

Terms of Reference

Gender, Human Rights and Advocacy Training and gender inception Consultancy Service

March 2026.

1 General Information

Title of the posting: Consultancy Services for Gender, Human Rights and Advocacy Training for Trainers (ToT) and gender inception consultancy

Organization: Hand in Hand Eastern Africa, Tanzania

2. Introduction and Background

Hand in Hand Eastern Africa Tanzania is part of the global Hand in Hand international network, with independent operations within the Eastern Africa region, with a mission to work for the economic and social empowerment of marginalized women, youth, and men, and therefore the society by supporting the creation of sustainable enterprises and jobs. The organization started operations in Northern Tanzania in August 2016 and rolled out its outreach and promotion in January 2018. Currently, Hand in Hand Tanzania is operating in Arusha, Manyara, Singida, Dodoma, Kilimanjaro, and Simiyu regions. Hand in Hand Tanzania has so far mobilized and trained over 50,000 members who have created over 26,000 enterprises and over 30,000 Jobs in the Tanzanian programs.

One of the major causes of poverty in Tanzania is the lack of stable, well-paying jobs. Hand in Hand helps women and men learn skills, start businesses, and build better lives. HiHEA (TZ) supports women to create enterprises and jobs, lifting families out of poverty with an evidence-based, cost-effective, 4-step model consisting of self-help groups, business training, access to credit, and market linkages. This approach will be enhanced with a 5th step, a gender-focused community engagement component, aimed at shifting social norms perpetuating gender inequality and poverty. But success is greater when men and women build good relationship and work together, both at homes and in businesses. That's why HIHEATZ projects encourage teamwork, shared responsibilities, and mutual support.

While most of the project members are women, the organization reaches out to men through community discussions because men and women together create strong families and communities. Communities that value men and women equally are more prosperous, safer and healthier. By creating a space for men and women to share their thoughts and ideas, Hand in Hand helps the community understand how these challenges affect people's daily lives and find ways for change. To ensure this, HIHEA (TZ) also partners with local governments, religious leaders, and community leaders to make sure this work meets community needs as it helps communities break barriers, so everyone benefits.

With the above information, we are therefore looking to engage an experienced consultancy in Gender and Human Rights and advocacy modules to train HiHEA-TZ staff from Arusha, Kilimanjaro, and Manyara branches who will be trainers in their respective working areas.

3. Objectives of the Consultancy

The overall objective of this consultancy is to build the capacity of HIHEATZ staff from the Arusha, Kilimanjaro, and Manyara branches by equipping them with Training of Trainers (ToT) skills and competencies, enabling them to effectively facilitate and deliver gender-focused interventions at the community level during project implementation.

But again, as we are moving to new areas that will need gender situation analysis, the consultancy will be required to conduct gender analysis in Manyara, Kilimanjaro and Arusha Regions, with more focus in Simanjiro District and Siha District for the Manyara and Kilimanjaro project, and Siha District, Moshi Rural, Hai, Moshi DC, Arusha DC and Meru DC for Arusha and Kilimanjaro projects.

4. Scope of Work

Staff training (ToT)

The consultant will train project staff on the HiH Gender and Human Rights Curriculum. The assignment will focus on building staff capacity to deliver sensitive gender topics to program participants and local leaders via the Steering committees that will be setup for the project.

- Gender situational analysis in Kilimanjaro and Manyara
 - The number of staff to be trained will be 24 (6 at Manyara and 18 at Arusha).
- Training days will be 5 days.

5. Deliverables

1. A detailed report on gender situational analysis
2. A detailed report on the training conducted.
3. A training manual to guide the trainers.
4. A training facilitator guide for the trainers.
5. A well detailed 5-day training plan.
6. Certificates of Completion for 24 trained staff.

6. Qualifications

Minimum Qualifications of the Consultant:

- A gender and Human Rights expert/firm with at least 5 years in providing Gender and Human Rights training.
- Proven experience of working alongside international and national teams within civil society organizations; NGOs, academic institutions, social enterprises, etc.
- Experience working on projects targeting grassroots entrepreneurs and enterprises, self-help groups, and financial institutions.
- Familiarization with the regions

7. Payment Modality

The Hand in Hand Eastern Africa Tanzania standard of payment is the output-based installment scheme and payment will be made upon completion of the tasks as agreed at the

time of signing the contract. The amount paid shall be inclusive of all associated cost, ***relevant taxes (Withholding taxes as per TRA rates)*** necessary for the delivery of the assignment.

The financial proposal must have an adequate breakdown of expenses such as consultancy fees (including transport, lunch & dinner, and transport to the training center) and training materials costs such as training manuals, notebooks, marker pens, and flip charts.

8. Application Procedure

Interested institutions/organizations/consultancy firms must submit a technical and financial proposal that presents a detailed understanding of the TOR and clearly demonstrates how the consultant plans to execute the assignment, updated CVs showing the relevant experience of the consultancy team members via e-mail procurementtz@handinhandea.org on or by the 8th April 2026. Only short-listed institutions/organizations/consultancy firms will be contacted.

Full Terms of reference for the assignment can be obtained from the Hand in Hand Eastern Africa Tanzania website. Visit: <http://handinhandea.or.tz>