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Terms of Reference

Consultancy Services for Circular Economy and Regenerative Agriculture (CERA) Training Curriculum Review and Training of Trainers (ToT)

October, 2026.

1 General Information

Title of the posting: Consultancy Services for Circular Economy and Regenerative Agriculture (CERA) Curriculum Review and Training of Trainers (ToT)

Organization: Hand in Hand Eastern Africa, Tanzania

Duration of assignment: 20 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, 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 Roots for Transformation project targets smallholder farmers, 80% women, in Singida and Manyara regions to boost their farming enterprise income while transitioning to regenerative agriculture. Through a tailored training curriculum, farmers will learn regenerative techniques that boost soil health, leading to reduced costs and ultimately increased incomes. Theoretical learning will be complemented with hands-on experience such as visits to demonstration farms and personalised coaching sessions.

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Project objectives:

The goal of this project is to boost the income of smallholder farmers, 80% of whom are women, by facilitating the transition of their farming enterprises to regenerative agriculture and circular economy practices.

To achieve this, the project has three objectives:

1. Improved skills and capacity of smallholder farmers to transition their farming enterprises to regenerative agriculture and circular economy practices
2. Increased community-level support and uptake for regenerative agriculture
3. Improved Collaboration and Knowledge sharing within Hand in Hand network partners

Based on the above, we are seeking an experienced consultant to review and CERA Curriculum and deliver 5-day CERA training modules for 13 HiHEA-TZ staff from the Manyara and Singida branches, to be trained at one center.

3. Objectives of the Consultancy

The primary objective of this consultancy is to review and develop the CERA training curriculum and pocket guide or toolkit (reflecting level 2) by adapting the current CERA learning materials from HIH Eastern Africa, and establish a pool of certified trainers. Specifically, the consultant will:

- a)** Review and Enhance the CERA Training Curriculum: Use the updated version of the CERA training curriculum and pocket guide to develop the technical accuracy, contextual relevance, pedagogical flows, and inclusion of circular and regenerative agriculture techniques and approaches.
- b)** Develop ToT Companion Toolkits and Pocket Guide: Develop a detailed training plan, create trainer guides, training evaluation matrices, and actionable presentation decks.
- c)** Deliver ToT Sessions: Plan and conduct a high-impact, participatory training workshop targeting project staff to act as CERA champions.

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4. Scope of Work

The selected consultant will be expected to perform the following core activities:

I. Desk Review & Inception Phase

Analyze the existing training curriculum, benchmark it against the Tanzanian context and regional frameworks for circular economies and regenerative agriculture. Formulate an Inception Report detailing the precise review methodologies and delivery schedules.

II. Curriculum Revision & Toolkit/Pockets Finalization

Given the existing CERA training materials to develop CERA training materials for the level two Tanzania version by integrating core CERA components, including both circular economy/agriculture and regenerative agriculture key components, approaches, and principles. Standardize learning objectives, training modules, topics, guides, session hours, and knowledge assessment methods.

III. Training of Trainers (ToT) Delivery

Design and execute a 5-day interactive ToT program utilizing adult learning principles. The training should combine classroom conceptual frameworks and practical field exercises to test the revised curriculum in real time.

5. Key Deliverables

D1: Inception Report: Detailed methodological approach, work plan with budget, CERA project team engagement plan, stakeholder engagement outline.

D2: Revised CERA Training Curriculum & Pocket Guide: Comprehensive peer-reviewed training curriculum and pocket guide including course modules, topics, session guide, slide decks, participant worksheets and curriculum gaps matrix.

D3: Delivery of ToT Workshop: Execution of interactive 5-day ToT for designated training modules, including field demonstration logs and pre/post-tests, and issue 13 Certificates of Attendance to 13 HIHEATZ staff post-training

D4: Consultancy Final Report: Detailed evaluation of trainers' competencies, recommendations for systemic scaling, and course feedback summary.

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6. Qualifications and Core Competencies:

- Education: Master's degree or Ph.D. in Agroecology, Sustainable Agriculture, Environmental Science, Agronomy, or closely related disciplines.
- Technical Experience: Minimum of 7 years of demonstrable experience in planning, developing, and auditing agricultural curricula or standard operating practices, specifically handling regenerative methodologies, organic soil restoration, or circular agricultural supply chains.
- ToT Capability: Strong background in managing expert workshops or adult education training, leveraging highly participatory learning styles.

7. Profile of Consultants/Consultancy Firm:

Hand in Hand is requesting the consultants to submit proposals to respond to the Terms of Reference outlined above. We expect the consultancy firm or consultant to demonstrate the skills and experience outlined below (or equivalent):

- Excellent track record in the development of organizational strategic training curriculum and related pedagogical materials. Previous experience providing research for private sector development programmes would be an advantage.
- Strong track record conducting regenerative agriculture trainings and other related trainings in an East African context, ideally in Tanzania.
- Excellent team with in-depth practical experience in regenerative agriculture for crops and livestock Investment in Tanzania.
- Detailed knowledge of participatory market systems and value chain development approaches.
- Track record of working on projects targeting grassroots entrepreneurs
- Proven experience of working alongside international and national teams within civil society organisations, NGOs, academic institutions, social enterprises, etc.
- Ability and willingness to travel across the project areas, Manyara and Singida regions, Tanzania.
- Fluency in verbal and written English and Kiswahili

8. Payment Modality

The Hand in Hand Eastern Africa Tanzania standard of payment is an output-based installment scheme, and payment will be made upon completion of the tasks as agreed at the time of signing a contract. The amount paid shall be inclusive of all

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associated costs necessary for the delivery of the assignment. The consultant should be able to provide fiscal receipts.

9. Application Procedure

Interested institutions/organizations/consultancy firms must submit a detailed work proposal via email to procurement@handinhandea.or.tz by 19 October 2026. Late submissions will not be considered.

The proposal should include the following:

- A detailed technical proposal outlining their understanding of the assignment, proposed methodology, and work plan.
- The financial proposal with an adequate breakdown of expenses such as consultancy fees (including development of the CERA training materials, lunch & dinner, and transport) and training materials costs such as training curriculum, pocket, marker pens, flip charts, visual aids, notebooks, sticky notes, etc.
- A summary of the skills and experience of the consultant, together with her/his CV showing relevant previous assignments and clients.
- 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/>