise participation and inclusion. The applicant has strong experience in reporting and developing thought-provoking publications where information and data are presented in creative and engaging ways. They must be adept in using a variety of artistic forms and ICT in order to reach a variety of audiences. They must be able to provide proof of earlier products.

If the organisation collaborates with other partners on some aspects/tasks, they will provide sufficient information on these partnerships. The applicant organisation needs to have a strong track record of activities in Tanzania and is able to submit the last two audited financial statements and annual reports.

The applicant organisation must have a positive image in the country, is known for being reliable and credible with a positive influence on the public especially the target groups and stakeholders. They regularly foster attitudes of respect, understanding, and empathy towards marginalized and discriminated people/individuals. They must not have encountered any problems with the local and/ national authorities in the past or any political conflict of interest.

The applicant organisation is a risk taker and self-starter with a proven capacity of thinking out of the box to address issues in different, innovative ways.

If worked with Oxfam and/or Hivos before, the applicant organisation must have a clean financial record.

4 Financial arrangements

4.1 Available budget

The maximum budget is Euro 250,000 for a maximum of 36 months. This is funding drawn from the Innovate & Learn grant window.

All costs associated with organising events including but not limited to costs for participation should be covered from the grant.

- Periodic/annual meetings/ with target groups/stakeholders/community of practice
- Learning events/ capitalisations/evaluations/timely event celebrations (such as **international women's days, handicap day, youth day, etc.**)
- Internal travelling (field research, experience /knowledge sharing, linking group to group, village to village for scale up, etc.)
- Publication/ printing/digital communication/translation/**media's** coverage/
- Other MEAL and communication activities (data collection, story gathering, baselines, end lines, etc.)



VOICE(s) CONNECTED & AMPLIFIED IN TANZANIA

4.2 Due diligence, audit and compliance

The allocation of grants will start with the opening of funding windows or call for proposals from potential grantees. Before a grant is considered, a Partner Quick Assessment (POA) is made to **assess the potential grantee's expertise and strategy and fit with the goals of the VOICE programme**, to create a Financial Risk Inventory, and check basic due diligence requirements. Financial reasons for a no-go could for instance be suspicion of fraud, lack of basic financial procedures, or lack of solvency.

If the POA is positive, a comprehensive risk assessment is made on institutional, organisational, financial and programmatic risks. The assessment includes (but is not limited to) due diligence themes on governance, structures and procedures, financial position and financial accounting systems, procurement and accountability (externally audited accounts), HR, corruption and fraud procedures and standards. This assessment results in an overall “go” or “no go”, **plus a clear risk register and identification of steps forward**.

For Grants over €100,000, the Grantee is responsible for ensuring that an independent and complete financial audit is undertaken at the end of the project with detailed project annual accounts (for multi-year projects). The financial audit may be Voice project specific or an audit of the organisation as a whole, provided that an organisational financial audit report provides annual income and expenditures per donor.

If a positive advice for funding results, a legal contract between parties is signed, including agreements on disbursement schedule, reporting guidelines, reporting schedule and formats, grievance procedures, audit requirements, etc. Financial and organisational risks identified in the organisational assessments will be translated into a capacity strengthening plan that is part of the agreement with grantees. This means that a part of the grant can be used to mitigate particular risks and strengthen capacities.

5 Application procedure

All interested organisations are asked to complete the application narrative and finance forms with the required supporting documents and submit it via the Smartsheet link available online before or on **31st March, 2020 at 2359hrs EAT** at the latest.

The application process has the following schedule:

- Call for Proposals: 21st Feb – 31st March 2020
- Review of Proposals: April 2020
- Announcement: 1st May 2020



VOICE(s) CONNECTED & AMPLIFIED IN TANZANIA

The committee’s decision will be final, transparent, and accountable. Feedback will be provided to non-successful applicants. We also reserve the right to publish the successful application towards our commitment to transparency.

6 Standardising terms

Voice elaborated a list of Standardising terms in use in the programme.

