

Terms of Reference for:

2002/3 PPA Design Group

1. Introduction

Institutions committed to poverty alleviation must have ideas about why it occurs, why it persists and how it can be overcome to guide their work. Indeed, they have always operated on the basis of specific theories about poverty that reflect their understanding of cultural, social and economic realities.

Since the second half of the 1980s, public institutions have developed increasingly sophisticated multi-topic surveys as their preferred means to measure, analyse and learn about poverty. In contrast with single-topic surveys (such as Employment, Income and Expenditure Surveys), these multi-topic Household Surveys are designed to generate information on a wide range of issues intimately linked to household welfare. At the same time, private development aid institutions and, to a lesser extent, academic institutions were rapidly pioneering a “participatory approach” to developing information and understanding about poverty.

In their current forms, both methodologies involve poor people in the production of data. The primary difference between participatory and survey-based research is that the former systematically involves poor people in the *analysis* of its findings. It is this analysis, as much as the raw data, which is then synthesised to inform pro-poor policies.

Some of the advantages to Participatory Policy Research are obvious. First, data analysis does not depend on speculation by urban elites about the conditions poor people face. Instead, it is the result of poor people – the “everyday experts on poverty” – reflecting on, theorising about, debating and explaining the world in which they live. Second, Participatory Policy Research contributes to social democratisation by engaging poor people in policymaking processes.

On the basis of these characteristics, 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 1st PPA Cycle begins in January 2002 and will run through December 2003. It will examine the vulnerability of different social groups to severe poverty and analyse their diverse experiences trying to prevent, survive and overcome it.

A Consortium of fourteen institutions will implement the 2002/3 PPA. They are:

1. The President’s Office, Planning and Privatisation (PO-PP)
2. The National Bureau of Statistics (NBS)
3. Christian Social Services Commission (CSSC)
4. The Economic and Social Research Foundation (ESRF)
5. Concern for Development Initiatives in Africa (forDIA)
6. The Institute of Development Studies (IDS), University of Dar es Salaam
7. Maarifa ni Ufunguo
8. Women’s Research and Documentation Project (WRDP)
9. ActionAid, Tanzania

10. Agency for Cooperation in Development (ACORD)
11. African Medical Research Foundation (AMREF)
12. CARE International, Tanzania
13. Concern Worldwide, Tanzania
14. 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 Design Group

The Implementing Consortium (IC) has established the "IC Committee" as its primary forum for collective discussion, debate and decision-making. Membership in this Committee is limited to the fourteen institutions implementing the PPA.

On 30th November, these Implementing Partners (IPs) decided that a "Design Group" should be formed to draw-up a macro-level, operational framework for the PPA.

This framework will house the detailed "Work Plans" designed by Research Partners (i.e. those individuals assigned by IPs to work full-time on the PPA) immediately following the completion of their Training Programme in February.¹

2.1 Membership

The Design Group will be composed of all IC Committee members plus a number of external specialists. Approximately five specialists, nominated by IC members and chosen by the Lead Implementing Partner on the basis of their complimentary skills and areas of expertise, will be invited to join the Design Group.

2.2 Profile of External Specialists

Many Research Partners have experience in participatory research. Nonetheless, they believe that their discussions, debate and decisions will be improved by including particularly knowledgeable external specialists.

External specialists nominated to join the Design Group should:

- Understand and sympathise with the PPA's core goals (as listed in the "Preliminary Project Description") and the role it has been designed to play in Government's Poverty Monitoring System/PRSP Revision Process
- Be knowledgeable about ethical and technical concerns in relation to participatory research
- Have substantial experience undertaking participatory research in Tanzania

¹ Work Plans pertain to the micro-level and stipulate, for example, "the logical order in which we will address Research Items" and "what participatory tools (i.e. methods) we will try using in each case."

2.3 Specific Responsibilities

The specific responsibilities of the Design Group will include, but are not necessarily limited to:

- Deciding how to contact relevant Local Authorities and explain the PPA's purpose so as to secure their interest in and commitment to the research process
- Strategising how Research Teams should present their purpose at the site-level so as to gain *widespread* interest in contributing to/participating in the research process
- Planning how to ease Research Teams' prolonged presence in remote field sites (addressing, for example, where RPs will sleep, what they will eat, who will be responsible for making arrangements and what materials should be provided to each Research Team by the Lead IP)
- Deciding whether or not to invite local and/or national-level policymakers to field-sites and, if so, who, how, for how long, etc.
- Recommending additional means to build understanding and appreciation – particularly amongst those policymakers drafting the PRSP – for Participatory Policy Research
- Recommending other activities to include in the research process that will facilitate future advocacy efforts (e.g. recording key policy messages from poor people on videotape)
- Planning how to document the research process and identifying appropriate materials/equipment to be supplied by the Lead IP
- Deciding how much time Research Teams will spend in each site, as well as how much time will be allocated to R&R between field-sites, etc.
- Planning a Mid-term Break for Research Teams
- Strategising how to feed-back results at site and other local levels (e.g. ward and district) so as to maximise opportunities for (a.) the verification of research results and (b.) people's use of research results for their own purposes

2.5 Operational Details

- 5.1 The Design Group will be Chaired by the PPA Co-ordinator, and the Assistant Co-ordinator will act as Secretary.
- 5.2 The Lead IP will arrange to convene the Design Group. All Implementing Partners will have the authority to add items to the Group's 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 Design Group TOR by a vote of ten or more IPs.

3. Activities

The Design Group will meet on 17th and 18th January, beginning each day at 9:00 a.m. sharp, in the ESRF Conference Hall.

It is hoped that the Design Group will fulfil all of its responsibilities during these two days.

4. The Way Forward

Nominations for external specialists to join the PPA Design Group should be submitted to ESRF (Attn. Ms. Anna Dominick) by 21st December. ESRF will then select and contact a complimentary mix of nominees in order to ascertain their interest and availability.