



## TERMS OF REFERENCE

<b>Position Title:</b>	Value Clarification and Attitude Transformation (VCAT) Facilitation Toolkit Consultant
<b>Location:</b>	Dar es salaam (Ubungo and Kinondoni) Mwanza (Misungwi) Iringa (Iringa municipal and Mufindi) Arusha (Arusha Municipal & Meru) Unguja Unguja (Mjini magharibu, Kaskazini) Pemba Chakechake and Wete )
<b>Reporting to:</b>	National Coordinator - WiLDAF
<b>Languages required</b>	English, Kiswahili
<b>Contract Date(s):</b>	01 <sup>st</sup> – 30 <sup>th</sup> October 2024
<b>Duration:</b>	21 Working Days

### A. PROJECT TITLE

USAID Wanawake Sasa (Strengthening women’s and girls’ civic and political participation for inclusive governance and sustained democracy practices in Tanzania)

### B. BACKGROUND

Women in Law and Development in Africa (WiLDAF) in collaboration with Her Initiative and JamiiForums under the support of the US Government through USAID; implements the USAID Wanawake Sasa project. The USAID Wanawake Sasa Project is a robust three-year initiative that reckons women and girls’ civic and political participation requires creating an enabling environment from multi-sectorial and multi-disciplinary perspectives. It is implemented in four regions in Tanzania mainland (Dar Es Salaam, Iringa, Arusha, and Mwanza) and Zanzibar (Unguja and Pemba).

The USAID Wanawake Sasa project contributes to changing narratives and transforming the lives of women and girls through:

1. Strengthening women and girls to fully exercise their civic and political rights.
2. Engagement of men and boys as partners and champions of gender equity and equality
3. Strengthening Legal and Institutional frameworks.
4. Strengthening civil society organizations to actively engage in promoting women and youth civic and political engagements.

The goal of the USAID Wanawake Sasa project is to strengthen and increase women and girls' civic and political participation for inclusive governance and sustained democracy. The project goal contributes to the Mission’s objective of strengthening democratic principles of citizen-responsive governance, developing a strong cadre of emerging youth leaders who promote and demand a participatory and citizen-centric model of governance.

In particular, the program seeks to contribute to CDCS Development Objective 2: Empowerment, Productivity and Engagement of Tanzanians aged 15-35 increased, specifically toward IR 2.3: Civic Participation and Leadership Increased and Development Objective 3: Capacity of State and Non-State Actors strengthened to benefit future generations, and specifically toward IR 3.2: Enabling environment for private sector and CSOs enhanced, and IR 3.3: Capacity of Civil Society Actors strengthened.

### C. OBJECTIVE OF THE ASSIGNMENT

USAID Wanawake Sasa project is committed to promoting women and girls' civic and political participation through education, advocacy, and capacity building. As part of our ongoing efforts to strengthen and increase women and girls' civic and political participation for inclusive governance and sustained democracy, we are seeking a qualified consultant to develop a Value Clarification and Attitude Transformation (VCAT)

Facilitation Toolkit for men and boys in government institutions, political parties, communities, and influencers to see women, girls, and marginalized individuals as necessary, equal, and legitimate leaders.

This toolkit will be a comprehensive resource designed to guide facilitators in conducting VCAT workshops, aimed at challenging and transforming deeply held values and attitudes that may hinder positive social change.

#### **Objective of the VCAT Facilitation Toolkit:**

The primary objective of this consultancy is to develop a comprehensive VCAT Facilitation Toolkit that will:

1. Equip facilitators with the knowledge, tools, and methodologies needed to effectively conduct VCAT sessions.
2. Examine the pattern and dynamics of GBV, VAWP/E and attitudes in the targeted areas where the USAID Wanawake Sasa project is implemented
3. Address key areas such as gender norms, cultural beliefs, stigma, discrimination, gender stereotypes, sexism etc.)
4. Provide practical exercises, case studies, and resources to support attitude transformation and value clarification among participants.

### D. TASK AND RESPONSIBILITY

The Consultancy firm will be responsible for the following:

1. **Needs Assessment:** Conducting a needs assessment to understand the specific attitudes and values that need to be addressed within the target audience and tailor the facilitation toolkit to cater to the identified needs. The consultant will also review existing materials and resources related to VCAT and identify gaps for improvement.
2. **Toolkit Development:** Designing and developing the VCAT Facilitation Toolkit that will include:
  - ✦ **Facilitator's Guide:** A detailed guide for facilitators, outlining the objectives, methodologies, and step-by-step instructions for conducting VCAT sessions.
  - ✦ **Session Plans:** Comprehensive session plans with clear learning objectives, activities, and discussion points.
  - ✦ **Interactive Exercises:** Develop interactive exercises, role plays, and case studies that promote value clarification and attitude transformation.
  - ✦ **Resource Materials:** Compile relevant resources, readings, and reference materials to support facilitators.

3. **Piloting and Feedback:** After developing the 1<sup>st</sup> draft of the VCAT facilitation toolkit, the consultancy will pilot the toolkit with a small group of facilitators to gather feedback, revise and finalize the toolkit based on feedback received during the pilot phase.
4. **Feedback from the consortium:** Once feedback is acquired from the pilot group, the document will be reviewed by the Consortium and add final comments, afterward the consultancy team will prepare the final VCAT facilitation toolkit.
5. **Training of Facilitators (Optional):** Once the VCAT facilitation toolkit is complete, the consultant will conduct a training session for facilitators on how to effectively use the toolkit (if required).

#### E. EXPECTED OUTPUTS/ KEY DELIVERABLES

The consultant is expected to deliver the following:

1. A comprehensive VCAT Facilitation Toolkit - detailing the Facilitator’s Guide, Session Plans, Interactive Exercises, Resource Materials
2. A report on the needs assessment and the pilot phase, including recommendations for further improvements.
3. A training session for facilitators on the use of the toolkit. (Optional)

#### F. ETHICAL CONSIDERATIONS, CONFIDENTIALITY, AND PROPRIETARY INTERESTS

1. **Ethical Principles:** The consultancy team must adhere to standard ethical principles throughout the assignment. This includes maintaining confidentiality of interviewee statements when required and avoiding judgmental remarks about stakeholders.
2. **Confidentiality:** The team shall not, during or after the assignment, disclose any proprietary or confidential information related to the service without prior written consent from the contracting authority. All materials and documents prepared under this assignment will become the property of WiLDAF.
3. **Informed Consent:** Ensure that all participants are fully informed about the purpose, procedures, and potential risks of the assessment and that they provide voluntary and informed consent before taking part in the assessment.
4. **Do No Harm:** The consultancy team must take measures to protect participants from harm, ensuring that no physical, emotional, or social harm arises from their involvement in the assessment.

#### G. TIME FRAME AND DURATION OF THE ASSIGNMENT

The consultancy is planned to be done in one month from September 18<sup>th</sup> – October 18<sup>th</sup>, 2024 with the following key milestones:

##### Timeline for implementation:

No.	Deliverable/Outputs	Estimated Duration Complete	to	Review and Approvals Required
1.	Needs Assessment of the relevant target groups	3 days		Consultant

2.	Develop an initial draft of the VCAT facilitation toolkit	7 days	Consultant
3.	Review the 1st draft of the toolkit and approve	2 days	WILDAF/USAID Wanawake Sasa team
4.	Pilot Testing of the VCAT facilitation toolkit	2 days	WiLDAF/USAID Wanawake Sasa team
5.	Incorporate feedback from the pilot group and WiLDAF	3 days (home-based)	Consultant
6.	Review the final draft of the VCAT facilitation toolkit	2 days	WiLDAF/USAID Wanawake Sasa team
7.	Final Toolkit Submission	2 days	Consultant

## **H. RATES AND MODE OF PAYMENT**

The consultant will be paid at reasonable market rates. The Consultant will be paid 40% of the total consultancy fee upon signing the contract and the remaining 60% upon delivery and acceptance of deliverables within the specified period. The consultancy fee is subject to withholding tax at a rate as per the Income Tax Act.

## **I. QUALIFICATION AND EXPERIENCE**

The consultancy is expected to have a mix of skills relevant to the assignment. The required background and experience for the consultancy is as follows:

The ideal consultant will possess the following qualifications:

1. Legally recognized in Tanzania to perform consultancy tasks.
2. Proven experience in developing educational or training materials, particularly in VCAT or related areas.
3. Strong understanding of gender equality, women's rights, and cultural disparities
4. Strong writing and analytical skills; provide a sample of recent reports.
5. Excellent facilitation skills and experience in conducting VCAT workshops.
6. Strong research and analytical skills.
7. Ability to produce high-quality, user-friendly materials.
8. Have relevant experience in working with Tanzania governments and international organizations on consultancy assignments, especially in GBV and gender equality.
9. Have excellent proven written, spoken English, and Kiswahili communication skills
10. Demonstrated ability to work in Tanzania regions and knowledge of the local context

## **J. PROPOSAL SUBMISSION**

Interested applicants will be required to submit detailed proposals, technical and financial proposals, along with the following

1. CVs of key personnel who will be involved in the assignment.
2. Proven experience in developing educational or training materials, particularly in VCAT or related areas.
3. Excellent facilitation skills and experience in conducting VCAT workshops.
4. Strong research and analytical skills.
5. Ability to produce high-quality, user-friendly materials.

6. Contact information for at least three references from previous clients

These should be sent to [procurement@wildaftanzania.or.tz](mailto:procurement@wildaftanzania.or.tz) copy to [info@wildaftanzania.or.tz](mailto:info@wildaftanzania.or.tz) by 30<sup>th</sup> September 2024.

## **K. PROPOSAL SUBMISSION**

For inquiries or clarification, please contact:

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WiLDAF Tanzania

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