



### TERMS OF REFERENCE

<b>Position Title:</b>	Documentation Consultant
<b>Location:</b>	Shinyanga – Kahama & Kishapu Mara – Tarime & Butiama Urban/West Unguja - Urban district South Pemba - Chake Chake district
<b>Reporting to:</b>	National Coordinator - WILDAF
<b>Languages required</b>	English & Swahili
<b>Contract Date(s):</b>	Between September – November, 2024
<b>Duration:</b>	3 months

### PROJECT TITLE

Chaguo Langu Haki Yangu!

Protecting the Rights and Choices of Women and Girls, particularly women and girls with disabilities in the United Republic of Tanzania.

### BACKGROUND

Women in Law and Development in Africa (WILDAF) in collaboration with the United Nations Sexual and Reproductive Health Agency (UNFPA) under the 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 supports the Government of the United Republic of Tanzania in its commitment to develop and implement 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) and its successor plan being developed.

The ‘Chaguo Langu Haki Yangu - My Rights My Choices: Protecting the Rights and Choices of Women and Girls, particularly Women and Girls with Disabilities in the United Republic of Tanzania’ Programme (hereinafter the Programme) is a three-and-a-half-year programme (2021-2025) funded by the Government of Finland and implemented by UNFPA.

The aim of the programme is to ensure the rights and choices of women and girls, particularly women and girls with disabilities, are protected and enhanced through a multi-sectoral, multi-level and holistic approach that tackles gender-based violence (GBV) and harmful practices, including early, forced and child marriage and female genital mutilation (FGM). The programme is implemented in Mainland and Zanzibar in four regions and six districts including Mara (Butiama and Tarime districts), Shinyanga (Kishapu and Kahama districts), Urban/West Unguja (Urban district) and South Pemba (Chake Chake district).

The programme is implemented together with national, regional and district level government authorities, civil society organizations, faith-based organizations, and organizations of persons with disabilities. Key partners including Ministry of Community Development, Gender, Elders and Children (MCDGEC, Zanzibar), Ministry of Community Development, Gender, Women and Special Groups (MCDGWSG, Mainland), Ministry of Health (Mainland and Zanzibar), First Vice President Office (Zanzibar), PMO-LEYD (Mainland), C-Sema, ATFGM, Help Age Tanzania (HAT), Tanzania Interfaith Partnership (TIP), WILDAF, TGNP, SHIJUWAZA (in Zanzibar) and SHIVYAWATA (Mainland).

**The Programme Impact is:** Accelerated progress towards fulfilment of the rights and status of women and girls, particularly women and girls with disabilities in the United Republic of Tanzania.

The CLHY programme targets two beneficiaries including:

**Direct beneficiaries** of the programme are adolescent girls and young women, including those with disabilities, living in the target districts, vulnerable to or survivors of gender-based violence, child marriage and female genital mutilation who will be empowered to stand up for their rights and live a life free from fear of violence and harmful practices.

**Indirect beneficiaries** are the affected families, targeted communities, and government institutions whose capacities will be strengthened to uphold the rights of women and girls, including persons with disabilities, and to prevent and respond to GBV, child marriage and FGM.

The theme of the documentation is *“Protecting the rights and choices of women and girls, particularly women and girls with disabilities in the United Republic of Tanzania”*.

## B. RATIONALE

As we approach the final year of implementation of the CLHY programme, the documentation is a commitment of the programme to share lessons learnt to end GBV, child marriage and Female Genital Mutilation (FGM) through a holistic and system strengthening approach to inform advocacy, policy dialogues and programming. The documentation will be part of advocacy to duty bearers, individuals, development partners, service providers and community members to continue to act based on lessons learnt from the programme. The output of the documentation will be disseminated at the National symposium of the programme where there will be government officials from various Ministries and the regional authorities from Mainland and Zanzibar, representatives of the beneficiaries of the programme, organisations of persons with disabilities (OPDs), implementing non-government partners, the donor and UNFPA.

Working under the overall guidance of UNFPA and in close collaboration with other implementing partners of the CLHY programme, WILDAF is seeking to engage a production firm to document the lessons learned and best practices from the implementation of the CLHY programme by the various government and non-government partners, representative of organisations of persons with disabilities (SHIJUWAZA, SHIVYAWATA, VODIWOTA), at the national and regional levels.

The geographical coverage of the documentation includes Shinyanga (Kahama and Kishapu), Mara (Tarime and Butiama), Urban/West Unga (Urban District), South Pemba (Chake Chake District), and the Dodoma Region.

## OBJECTIVES

To share lessons learnt from implementation of the CLHY programme, highlighting important issues of:

1. National level support to develop the NPA-VAWCs in Mainland and Zanzibar.
2. Partnership in ending Gender Based Violence, child marriage and Female Genital Mutilation.
3. Sustainability of the programme to ensure continuity, scale up and maintaining the gains made in social behaviour change, empowerment of adolescent women and girls, functioning of the Persons with Disabilities Management Information System, improved prevention and response service delivery and implementation of the NPA-VAWC and its regional versions in both Mainland and Zanzibar.
4. Government ownership of the programme through consistent engagement in the implementation of the programme including both upstream and downstream activities.
5. System strengthening as a method to bring transformative change guided by the Socio-Ecological Framework.
6. Social behavior change (SBC) as a method used to change negative social norms in the community towards women and girls, particularly women and girls with disabilities to live free from GBV, child marriage and FGM.
7. Participation of Persons with Disabilities in both upstream and downstream interventions to enhance awareness of and advocate for their rights.
8. Institution strengthening to ensure quality and survivor-centred service provision, justice for survivors and prevention of violation of women and girls rights, particularly women and girls with disabilities in schools, faith-based organizations, safe houses, Health centres, One Stop Centres and Police Gender Desks through development and use of various guidelines, construction of the service centres and capacity building of various service providers including police officers, social welfare officers, community development officers, health care workers, midwifery and nursing tutors, faith leaders, teachers and journalists from community radios.
9. Empowerment of in and out of school adolescent girls and young women through awareness raising in schools, life skills training, vocational and entrepreneurship training, and provision of start-up equipment to start community-based livelihood income generating activities.

## SCOPE OF WORK.

Under the overall supervision of WiLDAF and with consultation of UNFPA, the production firm will be responsible to conduct interview with the following:

1. Government officials-National level: Ministry of Community Development, Gender, Elders and Children (MCDGC, Zanzibar), Ministry of Community Development, Gender, Women and Special Groups (MCDGWSG, Mainland), Ministry of Health (Mainland and Zanzibar), First Vice President Office (Zanzibar), PMO-LEYD (Mainland), National Disability Council (NDC, Zanzibar).
2. Government officials - Sub-national level: CLHY focal points at the regional and district/shehias levels.
3. SBC stories: from faith leaders, Men and Boys, knowledge centers facilitators, community dialogues beneficiaries, journalists.
4. Out of school and in school adolescent girls and young women - reached through school bonanzas, life skills education, sheltered at ATFGM Masanga when escaping the cutting seasons, vocational and entrepreneurship training and livelihood activities.

5. Service providers: Health care workers, paralegals, social welfare officers, community development officers, midwifery and nursing service tutors, police officers.
6. Institutional training: Various guideline developers and users including the male involvement guideline for RMNCAH, case management, Job aid VAC/VAW, intergenerational dialogue approach guideline, NTA 4, 5 and 6 midwifery and nursing tutors, life skills guideline, simplified legal aid materials for paralegals, inclusive and gender responsive SRHR and GBV guideline and regional strategic plans in Mainland and Zanzibar.
7. Organisations of Persons with Disabilities leaders at the national and sub-national levels-SHIJUWAZA and SHIVYAWATA-to understand their perspectives of experiences from engaging with the CLHY programme and changes noticed as a result at personal level (awareness of their rights, quality of services received from One Stop Centres in Kishapu and Tarime, and their plans moving forward to maintain the momentum of advocating for their rights, strengthening women and girls protection rights within the Organisations of Persons with Disabilities (OPDs) and participating in policy consultation processes.

#### EXPECTED OUTPUTS/ KEY DELIVERABLES

1. 8 short success story videos (2-3 minutes): A series of short videos, each featuring the success story of key beneficiaries who through the CLHY programme have managed to experience personal transformation and some have effected change in raising awareness and ensuring justice for victims as captured in some of the already written human interest stories. These videos will highlight personal journeys, challenges overcome, and positive outcomes achieved. Two stories will cover experiences from women and girls with disabilities reached by the programme from Zanzibar and another from Mainland.
2. 1 comprehensive programme achievement video (8-10 minutes): A video that provides an overview of the program's achievements.
3. 1 story booklet: A visually appealing story booklet that showcases the overall impact of the programme, emphasizing individual stories of transformation. This will include compelling narratives, photographs, and key information to effectively communicate the breadth and depth of the program's success and the stories will be aligned to the objectives of the documentation. The stories can come from the already documented human interest stories and the 8 videos that will be developed by the production firm from this exercise.
4. All the raw materials collected during the documentation including the photographs, the videos, and the audios.

#### Additional Requirements:

- a. Ensure delivery of all the end products including all photographic and video footage obtained for production meet the deadlines as specified above.
- b. Ensure delivery of all footage obtained for production.
- c. Ensure UNFPA Tanzania retains full Copyright of all photographic and video footage filmed.
- d. Ensure pre-production filming and post-production are of the highest quality.
- e. Liase with WiLDAF to ensure all necessary permits to produce the film are obtained prior to filming.
- f. Liaise with WILDALF on production schedules, filming, formats and location access.
- g. Work with the highest professional ethical standards and in keeping with WiLDAF safeguarding policies.
- h. Ensure that the correct technical requirements are followed as stated below.
- i. Accomplish this assignment within two months from the date of signature of this contract deed.
- j. Ensure that all the interviewees have consented to be photographed, interviewed and audio recorded and have signed the provided consent form to be shared with UNFPA for records.

#### **TIME FRAME AND DURATION OF THE ASSIGNMENT**

The documentation is planned to be carried out between September to November 2024.

#### **RATES AND MODE OF PAYMENT**

The production firm will be paid at reasonable market rates. Payment will be disbursed as follows: 25% upon signing the contract, 25% upon approval of the inception report, and the remaining 50% upon the successful delivery and acceptance of the deliverables within the specified timeframe. The production firm will have to provide registration documents as well as tax related documents.

#### **QUALIFICATION AND EXPERIENCE**

- Minimum of 5 years of extensive experience in video documentary production, storytelling, and photography.
- Proven ability to create compelling visual narratives that communicate complex issues to diverse audiences.
- Strong background in communication and information technology.
- Proficiency in advanced video editing software and photography equipment.
- Expertise in digital storytelling tools and techniques.
- Demonstrated experience in projects promoting gender equality, girls and women's rights, and advocacy for the rights of marginalized groups such as out of school adolescent women and girls and women and girls with disabilities.
- Experience in collaborating with NGOs, government agencies, and community-based organizations.
- Proven ability to create visual content that supports human rights and social justice initiatives.

## PROPOSAL SUBMISSION

Interested production firms should submit the following to [procurement@wildaftanzania.or.tz](mailto:procurement@wildaftanzania.or.tz) copy [info@wildaftanzania.or.tz](mailto:info@wildaftanzania.or.tz) By 20<sup>th</sup> September 2024.

- A cover letter outlining the production firm's motivation for applying, how their experience aligns with the job requirements, and their approach to creating impactful visual content in the context of human rights and social justice. The firm should also share their profile showing production of similar deliverables.
- A detailed CV of the team leader and all members of the production team highlighting relevant experience, skills, and previous work in video documentary production, storytelling, photography, and human rights-related projects.
- A portfolio showcasing previous work, particularly in video documentaries, photography projects, story booklets and storytelling related to human rights, gender equality, women's rights, and disability-inclusive programs.
- A detailed technical proposal outlining the production firm's strategy for the assignment, including specific goals, methods, and expected outcomes, methodologies that will be used to achieve the document objectives, timelines, key milestones and deliverables.
- Contact information for at least three professional references who can speak to the production firm's qualifications, work ethic, and experience in similar projects.
- Copies of relevant certifications or training in video production, photography, communication, information technology, or related fields.
- A financial proposal with budget details, including cost estimates for services, equipment, travel and other project-related expenses.

## PROPOSAL SUBMISSION

For inquiries or clarification, please contact:

Anneth Mushi

WILDAF Tanzania

Email: [info@wildaftanzania.or.tz](mailto:info@wildaftanzania.or.tz)

Mobile: +255784907188

*WILDAF Tanzania reserves the right to reject any proposals not meeting the specified requirements.*