



## TERMS OF REFERENCE

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|---------------------------|---|
| <b>Position Title:</b>    | Gender Assessment Consultant                            |
| <b>Location:</b>          | Shinyanga – Kahama & Kishapu<br>Mara – Tarime & Butiama |
| <b>Reporting to:</b>      | National Coordinator - WiLDAF                           |
| <b>Languages required</b> | English   |
| <b>Contract Date(s):</b>  | Between September – October, 2024                       |
| <b>Duration:</b>          | 2 months  |

### A. PROJECT TITLE

Chaguo Langu Haki Yangu!

Protecting the Rights and Choices of Women and Girls of all Abilities in Tanzania.

### B. BACKGROUND

Women in Law and Development in Africa (WiLDAF) in collaboration with UNFPA under funding support from the Government of Finland, is implementing the Chaguo Langu Haki Yangu (CLHY) program in Kahama and Kishapu District, Shinyanga Region, and Butiama and Tarime Districts, Mara Region.

The CLHY aims to empower young women and adolescent girls, particularly women and girls with disabilities to enjoy their right to live free from violence and harmful practices, such as Female Genital Mutilation (FGM) and child marriage.

The CLHY supports the Government of the United Republic of Tanzania in its commitment to the National Plan of Action to End Violence Against Women and Children (NPA-VAWC) in mainland Tanzania (2024/25 - 2028/29) and in Zanzibar (2017 -2022). This initiative aims to strengthen gender equality within Organisations of Persons with Disabilities (OPDs) to ensure they uphold and promote gender equality within their organizations. The gender assessment of the OPDs in Shinyanga and Mara regions and with some consultation at the national level is meant to be a transparent, evidence-based, inclusive, and participatory approach with women chapters of the OPDs playing a leading role in the consultations and action plans development to identify key changes they would like to see to make the associations more gender-responsive.

The consultant will facilitate discussions within the OPDs to identify the current status, gaps, and actions to be taken to strengthen gender responsiveness within the associations in consultation with the OPDs, particularly the women chapters at the regional level and the leadership at the national level for collective ownership of the process and recommendations in the action plan. The recommendations for actions will cover the regional level and some actions for the national level.

### C. OBJECTIVES

WiLDAF is seeking a consultancy to conduct a gender assessment of OPDs at the regional level in Shinyanga and Mara regions and some assessment to harmonize the findings and actions to be taken at the national level. The Consultant will work closely with WiLDAF, the UNFPA team, and the Organizations of Persons with Disabilities to meet the objectives of the consultancy.

#### **D. SCOPE OF WORK.**

Under the overall coordination of the Project Manager of WiLDAF, in consultation with UNFPA and the OPDs, the Consultant will be responsible for the following tasks:

##### **Inception Phase**

1. The Consultant shall review relevant documentation and information as provided by the OPDs at the start of the assignment at the national and regional level.
2. Prepare an inception report summarizing the objectives, scope, and outputs of the assignment, organisation and methodology to conduct the gender assessment within the OPDs.

##### **Overall gender assessment**

1. Assess the existing OPD's policies, organizational culture, programs, and leadership to identify ways to strengthen gender equality and women empowerment within their association.
2. Assess the overall differential impact of OPDs in advancing the rights of men and women with disabilities, with a special focus on young women with disabilities.
3. Facilitate group discussions with the OPD's national and regional leadership and members, particularly the women chapters and young women with disabilities, to identify key issues and explore strategies to mainstream gender into the organizational policies and culture, participation in decision-making, programs and budgeting processes.
4. Develop a comprehensive gender assessment report and facilitate a feedback session with the OPDs to share the gender assessment findings in Shinyanga and Mara Regions and with some engagement of national leaders to share areas where the OPDs are making good progress and areas that need improvement.
5. Conduct Participatory meetings with OPDs, particularly the women chapters and young women with disabilities, to develop action plans for each region, for capacity building and action plans to support the integration of gender considerations throughout the OPD's operations.
6. Conduct training sessions with regional and some national OPD's leaders/Women-Led OPDs within the regions and some representation of some national leaders/Women OPDs Chapters to go through the action plans for validation purposes and commitment to implement them and periodically report to the national level on their progress of strengthening gender equality within the regional OPDs and potential scale up at the national level.
7. Accomplish this assignment within two months from the date of signature of this contract deed.

#### **E. EXPECTED OUTPUTS/ KEY DELIVERABLES**

1. Inception Report summarizing the objectives, scope of work, methodology, and deliverables of the assignment.
2. Gender assessment tool to conduct the assessment systematically and coherently.
3. Gender assessment report which shows the identified gaps, strengths, and opportunities to mainstream gender in OPDs.
4. Gender responsive costed action plan for sustainable improvement of OPDs in areas which need improvement to develop gender-responsive systems in the OPDs.
5. Validate and orient the regional and some national OPDs leadership/Women-Led OPDs at the regional and the national leaders, Women OPDs Chapters, and young women with disabilities to the action plans for increased ownership and commitment to operationalize them reporting periodically at the national level on progress made according to the set timeline.

## F. TIME FRAME AND DURATION OF THE ASSIGNMENT

The consultancy is planned to be carried out between September to October 2024. Below is a tentative schedule:

### Timeline for implementation

| No. | Deliverable/Outputs  | Estimated Duration to Complete | Review and Approvals Required |
|-----|--|--------------------------------|-------------------------------|
| 1   | Gathering all relevant materials for the assignment (Desk review) from OPDs at the national and regional levels.   | 2 days<br>(home-based)         | Consultant                    |
| 2   | Inception Report summarizing the objectives, scope of work, methodology, and deliverable outputs of the assignment.  | 5 days<br>(home-based)         | WiLDAF/UNFPA                  |
| 3   | Undertaking the Gender assessment exercise in the field in Shinyanga and Mara regions and in Dar es Salaam to consult the national leaders of the umbrella associations, women-led OPD's leaders, and women OPDs chapter leaders | 12 days                        | WiLDAF                        |
| 4   | Writing the Gender assessment report incorporating key findings and inputs from WILDAF, UNFPA, and key OPDs leaders who were involved in the assessment process  | 5 days<br>(home-based)         | WiLDAF/UNFPA                  |
| 5   | Development of a Gender-responsive action plan in consultation with OPDs and validated by OPDs including some national leaders, women chapters leaders, young women with disabilities, and some leaders from women-led OPDs      | 1 day<br>(home-based)          | WiLDAF/UNFPA                  |
| 6.  | Orient and validate the action plan Train some national and regional OPDs leaders/ some Women OPDs leaders/  | 3 days                         | Consultant/WiLDAF             |

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|  | <p>Women OPDs Chapters, young women with disabilities to increase ownership and commitment to operationalize the action plans with periodic reporting at the regional and national levels.</p> |  |  |
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**G. RATES AND MODE OF PAYMENT**

The consultant will be paid at reasonable market rates. The Consultant will be paid 50% of the total consultancy fee upon signing the contract and the remaining 50% upon delivery and acceptance of deliverables within a specified period. The consultancy fee is subject to withholding tax at a rate as per Income Tax Act.

**H. QUALIFICATION AND EXPERIENCE**

The consultant must have a legal background, with extensive knowledge and vast experience of over 10 years working in the field of human rights, gender, women’s rights, and disability-inclusive programs. In addition to that, the consultant is required to a comprehensive knowledge and experience in undertaking gender assessment and developing an action plan to strengthen gender mainstreaming in institutions including Organizations of Persons with Disabilities.

**I. PROPOSAL SUBMISSION**

Interested consultants should submit detailed proposals, including methodology, work plan, and budget, to [procurement@wildaftanzania.or.tz](mailto:procurement@wildaftanzania.or.tz) cc; info@wildaftanzania.or.tz by **20<sup>th</sup> August 2024**.

*WiLDAF Tanzania reserves the right to reject any proposals that do not meet the specified requirements.*