

TERMS OF REFERENCE

Position Title:	Consultant for Developing Mentorship and Coaching Tools
Location:	Dar es Salaam (Ubungo and Kinondoni), Arusha (Arusha Municipal and Meru Council), Iringa (Iringa Municipal and Mafinga Council), Mwanza (Misugwi Council), Unguja (Mjini Magharibi A Council, Kaskazini B Council and; Pemba (Chake Chake Council, Wete Council)
Reporting to:	Project Lead - USAID Wanawake Sasa
Languages required	English and Swahili
Contract Date(s):	October 01 st -30 th , 2024
Duration:	21 Days

A. PROJECT TITLE

USAID Wanawake Sasa Project.

Strengthening women's and girls' civic and political participation for inclusive governance and sustained democracy in Tanzania.

B. BACKGROUND

Women in Law and Development in Africa (WiLDAF) in collaboration with Her Initiative and Jamii Forum 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.

The USAID Wanawake Sasa intends to engage a consultant to develop mentorship and coaching tools. The consultant will work closely with the USAID Wanawake Sasa team to develop comprehensive mentorship and coaching tools that align with the goals of the initiative.

C. OBJECTIVES

The objective of this consultancy is to develop mentorship and coaching tools that will be used to support women and girls in their journey to civic and political leadership. This tool will be used along with the Citizenship and Leadership Academy (CLA) tool which intends to build the capacity of women in leadership. The tools should be practical, user-friendly, and adaptable to different contexts within Tanzania. The tool will incorporate the current political landscape of the country and global trends in gender and politics

D. SCOPE OF WORK.

Under the overall coordination of Her Initiative and in consultation with WiLDAF, the Consultant will be responsible for the following tasks:

1. Inception Phase

- (i) Conduct a thorough desk review of the existing mentorship tools for women political leadership
- (ii) Conduct desk review of WAWA (Wanawake Wakurugenzi) mentorship manual developed by WiLDAF.
- (iii) Prepare an inception report summarizing the objectives, scope, methodology, and deliverables of the assignment.

2. Development phase

- (i) Develop New Mentorship and Coaching Tools
 - Develop mentorship and coaching tools that address key topics such as emotional intelligence, self-care, networking, communication, agenda formulation, and resilience.

- Update the manual by incorporating new insights, and best practices, and adapting it to the current political landscape and global trends in gender and politics.
 - Ensure that the revised manual meets the needs of the targeted beneficiaries, including women from diverse backgrounds and abilities.
 - Ensure that these tools are designed to be user-friendly and accessible to women of all backgrounds and abilities.
 - Incorporate lessons learned from the existing Mentorship program and include elements that leverage digital technologies to address challenges such as distance or other commitments.
- (ii) Develop Mentorship and Coaching Tracking Tools
- Develop tools to facilitate the tracking and monitoring of the mentorship and coaching process.
 - Ensure that these tracking tools support mentors and mentees in documenting their interactions and progress, particularly through monthly meetings and quarterly reports.
- (iii) Facilitate the Integration of the Tools into the Training Module
- Ensure that the developed tools complement the existing training module in the CLA (Citizenship and Leadership Academy) framework.
- (iv) Conduct the Validation Process
- Be available to provide insights or make adjustments to the tools during the validation meeting as needed.

E. EXPECTED OUTPUTS/ KEY DELIVERABLES

- (i) Mentorship and Coaching Tools:
- A comprehensive and user-friendly set of mentorships and coaching tools reflecting current political contexts, global gender and political trends, and the specific needs of the project's target beneficiaries. Covering key topics such as emotional intelligence, self-care, networking, communication, agenda formulation, and resilience.
- (ii) Mentorship and Coaching Tracking Tools:
- A set of tools for tracking and monitoring the mentorship and coaching process, enabling mentors and mentees to document their interactions and progress.
- (iii) Integration Plan for the CLA Training Module:
- A plan detailing how the developed tools will be integrated into the existing training module within the CLA framework, ensuring alignment and coherence with the overall project objectives.
- (iv) Consultation and Engagement with Stakeholders:
- A report or documentation of consultations with key stakeholders, including feedback and insights gathered to inform the tool development process.
- (v) Finalized Tools Ready for Validation:

- A complete set of mentorships and coaching tools prepared and ready for the validation meeting with CSOs, political parties, academia, and grassroots community representatives.

F. TIME FRAME AND DURATION OF THE ASSIGNMENT

The consultancy is planned to be carried out from 2nd September to 13th September 2024 followed by validation session. Below is a tentative schedule:

Timeline for implementation

No.	Deliverable/Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Review of Existing WAWA Mentorship Manual	2 days (home-based)	Consultant
2	Inception Report summarizing the objectives, scope, methodology, and deliverables	2 days (home-based)	HI/WiLDAF
3	Development of New Mentorship and Coaching Tools	7 days	Consultant
4	Development of Mentorship and Coaching Tracking Tools	4 days	Consultant
5	Integration Plan for the CLA Training Module	2 days	Consultant/HI/WiLDAF
6	Consultation and Engagement with Stakeholders	1 Day	Consultant/HI/WiLDAF
7	Validation Workshop	2 Day	Consultant/HI/WiLDAF
8	Finalizing the Mentorship and Coaching Toolkit	1 Days (Home Based)	Consultant

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 the Income Tax Act.

H. 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:

1. Legally recognized in Tanzania to perform consultancy tasks.
2. At least a Master's degree in Political Science, Social Sciences, Law, Education, Sociology, Development Studies or related field;
3. Over 10 years working in the field of human rights, gender politics, democracy and development projects.
4. comprehensive knowledge and over 10 years' experience on undertaking gender and politics analysis in global spectrums and national context

I. 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. Samples of previous relevant work
3. Contact information for at least three references from previous clients

These should be sent to procurement@wildaftanzania.or.tz copy to info@wildaftanzania.or.tz by 30th September 2024.

J. PROPOSAL SUBMISSION

For inquiries or clarification, please contact:

Anneth Mushi

WiLDAF Tanzania

Email: wildaftanzania@gmail.com copy

amushi@wildaftanzania.or.tz

Mobile: +255784907188

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