

## Terms of Reference for:

### **The Participatory Poverty Assessment IC Committee**

#### **1. Introduction**

The Government of Tanzania has decided to make Participatory Policy Research, in the form of Participatory Poverty Assessments (PPAs), a routine part of its Poverty Monitoring System. The 1<sup>st</sup> PPA Cycle begins in January 2002 and will run through December 2003.

A Consortium of fifteen institutions are implementing the 2002/3 PPA. They are:

1. The President's Office, Planning and Privatisation (PO-PP)
2. The National Bureau of Statistics (NBS)
3. The Ministry of Finance (MoF)
4. Christian Social Services Commission (CSSC)
5. The Economic and Social Research Foundation (ESRF)
6. Concern for Development Initiatives in Africa (forDIA)
7. The Pastoralists and Indigenous NGOs Forum (PINGOs Forum)
8. Maarifa ni Ufunguo
9. The Institute of Development Studies (IDS), University of Dar es Salaam
10. Women's Research and Documentation Project (WRDP)
11. ActionAid, Tanzania
12. African Medical Research Foundation (AMREF)
13. CARE International, Tanzania
14. Concern Worldwide, Tanzania
15. Save the Children, UK

ESRF is the Lead Implementing Partner. As such, it is responsible for co-ordinating and facilitating the Consortium's activities.

#### **2. The IC Committee**

The Implementing Consortium (IC) agreed on 30/11/01 to establish an "IC Committee" as its primary forum for collective discussion, debate and decision-making.

#### **3. Membership**

Membership in the IC Committee is limited to the fourteen institutions implementing the PPA.

In order to streamline and maintain momentum in the discussion and decision-making process, each institution will be consistently represented by its Research Partner(s). Each institution will, however, be allocated a flexible second seat on the Committee to fill with another full-time staff member as it sees fit.

An agenda will be circulated to all Research Partners prior to IC Committee meetings. The RPs will then be responsible for disseminating this agenda within their parent

institution so that a decision can be made regarding whom else, if anyone, should be assigned to attend a particular Committee meeting.

This arrangement will be amended if – following a test period of no less than three months – it proves unsatisfactory to a majority of Implementing Partners.

#### **4. Responsibilities**

The specific responsibilities of the IC Committee will include, but not necessarily be limited to:

- Ensuring the design of a technically and ethically sound 2002/3 PPA Process (see the “Design Group TOR” for details)
- Planning field operations
- Planning the further-analysis and writing-up of research results
- Ensuring the effective dissemination of research results to policy-makers at various levels of Government
- Ensuring the effective dissemination of research results to civil society
- Planning collaborative pro-poor advocacy activities
- Ensuring thorough documentation and critical review of the PPA Process
- Drawing on lessons learnt during the 2002/3 PPA to design the 2<sup>nd</sup> PPA Cycle
- Working with the Lead IP to ensure that all Implementing Partners and Research Partners fulfil their responsibilities

#### **5. Operational Details**

- 5.1 The IC Committee will be Chaired by the PPA Co-ordinator, and the Assistant Co-ordinator will act as Secretary.
- 5.2 The Lead IP will be responsible for convening meetings of the IC Committee. All Implementing Partners will have the authority to add items to the Agenda.
- 5.3 Consensus will be sought on all decisions. However, when consensus cannot be reached, decisions stand if they are supported by ten or more IPs.
- 5.4 If serious disagreement arises between the Lead IP and a majority of IPs, the matter will be brought to the PPA Steering Committee for arbitration.
- 5.5 Changes can be made to the IC Committee TOR by a vote of ten or more IPs.