

# **The Ministry of Health, Community Development, Gender, Elderly and Children**

## **Terms of Reference for Social Welfare/Social Protection Technical Working Group (SW/SP TWG)**

**2015 – 2020**

### **1.0 Background Information**

The Ministry of Health, Community Development, Gender, Elderly and Children (MOHCDGEC) through the Department of Social Welfare (DSW) has the mandate to formulate social welfare policies, strategies, guidelines, action plans and other documents elaborating the Social Welfare/Social protection services delivery and monitoring and evaluating their implementation to ensure quality social welfare/Social protection services to all in the country.

Since Tanzania has decentralized most of the government functions through decentralization by devolution, the President's Office – Regional Administration and Local Government Authorities (PO-RALG) is responsible for the management and administration of Social Welfare services at regional and council levels. Social welfare services are provided by the social welfare officers in the Councils or by non-governmental organisations, both under the supervision and coordination of the Head of the Social Welfare unit of the Council.

The Ministry of Health, Community Development, Gender, Elderly and Children formed the Social Welfare/Social Protection Technical Working Group which is the group number 9 among the 13 groups; to facilitate the discussions and analysis of progress on implementation of Social Welfare activities related to the protection, care and support of vulnerable groups which includes the Most Vulnerable Children, Persons with Disabilities, the Elderly, People Living with HIV and AIDS, families in conflict and the under privileged as stipulated in the MKUKUTA I & II; Development Vision 2025; Health Sector Strategic Plan (HSSP) III 2009-2015 and now HSSP IV 2015 - 2020; National Health Policy (2007); National Ageing Policy (2003); National Policy on Disability (2004); The Law of the Child Act No. 21 (2009); The National Child Development Policy (2008), Persons with Disabilities Act, No. 9 (2010), The Anti-Trafficking in Persons Acts No.6 (2008); The Law of Marriage Act No. 5 (1971) and National Costed Plan of Action

for Most Vulnerable Children -II (2013 – 2017); The National Guidelines for Improving the Quality of Care, Support and Protection for Most Vulnerable Children (2009) and Multi-sector strategies and action plan documents.

The Department of Social Welfare through the SW/SP TWG draws members-representatives from the Government ministries and agencies, Development Partners, Intergovernmental Organizations, Civil Society Organizations and Faith Based Organizations. Thus, this technical working group in all their undertakings will be guided by the strategic directions as stipulated hereunder:-

## **2. Scope of Work**

### **2.1 Mission of the SW/SP Technical working group**

Providing technical advice to the MOHCDGEC to effectively implement, monitor, and evaluate social welfare and social protection service delivery

### **2.2 Strategy**

The TWG will meet regularly and in ad hoc basis to deliberate on SW/SP issues in order to generate insight and technical recommendations for effective delivery of SW/SP services in Tanzania Mainland.

### **2.3.Strategic Objectives of the TWG**

- a. Provide advisory and technical support to the MOHCDGEC on SW/SP activities in Tanzania Mainland.
- b. Provide technical advice on multi-sector collaboration, linkages and broader engagement of SW/SP stakeholders on health and social welfare sectors performance.
- c. Promote Public Private Partnership in SW/SP.
- d. Device and promote resource mobilization strategies for sustainable implementation of SW/SP services.
- e. Support the MOHCDGEC to advocate for SW/SP current and emerging issues that require attention.

- f. Identify important emerging SW/SP issues that require attention and provide appropriate advice to the MOHCDGEC.
- g. Gather information and evidence for decision making on important SW/SP issues.
- h. Support the MOHCDGEC to disseminate evidenced-based models for SW/SP service delivery.

### **3. Specific Tasks**

The following roles and responsibilities are expected of the members of the TWG:

- a. To review and analyze SW/SP service delivery systems and reports and provide recommendations for improvement.
- b. To identify current SW/SP priorities and provide technical advice on prioritization.
- c. To identify current and emerging systematic barriers to policy and strategy implementation and provide appropriate advice.
- d. To assist the MOHCDGEC to develop and implement a multi-sector SW/SP operational plans.
- e. To receive and comment on SW/SP updates from members, sectors, and groups with respect to on-going or proposed programmes, initiatives and action plans.
- f. To provide advice on systematic coordination arrangements for SW/SP activities in the country.
- g. To provide advice on the required linkages and partnership for SW/SP development in the country.
- h. To produce regular TWG reports, briefing papers and disseminates good practices documents on SW/SP for stakeholders.
- i. To monitor progress with implementation of SW/SP strategies in line with existing key policy and plan guidelines and sector reforms milestones.
- j. To facilitate meetings and share inputs with the DSW management
- k. To support initiatives to advocacy, sensitization, stimulation and commitment of stakeholders and community at large.
- l. To recommend and suggest effective implementation of SW/SP milestones in the HSSP IV.

- m. To support development of SW and SP action plans and disseminate to with the District Social Welfare and partners.
- n. To share information on experience and best practices on implementation of programs for vulnerable groups.
- o. To coordinate support from stakeholders in building capacity through technical facilities – computers, Vehicles, etc.
- p. To undertake other relevant assignments that may from time to time be allocated by the MOHCDGEC.
- q. Generate and share information to inform decision making process.

#### **4.Institutional Framework**

##### **4.1. Secretariat**

There will be a Social Welfare, Community Development and Nutrition secretariat. The Secretariat will undertake the following:

- i. Organize and facilitate meetings of the TWG, including preparing the agenda, venue and invitations to meetings
- ii. Documentation of meetings and production of minutes.
- iii. Timely send minutes and reports to members of the TWG
- iv. Undertake the maintenance and regular up-date of existing SW/SP information.
- v. Undertake production and distribution of required briefing documents as may be determined from time to time.
- vi. Collate and disseminate required information to identified groups and organizations as may be required from time to time.
- vii. Undertake any additional assignments that may from time to time be allocated by the group leadership.
- viii. Produce a regular intervals progress reports on important SW/SP activities.

##### **4.2.Leadership**

- i. Appointment of the Chair and Co-Chair persons is done by the Permanent Secretary of the MOHCDGEC.

- ii. SW/SP-Technical Working Group draws representative members from the Government ministries and agencies, Development Partners, Implementing Partners, Private sectors umbrella entities, professional associations/bodies and academic institutions.
- iii. Members of the group will appoint five persons; three from the MOHCDGEC and the other two from non-governmental organizations to become Secretaries to the Technical Working Group.
- iv. Membership is based on institutional representation with a designated focal person who is expected to participate actively in the activities of the SW/SP working group. Terms that members serve is based on the acceptable performance and interest.
- v. The period of services for appointed members will be for five years, following approval by the Permanent Secretary.
- vi. Participation in all meetings of the working group will be a key factor.
- vii. Continuity of SW/SP TWG member organizational Institutional Memory should be maintained.

#### **4.3 Invited expert/ stakeholder:**

- a. Provision for invited expert stakeholder is provided and recognized subject to existing rules and procedures and the approval of the Chairperson of the SW/SP TWG.
- b. The working group is expected to identify as and when necessary the invited specialist/expert to attend the SW/SP TWG meetings for special issues.

#### **4.4 Cessation of Appointment:**

- a. Any appointment will be annulled by the appointing authority if the attributes and performance of the appointed members is below expectations.
- b. In the event that the designated member for one reason or the other is unable to continue such notice should be given to the working group in writing at least three (3) months ahead of disengagement date to enable necessary replacement.
- c. If a member will be absent in the meeting for three consecutive times without prior information to the group, he/she will be omitted. The same will be informed of such termination in writing.

- d. If any member loses or resigns from his/her employment in his/her current organization, the same will lose his/her membership to the technical working group.

## **6.Meeting Procedures**

- a. The SW/SP TWG will meet monthly on the second Thursday of the month at 0900 hours at the Department of Social Welfare conference room unless members are informed otherwise. An Ad-hoc meeting may be conducted when need arises.
- b. Meeting will take place only when fifty percent (50%) of members participate or as may be determined by the chair.
- c. Assignment will start immediately after the launching of the technical working group.
- d. The minutes of the technical working group meeting will always be considered official after being approved by the subsequent meeting of the technical working group and endorsed by two signatories who will be the SW/SP TWG Chairperson and the Secretariat.
- e. The secretariat will be formed by five members; three persons from the MOHCDGEC and the other two persons from non-governmental organization.

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