



TERMS OF REFERENCE

Position Title:	National Consultant: Development of a National Guideline and Protocol for Disability Inclusive GBV/VAWC Case Management
Location:	National level Project Regions (Mainland): Shinyanga – Kahama & Kishapu; Mara – Tarime & Butiama
Reporting to:	National Coordinator - WiLDAF
Languages required	English & Swahili
Contract Date(s):	Between 11th November - 28th February 2024
Duration:	Three and a half months

A. PROJECT TITLE

Chaguo Langu Haki Yangu: Protecting the Rights and Choices of Women and Girls, particularly Women and Girls with Disability, in Tanzania.

B. BACKGROUND

Women in Law and Development in Africa (WiLDAF), in collaboration with UNFPA with 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.

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 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 United Nations Sexual and Reproductive Health Agency.

The programme aims 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 with national, regional and district-level government authorities, civil society organizations, faith-based organizations, and Organizations of Persons with Disabilities (OPDs). Key partners include the 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), Prime Minister's Office-Labour, Youth, Employment and Persons with Disability (PMO-LEYPD, Mainland), C-Sema, the Association for the Termination of Female Genital Mutilation (ATFGM), Help Age Tanzania (HAT), Tanzania Interfaith Partnership (TIP), WiLDAF, Tanzania Gender Networking Programme (TGNP), Zanzibar Federation of Disabled People Organisations (SHIJUWAZA, Zanzibar) and Tanzania Federation of Disabled People's Organisations (SHIVYAWATA, Mainland).

Programme Goal: 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 types of 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.

C. PURPOSE OF THE DEVELOPMENT OF A NATIONAL GUIDELINE AND PROTOCOL FOR DISABILITY INCLUSIVE GBV/VAWC CASE MANAGEMENT

This guideline is part of the CLHY programme's support to standardise the quality of service provided to survivors of violence and to ensure survivors receive the care and support they need to heal, recover and get justice. The National Guideline and Protocol for Disability Inclusive GBV/VAWC Case Management aims to establish standards for providing quality disability-inclusive Violence against Women (VAW)/Gender Based Violence (GBV) case management in Tanzania mainland. It builds upon existing VAW/GBV service provisions guidelines, such as the National Integrated Case Management System Framework, Guidelines for providing rights-based and gender-response services to address gender-based violence and sexual and reproductive health and rights for women and young persons with disabilities, National Policy and Management Guidelines for Clinical Management of GBV, VAC and FGM (pending approval from MOH), National Standard Operating Procedures for One Stop Centres, GBV/VAC job aids (2023), Terms of Reference of the Women and Children Protection Committees, National Child Protection (CP) System, National Costed Plan of Action for Most Vulnerable Children (NCPA II 2013-2017).

D. OBJECTIVES

The consultancy aims to develop a National Guideline and Protocol for Disability Inclusive GBV/VAWC Case Management. The guideline aims to establish standards for providing quality, integrated, coordinated, compassionate, survivor-centred, and disability-inclusive case management services to VAW/GBV survivors with disabilities in Tanzania Mainland to speed up the provision of quality service delivery and ensure justice for VAW/GBV survivors with disabilities.

E. INTENDED USERS OF THE GUIDELINE

The National Guideline and Protocol for Disability Inclusive GBV/VAWC Case Management is intended to be used by a wide range of service providers, including Social Welfare Officers, Community Development Officers, healthcare workers, police officers, legal experts, judges, and teachers to assist in their provision of coordinated, integrated, harmonized, standard quality, compassionate, disability-inclusive and survivor-centered care and support for VAW/GBV survivors with disabilities through effective case management.

F. SCOPE OF WORK

In close collaboration with the Project Manager/WiLDAF and in consultation with the UNFPA Gender and Human Rights team, the Consultant will be responsible for the following tasks:

Literature Review and Assessment

- ✓ Review existing global and national GBV/VAW service provision guidelines, including the National Integrated Case Management System Framework and identify gaps and challenges in the context of disability inclusiveness.
- ✓ Guidelines for providing rights-based and gender-response services to address gender-based violence and sexual and reproductive health and rights for women and young persons with disabilities.
- ✓ National Policy and Management Guidelines for Clinical Management of GBV, VAC and FGM (pending approval from MOH).
- ✓ National Standard Operating Procedures for One Stop Centres.
- ✓ GBV/VAC job aids (2023).
- ✓ Terms of Reference of the Women and Children Protection Committees.
- ✓ National Integrated Case Monitoring System, National Child Protection (CP) System.
- ✓ National Costed Plan of Action for Most Vulnerable Children (NCPA II 2013-2017).
- ✓ National Plan of Action to End Violence against Women and Children (2024/25-2028/29) and the National Gender and Women Development Policy (2023).

- ✓ Assess the current GBV/VAW national integrated case management system framework and identify gaps and challenges in the context of disability inclusiveness.
- ✓ Report for the Gap Analysis of Tanzania National Guideline on Provision of Rights-Based and Gender-Responsive Services to Address Gender-Based Violence and Sexual Reproductive Health and Rights for Women and Young Persons with Disabilities (2022).

Develop the National Guideline and Protocol for Disability Inclusive GBV/VAWC Case Management:

- ✓ Develop quality, gender-responsive and disability-inclusive standards for VAW/GBV survivors case management.
- ✓ Address specific needs of women and adolescent girl survivors with disabilities to ensure case management services provided by service providers are disability-inclusive.

Stakeholder Consultation

- ✓ Engagement meeting with the Ministry of Gender to advocate for and build capacity on the development of a National Guideline and Protocol for Disability-Inclusive GBV/VAWC Case Management.
- ✓ Conduct stakeholder technical review meetings of the draft National Guideline and Protocol for Disability Inclusive GBV/VAWC Case Management for a wide range of people, organisations, and service providers that provide care and support to GBV/VAW survivors, including the police, Healthcare workers, Social Welfare, Judiciaries, Prisons Officers, Paralegals, Organisations of Persons with Disabilities, Faith-Based Organisations, Women Rights Organisations, the United Republic of Tanzania relevant Ministries including the Ministry of Community Development, Gender, Women and Special Groups (MoCDGWSG), the Ministry of Health (MoH), President’s Office for Regional Administration and Local Government (PO-RALG), the Department of Disability at the Prime Minister’s Office for Labour, Youth, Employment and Disability (PMO-LYED) and the CLHY local government focal points of Mara and Shinyanga regions and relevant districts.
- ✓ Conduct stakeholders validation meeting of the draft National Guideline and Protocol for Disability Inclusive GBV/VAWC Case Management with Police, Health workers, Social Welfare, Faith leaders, community leaders, Judiciaries, Prisons Officers, Paralegals, Faith-Based Organisations, Organisations of Persons with Disabilities, Women Rights Organisations and relevant URT Ministries officials and the CLHY local government focal points of Mara and Shinyanga regions and relevant districts.
- ✓ Disseminate National Guideline and Protocol for Disability Inclusive GBV/VAWC Case Management in Shinyanga and Mara Regions (Police, Health workers, Faith leaders, and community leaders, Social Welfare, Judiciaries, Prisons Officers, Paralegals, OPDs, WROs and GOT Ministries.

Finalization and dissemination of the National Guideline

- ✓ Finalize the draft National Guideline and Protocol for Disability Inclusive GBV/VAWC Case Management based on input from WiLDAF, UNFPA, and feedback from various stakeholder meetings.

- ✓ Development of a simplified version of the National Guideline and Protocol for Disability Inclusive GBV/VAWC Case Management.
- ✓ Disseminate the approved (by UNFPA and WILDAF) National Guideline and Protocol for Disability Inclusive GBV/VAWC Case Management in Shinyanga and Mara Regions to the stakeholders mentioned above, including the Police, Health workers, Social Welfare, Judiciaries, Prisons Officers, Paralegals, Faith-Based Organisations, Organisations of Persons with Disabilities, Women Rights Organisations, MoCDGWSG, MoH, PO-RALG, PMO-LYED, and the CLHY local government focal points of Mara and Shinyanga regions and relevant districts.

Capacity Building and Training

- ✓ Conduct Training of Trainers session of the approved and final National Guideline and Protocol for Disability Inclusive GBV/VAWC Case Management in Dodoma.
- ✓ Conduct training sessions with Police Officers, Health workers, Faith leaders, community leaders, Social Welfare workers, Judges, Prison Officers, Paralegals, and OPDs and orient them on the disability-inclusive case management system in Butiama, Tarime, Kishapu, and Kahama Districts.

G. EXPECTED OUTPUTS/ KEY DELIVERABLES

The consultant is expected to deliver the following:

- ✓ A National Guideline and Protocol for Disability Inclusive GBV/VAWC Case Management.
- ✓ A simplified version of the National Guideline and Protocol for Disability Inclusive GBV/VAWC Case Management.
- ✓ A national ToT on the approved National Guideline and Protocol for Disability Inclusive GBV/VAWC Case Management.
- ✓ A training sessions with Police Officers, Health workers, Faith leaders, community leaders, Social Welfare workers, Judges, Prison Officers, Paralegals, and OPDs and orient them on the disability-inclusive case management system in Butiama, Tarime, Kishapu, and Kahama Districts.

H. TIME FRAME AND DURATION OF THE ASSIGNMENT

The consultancy is planned to be carried out between 11th November to 28th December 2024. Below is a tentative schedule:

No.	Deliverable/Outputs	Estimated Duration to Complete	Target Due dates	Review and Approvals Required

1	Desk review to gather and review all relevant material for the assignment	2 days (home-based)	15 – 17 November, 2024	Consultant
2	Inception Report outlining conceptual framework, methodology and schedule for achieving the consultancy outputs.	5 days (home-based)	18-23 November, 2024	Consultant/WiLDAF/UNFP A
3	Develop the National Guideline and Protocol for Disability Inclusive GBV/VAWC Case Management	(2 months for internal review, stakeholders review meeting, stakeholders validation meeting)	24 November, 2024 – 24 January, 2025	Consultant/WiLDAF/UNFP A
4	A simplified version of the National Guideline and Protocol for Disability Inclusive GBV/VAWC Case Management	7 days (home-based)	24 January – 04 February, 2025	Consultant/WiLDAF/UNFP A
5	Conduct stakeholders technical review meeting of the draft national guidelines and protocols for disability-inclusive VAW/GBV case management (Police, Health workers, Social Welfare, Judiciaries, Prisons Officers, Paralegals, OPDs, WROs, GOT Ministries)	2 days	6&7 February, 2025	Consultant/WiLDAF/ UNFPA, responsible Ministry
6	Conduct stakeholders validation meeting on the national guidelines and protocols for disability-inclusive VAW/GBV case management with Police, Health workers, Social Welfare, Faith leaders, community leaders, Judiciaries, Prisons Officers, Paralegals, OPDs, WROs	1 day	14th February 2025	Consultant/WiLDAF/UNFP A, responsible Ministry

	and GOT Ministries (WiLDAF)			
5	Dissemination of the National Guideline and Protocol for Disability Inclusive GBV/VAWC Case Management in Shinyanga and Mara Regions	1 day	18 February 2025	Consultant/WiLDAF/UNFP A, responsible Ministry
6	Conduct a ToT training for National Guideline and Protocol for Disability Inclusive GBV/VAWC Case Management.	3 days	19-21 February 2025	Consultant/WiLDAF/UNFP A, responsible Ministry
7.	Conduct training sessions with Police Officers, Health workers, Faith leaders, community leaders, Social Welfare workers, Judges, Prison Officers, Paralegals, and OPDs and orient them on the disability-inclusive case management system in Butiama, Tarime, Kishapu, and Kahama Districts.	4 days	24-28 February 2025	Consultant/WiLDAF/UNFP A, responsible Ministry

I. RATES AND MODE OF PAYMENT

The consultant will be paid at reasonable market rates based on the scope of the assignment, expected qualifications, and experience.

Payment will be disbursed as follows: 25% upon approval of the inception report, and the remaining 75% upon the successful delivery and acceptance of all three deliverables within the specified timeframe.

The consultancy fee is subject to withholding tax at the rate as per the Income Tax Act.

J. QUALIFICATION AND EXPERIENCE

- A Master's degree or higher in social work, public health, gender studies, human rights, law, or a related field.
- The consultant must have extensive knowledge and over 10 years of experience working in human rights, gender, women's rights, and disability-inclusive programs.

- A clear understanding of the legal, social, and health frameworks related to GBV/VAWC, especially in Tanzania.
- Familiarity with survivor-centred approaches, trauma-informed care, human rights principles, and disability inclusion.
- Proven track record of developing guidelines, protocols, or standards in health, social work, or gender-based programs.
- Ability to analyse and synthesize complex information and present it in a clear, concise, logical and accessible manner.
- Good facilitation skills and experience in the provision of training of trainers.
- Strong communication skills with fluency in Kiswahili and English writing, reading, and speaking.
- Ability to work with people from diverse backgrounds:
- Ability to engage with and build relationships and consensus with stakeholders from various sectors, including the government, women's rights organizations, and organizations of persons with disabilities.

F. PROPOSAL SUBMISSION

Interested production firms should submit the following to procurement@wildaftanzania.or.tz copy info@wildaftanzania.or.tz by 15th November 2024:

- A detailed CV highlighting relevant experience, skills, and previous work in human rights, gender, women's rights, and disability-inclusive programs.
- A cover letter outlining the consultant's motivation for applying, how their experience aligns with the job requirements, and their approach to creating impactful results in the context of human rights, disability inclusion, and social justice.
- A proposed work plan detailing the consultant's approach to the project. This should include timelines, key milestones, deliverables, and the methodologies that will be used to achieve the project objectives.
- Contact information for at least three professional references who can speak to the consultant's qualifications, work ethic, and experience in similar projects.
- A detailed proposal outlining the consultant's strategy for the project, including specific goals, methods, and expected outcomes.
- A budget proposal, including cost estimates for services, and other project-related expenses.

For inquiries or clarification, please contact:

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