



TERMS OF REFERENCE

CONSULTANCY FOR CONDUCTING ACCESSIBILITY REVIEW FOR LAKE VICTORIA

DROWNING PREVENTION PROJECT

The Lake Victoria Drowning Prevention project (LVDPP) is seeking a consultant or small team to conduct an accessibility study to identify ways in which the project could become more inclusive, especially of persons with disabilities (PWDs).

BACKGROUND

In 2022 the Royal National Lifeboat Institution (RNLI) and the Environmental Management and Economic Development Organization (EMEDO) launched LVDPP to address drowning risks for fishing communities on the Tanzanian shores of Lake Victoria and take action to reduce drowning deaths, particularly amongst fishers. The project works with seven communities around Lake Victoria to co-design, develop and pilot drowning prevention interventions. The project is piloting seven interventions:

- Water safety messaging in the community
- Water safety awareness sessions in primary and secondary schools
- Safe fishers' training programs
- Community safe fishing plans
- Community emergency response planning for maritime incidents
- Provision of buoyancy aids (sales of standard lifejackets and locally produced life ring)
- Weather information reporting through manual and automatic weatherboards

Official figures show that approximately 10% of the Tanzania population is disabled with the greatest proportion being female (approximately two thirds of the total). Water safety and drowning prevention is important for all persons who live near the lake and LVDPP is keen to ensure that PWDs are able to participate in and benefit from project activities. The disparities in inclusion between people with and without disabilities highlights the need to understand how interventions in the project effectively reduce said gaps.



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PURPOSE OF THE STUDY

This is a gap analysis to identify the current position in relation to PWDs in project communities, identify barriers to their participation in LVDPP interventions, and make recommendations for making the project programming more inclusive.

RESEARCH OBJECTIVES

- To identify the scope and scale of disabilities in the communities in the context of the artisanal fishing value chain.
- To identify possible barriers to PWDs participating in the project activities
- To identify ways in which the project could become more inclusive of PWDs, including identifying a range of possible activities that leverage their talents and capabilities.

RESEARCH QUESTIONS

The three main research questions are as follows:

1. How are drowning risks of disabled people different from the general population?
2. What are the barriers to participation in project activities by persons with different forms of disability?
3. What actions can the project take to ensure that PWDs in project communities are involved in, contribute to and benefit from project activities?

The following table provides some suggested sub-questions. This list is not exhaustive, and it is expected that the researcher(s) will develop a more comprehensive set of sub-questions in partnership with project personnel.

	Main Question	Sub-Questions
1	How are drowning risks of disabled people different from the general population?	1.1 How often do they and/or their family members go down to, into or on the water? 1.2 What do PWDs think are the main causes of drowning, why, and what could be done about it?
2	What are the barriers to participation in project activities by persons with different forms of disability?	2.1 Have any PWDs already been involved in project activities, in what way and to what effect?



3		<p>2.2 What different physical and social barriers do persons with different disabilities face in participating in project activities?</p> <p>2.3 How might these be compounded by intersecting identities such as gender and age?</p>
	<p>What actions can the project take to ensure that PWDs in project communities are involved in, contribute to and benefit from project activities?</p>	<p>3.1 What needs to happen/change in the project to make it more inclusive of PWDs</p> <p>3.2 What specific actions can be taken by the project over the next three years to increase participation of PWDs in project activities, including in decision-making bodies?</p> <p>3.3 How can different PWDs contribute their talents and capabilities to the project?</p>

It might also be helpful to capture the perspectives of local government on disability and the institutional responses in place if any!

RESEARCH METHODS

The research study will be qualitative in nature, utilizing semi-structured interviews and focus group discussions, based on group-specific interview guides/checklists. The researcher(s) will consult a number of different stakeholders, for example:

- Community leaders and leadership groups
- PWDs with different disabilities (as outlined in the baseline quantitative study)
- Community members
- Youth
- School teachers
- School children
- Members of organizations for PWDs, such as Tanzania Federation of Disabled People's Organizations (SHIVYAWATA) and the Movement of Women with Disabilities (MOWADITA)
- EMEDO
- Official medical institutions
- Community healers
- Religious representatives



- Social/Community Development Officers in Local Government Authorities

All participants focus group discussions (FGDs) will be undertaken in separate gender groups and interviews, and FGDs will be conducted by researchers of the same gender (If need be, with regards to social cultural norms of said communities).

The research will take place in four out of the seven project communities. The researchers will need to follow protocols in terms of entry into the communities and initial selection of respondents but may need to sensitively follow leads to seek out a range of views from different respondents.

As this is a qualitative study, it will be important to capture information and views that generate insights and deepen understanding of the situation for PWDs in relation to the project. The researchers are expected to either record (with permission from all involved) or take detailed notes, including capturing word for word quotations from a number of different stakeholders, in order to provide the required richness for the study. Key quotations can be translated into English at a later date for inclusion in reporting.

Sample Size and Methodological Considerations

The study should include:

- A minimum of 3-4 interviews with key stakeholders in each community
- At least one focus group discussion with PWDs in each community (minimum 1-8 participants per group)
- At least one focus group with community members without disabilities in each community
- Interviews with at least 5 relevant government officials and organizational representatives

Scope of work

Data collection will be conducted in three project areas (Communities)

- 1: Goziba Island located in Muleba District



2: Buzegwe village located in Ukerewe

3: Busekera Village located Musoma DC

When interviewing PWDs, appropriate accommodations should be made based on specific disabilities, which may include:

- Sign language interpreters for deaf participants
- Accessible venues for those with mobility impairments
- Visual materials for those with hearing impairments
- Simplified question formats for those with intellectual disabilities
- Additional time allowances as needed

The study will utilize communication methods commonly used by research participants in their daily lives. If participants utilize interpreters, those same interpreters should be engaged to ensure consistent and effective communication.

While primarily qualitative, the study should include basic quantitative data collection on:

- Demographics of PWDs participating in the study
- Types of disabilities represented in the communities
- Current level of participation in project activities by PWDs (if any)

Indicative Outline Plan

Phase	Activities	Deliverables
Phase 1: Inception and preparation	<ul style="list-style-type: none">- Briefing meetings and discussions with project team, especially GESI lead- Reading relevant documents to familiarize selves with the project, activities to date in the project communities- Design study with GESI lead, agree schedule, arrange logistics- Develop interview/FGD checklists/guides- Conduct interviews with regional/national representatives	Inception Report



	<ul style="list-style-type: none"> - Consultant should have or seek ethical clearance - Consulting secondary data from District 	
Phase 2: Fieldwork	<ul style="list-style-type: none"> - Meet and brief district leaders - Meet and brief community leaders - Identify/seek out relevant participants - Conduct interviews and FGDs at community level 	
Phase 3: Analysis of data	<ul style="list-style-type: none"> - Analysis will be undertaken using thematic analysis. - While it will identify similarities and differences, it will be important not to lose specific viewpoints that will be most useful to the project. 	
Phase 4: Reporting	<ul style="list-style-type: none"> - Draft report: It should include the current situation, different views, quotations etc. - Hold a verification workshop at which the progress, conclusions and recommendations will be presented and discussed pending feedback - Final report submitted 	<ul style="list-style-type: none"> - Draft report - Final report

CONSULTANT QUALIFICATIONS

The consultant or team undertaking this study should have:

- Demonstrable expertise in disability inclusion research, with particular focus on accessibility assessments
- Previous experience working with fishing communities or rural communities in East Africa
- Strong understanding of gender and disability intersectionality
- Proficiency in Swahili and English (both written and spoken)
- Experience in qualitative research methods, particularly participatory approaches
- Knowledge of local disability rights frameworks in Tanzania
- Proven ability to produce high-quality, accessible research reports

DELIVERABLES

Inception Report



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- Format: Electronic copy in Microsoft Word and PDF (maximum 15 pages excluding annexes)
- Content: Detailed methodology, work plan, data collection tools, ethical considerations, team composition and roles
- Timeline: Due within two weeks of contract signing
- Language: English

Draft Report

- Format: Electronic copy in Microsoft Word and PDF (maximum 40 pages excluding annexes)
- Content: Executive summary, background, methodology, findings, analysis, recommendations, and appendices
- Timeline: Due within two weeks after completion of data analysis
- Language: English with executive summary in Swahili

Verification Workshop Materials

- Format: PowerPoint presentation and supporting handouts
- Content: Key findings, preliminary recommendations, and discussion points
- Timeline: To be delivered at least three days before the workshop
- Language: English and Swahili versions

Final Report

- Format: Electronic copy in Microsoft Word and PDF, plus 5 hard copies
- Content: Revised report incorporating feedback from the verification workshop and project team
- Timeline: Due within two weeks after the verification workshop
- Language: Full report in English with executive summary and recommendations translated into Swahili
- Accessibility: Final report must be formatted to be accessible for screen readers

ETHICS AND SAFEGUARDING

All research activities will be conducted according to EMEDO's and the consultants' Safeguarding Policy. The researchers will be expected to work to the highest ethical standards



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of data collection and analysis throughout the duration of the study. They will be expected to treat all respondents and participants fairly with respect and dignity, and to safeguard their health, welfare, and to minimize risks. Informed consent will need to be sought, outlining the reasons for the study and the issues to be covered during the interview/discussion, making sure that the participants understand they have the right to refuse to participate and can withdraw at any time.

Ethics approval should be sought from recognized authorities. Notwithstanding, the research team will prioritize an ethical approach to ensure the meaningful and safe participation of all groups involved. Potential risks to community respondents, including young girls and boys will need to be carefully considered, and measures to remove or greatly minimize these risks. Researchers will also be expected to identify a safe space and an appropriate time for interviews and FGDs to minimize disruption to the lives of respondents.

When working with children the researchers will take account of children's competencies, perceptions and frameworks of reference, children's potential vulnerability to exploitation in interaction with adults, and adults' specific responsibilities towards children, and the differential power relationships between adult researcher and child/young participant. They will also make sure that a safe space and an appropriate time will be identified for the interviews and FGDs to ensure confidentiality and minimal disruption to the lives of respondents.

DATA MANAGEMENT

The consultant will be required to adhere to the following data management protocols:

- All data must be stored securely using password protection and encryption where appropriate
- Personal identifying information must be separated from research data
- Consent forms and raw data must be stored securely for three years after project completion
- Data sharing agreements must be signed before sharing any raw data with the project team
- All audio recordings must be deleted after transcription and verification
- Field notes and transcripts should be anonymized using coding systems
- Data backup procedures must be implemented throughout the research process
- Final anonymized datasets must be submitted to EMEDO along with the final report



RESEARCH MANAGEMENT AND SYNERGY

The researchers will work closely with and report to the project GESI specialist and will take place in tandem with a gender appraisal because:

- Both reviews/studies are intended to increase inclusiveness of the project
- It will minimize disruption in the project communities
- It will reduce resource requirements and logistical arrangements.

Reporting Relationships

- Primary reporting will be to the GESI specialist
- Technical oversight provided by the LVDPP Project Manager
- Administrative support provided by the EMEDO Operations Manager
- Regular coordination with community liaison officers in each research location

Approval Process

- Research tools must be approved by the GESI specialist before fieldwork begins
- Draft report will be reviewed by a technical committee comprising EMEDO and RNLI representatives
- Final approval of deliverables will be provided by the LVDPP Project Director

Communication Expectations

- Weekly progress updates via email during fieldwork
- Bi-weekly check-in calls with the GESI specialist
- Immediate reporting of any significant challenges encountered
- Post-fieldwork debrief meeting with the project team



TIMING

The research is expected to take place in September 2025 and be completed in a maximum of eight weeks. Approximately three weeks will be spent on fieldwork, which will entail a significant amount of travel to project communities, some of which are located on islands in the Lake.

Contingency Planning

- Seasonal weather patterns may affect lake transport - fieldwork should avoid the rainy season if possible
- Alternative plans should be developed for hard-to-reach communities (If any)
- Research schedule should include buffer days to accommodate unexpected delays
- Virtual alternatives should be considered for locations that cannot be physically accessed (If any)

INTELLECTUAL PROPERTY RIGHTS

All materials, data, findings, and reports produced under this consultancy will be the property of EMEDO and RNLI. The consultant may not publish or use any materials without written permission. Attribution will be made to the consultant's contributions in any publications resulting from the study.

APPLICATION PROCESS

Submission Requirements

Interested consultants should submit:

1. Technical proposal (maximum 10 pages) including:
 - o Understanding of the assignment
 - o Proposed methodology
 - o Work plan with timeline
 - o Team composition and expertise
2. Financial proposal detailing:



- o Professional fees
 - o Estimated expenses
 - o Total budget with breakdown
- 3. CVs of all team members
- 4. At least two samples of similar previous work
- 5. Three professional references

Selection Process

Proposals will be evaluated based on:

- Technical quality and methodology (40%)
 - Expertise and experience (30%)
 - Financial proposal (20%)
 - Timeline and availability (10%)
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