



Terms of Reference

Right Way Forward Training Consultancy Training Service

July 2026

1 General Information

Title of the posting: Consultancy Services for Right Way Forward (RWF) & Human Rights Training.

Organizational: Hand in Hand Eastern Africa, Tanzania

Duration of assignment: 12 days.

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 her outreach and promotion in January 2018. Currently, Hand in Hand Tanzania is operating in Arusha, Manyara, Singida, Dodoma, Kilimanjaro, Simiyu and Iringa regions. Hand in Hand Tanzania has so far mobilized, trained and is training over 88,335 members (81% women, 30% youth) who has created over 50,851 enterprises (20% eco-enterprise) and over 75,245 Jobs in the Tanzanian programs as of June 2026.

The organization strives to work with marginalized communities in the areas of economic and social empowerment using a participatory approach aimed at helping people fight poverty and vulnerability. The HIHEATZ enterprise and job creation approach is based on a philosophy of self-help, providing enterprise training, skills and support to enable people living in poverty, particularly women, to build and sustain independent, market-based, economic activities.

The Business Beyond Barrier (BBB) Project focus on empowering marginalized communities in Kenya and Tanzania through integrating enterprise development with awareness of rights and advocacy initiatives, the project will further enhance socio-economic empowerment at the individual, household, and community levels, fostering resilience and sustainable livelihoods.

The project therefore seeks to train 5,000 members across the Manyara and Kilimanjaro Region northern Tanzania, on entrepreneurship while rise awareness Human rights and advocacy for the period of three years from 2025-2028. Through Right(s) way forward methodology, community members will be capacity build to become more aware of the gender dynamics in their communities that limit income opportunities for women. Additionally, community-led discussions at local events will raise awareness on the benefits of gender equality and equity. The project

incorporated strategic gender components addressing barriers barring equitable participation of women in economic empowerment initiatives. This includes issues on women decision making on business income, production, access to credit, access to and legal ownership of resources such as land or other assets and the triple roles of women hampering success in women-led enterprises.

With this background, **Hand in Hand Eastern Africa, Tanzania** is therefore looking to engage an experienced registered consulting firm to conduct training on Right Way Forward (RWF) to 120 Advocacy Champions and 31 Duty bearer on Human rights.

3. Objectives of the Consultancy

The general objective of the consultancy is to train on Right Way Forward methodology which is connected to Human rights, Gender Equality and Equity, Women Rights, Do No Harm, and Community Action Plan.

4. Scope of Work

The consulting firm will be responsible for:

Conducting training in RWF to 120 Advocacy Champions, 40 from Kilimanjaro, 80 from Manyara Regions, Also, will conduct training on Human Rights to 31 Duty Bearers, 15 from Kilimanjaro and 16 from Manyara. The training will be conducted in SIHA district and SIMANJIRO district.

The consulting firm will cover the following training but not limited to the mentioned skills below:

- Right Way Forward Methodology

-Tools and application in practice (mobilization, dialogue, action planning)

- Analyzing power structures, identifying rights violations, developing advocacy goals and messages, and engaging with duty bearers.

- Human Rights

- Human Rights in connection to the RWF methodology to Duty Bearers

Resource Materials & Templates

Access to RWF manuals, templates for community action plans, Human rights, advocacy plans, and monitoring tools.

5. Duration of the Assignment.

The consulting firm is expected to spend a maximum of 12 days on the training assignment, comprising 10 days for training Advocacy Champions (5 days in Simanjiro and 5 days in Kilimanjaro) and 2 days for training Duty Bearers (1 day in each region). Within this timeframe, the firm should allocate sufficient time for the preparation of training materials, travel, delivery of the training sessions, and preparation and submission of the final training report.

6. Key Deliverables

1. Inception reports submitted with details on the training contents and methodology
2. Training modules and curriculum shared, (Should be in Swahili language).
3. 120 Advocacy Champions trained on RWF
4. 31 Duty Bearer trained on Human Rights
5. A training report detailing the modules covered and an assessment of levels of comprehension of the topics.
6. Provide proforma invoice for training 120 Advocacy Champions and 31 Duty Bearer.
7. Provide Invoice and EFD receipt after payment.

7. Qualifications

Minimum Qualifications of the consultant:

Education	• Suitably qualified Team leader with at least a bachelor's degree in social sciences, community development, gender, law or any other close related field.
Experience	• At least 3 years of relevant work experience on RWF Methodology
Competence	• Competent and possess practical RWF skills and Human rights skills
Language	• Excellent communication and writing skills in English language and Swahili
Writing sample	• Please share one sample of the training manual you have developed in a similar recent consultancy assignment you have undertaken.

8. 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 of contract. The amount paid shall be inclusive of all associated costs necessary for the delivery of the assignment.

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

9. Application Procedure.

Interested institution/organization/consultancy firm 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 relevant experience of the consultancy team members via e-mail procurement@handinhandea.or.tz on or before 24/07/2026. Only a short-listed institution/organization/consultancy firm will be contacted.

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