

Terms of Reference
Gender Training Consultancy Service
September, 2026.

1 General Information

Title of the posting: Consultancy Services for Gender Training for Trainers (ToT).

Organization: Hand in Hand Eastern Africa, Tanzania

Duration of assignment: 5 days.

2. Introduction and Background

Hand in Hand Eastern Africa Tanzania (HIHEA-TZ) 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, HIHEA-TZ operates across 7 regions in Tanzania mainland which are Arusha, Manyara, Singida, Dodoma, Iringa, Simiyu and Kilimanjaro regions mobilizing and training over 87,428 members who have created over 50,068 enterprises and over 74,198 jobs.

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 HIHEA-TZ enterprise and job creation approach is based on a self-help philosophy, providing enterprise training, skills, and support to enable people living in poverty, particularly women, to build and sustain independent, market-based, economic activities.

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.

The Improving Net worth For Underserved Actors II Project is a 38-month project which replicates the INUA I model to improve women's empowerment, credit access and increase income. The objective is to support members to create and improve micro-enterprises enabling them to exceed the extreme poverty line. The project will consolidate our footprint in Singida and Manyara and broaden our geographic reach to Iringa, aiming

at reaching a minimum of 12,000 members, with 8000 new members in Iringa, 2000 new members in Manyara and 2000 new members in Singida.

The project will also increase profitability and resilience of enterprises whereby each enterprise launched through the project will support an average of four family members. The Project aims at social norm change for gender equality advancement: Rural communities in Iringa, Manyara and Singida will adopt more gender-equitable attitudes, shifting their perspective on restrictive social norms limiting women's participation in the economy and their ability to engage in income-generating activities.

The aim is to increase the decision-making power of women who will enjoy equitable decision-making patterns at home and in the business, challenging current power dynamics favouring men. Finally, the community members participating in the steering committees and community events will be more supportive of women's participation in the economy and domestic work patterns will be more equitable.

With the above information we are therefore looking to engage an experienced consultant in Gender modules to train 24 HiHEA-TZ Business Relationship Officers (BROs) from the Iringa, Manyara and Singida branches, who will be trainers in one center.

3. Objectives of the Consultancy

The general objective of the consultancy is to train Business Relationship Officers (BROs) to become trainers/ training trainers (ToT) who will work in the community during the implementation of the above stated project.

4. Scope of Work

Staff training (ToT)

Train project staff on the HIH Gender Curriculum. Build staff capacity to deliver sensitive gender topics to program participants and local leaders via the Steering committees that will be setup for the project.

- Number of staff to be trained; 24 Business Relationship Officers (BROs).
- Training days; 5 days

5. Deliverables

1. A detailed report on the training conducted.
2. A training manual to guide the trainers.
3. A training facilitator guide for the trainers.
4. A well detailed 5-day training plan.
5. 24 Certificates of Attendance to 24 BROs

6. Qualifications

Minimum Qualifications of the Consultant:

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

7. Payment Modality

The Hand in Hand Eastern Africa Tanzania standard of payment is the output-based installment scheme and payment which will be made upon completion of the tasks as agreed at the time of signing of a contract. The amount paid shall be inclusive of all associated costs 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 transports 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: procurement@handinhandea.or.tz on or by the 7th September 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 website you can Visit: <http://handinhandea.or.tz>