



Women in Law & Development Africa



## TERMS OF REFERENCE

<b>Position Title:</b>	<b>Gender Strategy, Facilitator Guide and Training Materials Consultant</b>
<b>Location:</b>	Shinyanga Region- Kishapu, Kahama, Ushetu, Shinyanga Municipal Dar es salaam Region – Ilala, Kinondoni and Temeke
<b>Reporting to:</b>	National Coordinator
<b>Languages required:</b>	English
<b>Contract Date(s):</b>	Between May and June 2026
<b>Duration:</b>	2 months

### PROJECT TITLE

Strengthening Midwifery in Tanzania (SMIT) Project

### BACKGROUND

Women in Law and Development in Africa (WiLDAF) in collaboration with the United Nations Sexual and Reproductive Health Agency (UNFPA) with the Financial supported by the Government of Canada through the Global Affairs Canada (GAC) is implementing the *Strengthening Midwifery in Tanzania*’ project which intends to increase the availability of skilled and empowered midwives to contribute to the reduction of maternal and newborn mortality as well as provide a full range of other RMNCAH services. SMIT recognizes midwives as essential frontline health workers whose technical competence, professional recognition, working conditions and leadership directly affect quality of care, respectful maternity care, and the survival and wellbeing of women, newborns and families across Tanzania. The project is implemented in Kishapu, Ushetu, Kahama and Shinyanga Municipal in Shinyanga Region and Ilala, Temeke and Kinondoni in Dar es Salaam region.

The project focuses on strengthening a gender responsive working environment for the midwives both pre and in-service. In-services midwives will be offered opportunities to upgrade their skills through continuous professional development.

The project builds on and amplifies the work already being done by UNFPA, Amref Canada and Confederation of African Midwives (CAM), and their collaborators, in advocating for quality midwifery services and recognition of midwifery as a distinct profession within the health care system. It is situated within a broader effort to strengthen pre-service and in-service midwifery education, professional development, supportive supervision, and the enabling policy and institutional environment required for midwives to perform effectively and safely.

A central dimension of this work is the need to strengthen a gender-responsive working and learning environment for midwives both in pre-service and in-service settings. In-service midwives will be offered opportunities to upgrade their skills through continuous professional development, while institutions that train, employ, supervise and support midwives are expected to address the gender norms, power relations and structural barriers that shape recruitment, retention, career progression, voice, leadership, safety, wellbeing and quality service delivery.

Within this context, a Gender Strategy is understood as a program document guide used to ensure gender mainstreaming throughout the program life cycle. It requires understanding the priorities, constraints and needs of different groups including men, women, older persons and younger people in their diversities, and ensuring that these realities are considered across all program and project phases. Factors such as sex, age, class, ethnicity and disability shape the priorities and needs of different groups, as well as their ability to access services, opportunities, decision-making spaces and different sources of information.

The Gender Strategy to be developed under this consultancy should therefore provide both a brief and general introduction to gender for program and project staff, and practical guidance on how to mainstream gender in programme and project implementation for strengthening midwifery in Tanzania.

It should serve as a usable reference that helps project teams identify gender roles and issues relevant to the project, consider this information throughout the project cycle, ensure that project documents and targets are gender-disaggregated, collect and use gender-disaggregated data, facilitate meaningful participation of relevant

stakeholders including marginalized groups, and ensure that project budgets contain adequate resources to support gender-responsive action.

WiLDAF seeks to engage a qualified Gender Consultant to develop three interlinked documentations for SMIT Project;

- (i) A Gender Strategy for strengthening midwifery in Tanzania,
- (ii) A Gender-Transformative Facilitator Guide,
- (iii) A Participant Manual.

The assignment is expected to draw on relevant national policies, gender equality commitments, health workforce and midwifery priorities, existing training packages and institutional practices, while producing practical, context-sensitive and implementation-oriented documentation that can be applied by programme teams, educators, facilitators, managers and partners.

## **RATIONALE**

Despite growing recognition of the importance of midwifery for maternal and newborn health, there remains a need for practical, context-specific gender tools that help institutions move beyond general commitments and embed gender considerations in programme design, implementation, monitoring and learning. In the Tanzanian context, this includes addressing how social norms, workplace hierarchies, unequal power relations, violence and harassment risks, exclusion, disability-related barriers and limited access to decision-making can affect both the midwifery workforce and the women, adolescents and communities they serve.

The development of a dedicated Gender Strategy, together with a Gender-Transformative Facilitator Guide and Participant Manual, will provide a coherent framework for strengthening gender mainstreaming in the project and related midwifery systems work. The Gender Strategy will function as the overarching guide for integrating gender across the project life cycle, while the facilitator guide and participant manual will translate that strategy into structured learning, reflection and action processes for different users.

These documents are expected to support programme and project staff to understand core gender concepts, apply practical gender analysis, and make informed decisions that improve inclusion, accountability and responsiveness. They should also help ensure that project teams identify relevant gender issues, apply gender

considerations throughout the project cycle, use gender-disaggregated targets and data, engage marginalized stakeholders meaningfully, and plan adequate human and financial resources for gender-responsive implementation.

## **OBJECTIVES**

The overall objective of this consultancy is to develop a comprehensive, contextually grounded and practical package of gender documentation tools that will support gender mainstreaming and gender-transformative practice within the Strengthening Midwifery in Tanzania project and related programming.

Specific objectives are to:

1. Develop a practical Gender Strategy that serves as the program document guide for gender mainstreaming across the program life cycle, including a concise introduction to gender for programme/project staff and clear operational guidance on how to mainstream gender in programme and project implementation.
2. Develop a Gender-Transformative Facilitator Guide that equips facilitators, tutors, mentors and programme implementers to deliver structured, participatory and reflective learning processes on gender within midwifery settings.
3. Develop a Participant Manual that translates the key concepts, exercises, tools and action points into an accessible format for trainees and participants for use during and after facilitated sessions.
4. Ensure that all products are aligned with adult learning principles, safeguarding and do-no-harm considerations, rights-based approaches, disability inclusion, and the realities of service delivery and midwifery education in Tanzania, while also reflecting how sex, age, class, ethnicity and disability influence needs, opportunities and access.
5. Support validation and refinement of the draft documents through stakeholder review and incorporation of feedback into final, publication-ready products.

## **SCOPE OF WORK**

Under the overall supervision of WiLDAF, and in close consultation with relevant programme and technical stakeholders, the Gender Consultant will undertake the following tasks:

1. Review relevant documents, including programme documents, national policies and strategies, gender and health sector frameworks, midwifery strengthening materials, training curricula, supervision tools, safeguarding frameworks, and any existing institutional guidance related to gender equality, respectful maternity care, leadership, workforce development, and professional education.
2. Undertake a contextual gender analysis for strengthening midwifery in Tanzania, identifying the key gendered barriers and opportunities affecting recruitment, training, participation, progression, leadership, workplace safety, mentorship, learning environments, service delivery and the experience of women and girls receiving care.
3. Map the intended users, functions and implementation settings of the three documentation products, ensuring clarity on how the Gender Strategy, Facilitator Guide and Participant Manual will complement one another in practice.
4. Consult with relevant stakeholders, which may include representatives from ministries, regulatory and professional bodies, midwifery associations, training institutions, tutors, clinical instructors, practicing midwives, health managers, gender specialists, programme staff, and where appropriate representatives of women's rights, disability inclusion and community-based organizations.
5. Develop an inception report that presents the consultant's understanding of the assignment, methodology, work plan, proposed outline of each product, consultation approach, quality assurance mechanisms, and timeline for delivery.
6. Prepare a detailed annotated outline for the Gender Strategy, including the proposed vision, strategic pillars, problem statement, contextual and stakeholder analysis, gender mainstreaming framework, implementation arrangements, monitoring directions and resource considerations. The proposed strategy should be designed as a practical guide for project teams and should clearly indicate how gender issues will be addressed across planning, implementation, monitoring, learning and budgeting.
7. Draft the Gender Strategy for strengthening midwifery in Tanzania, ensuring it covers the programme and policy context; key gender issues affecting the profession, learning environment and practice environment; and practical guidance for programme and project staff. At a minimum, the strategy should: provide a brief and general introduction to gender; explain the rationale for gender mainstreaming in strengthening

midwifery; identify gender roles and issues relevant to the project; guide teams to apply gender considerations throughout the project cycle; ensure project documents, indicators and targets are gender-disaggregated; promote collection and use of gender-disaggregated data; facilitate meaningful participation of relevant stakeholders, including marginalized groups such as women and youth; and highlight the need for adequate budget allocation to support gender-responsive action.

8. Design and draft a Gender-Transformative Facilitator Guide that translates the Gender Strategy into a structured learning and facilitation package. The guide should include session plans, facilitation notes, participatory and reflective methods, case studies, discussion prompts, exercises and practical tools that help facilitators explore gender norms, power, inclusion, respectful care, workplace dynamics, safeguarding and institutional change in relation to midwifery strengthening in Tanzania.
9. Design and draft a Participant Manual aligned to the facilitator guide, including key concepts, session summaries, learning activities, worksheets, action-planning tools, reflection pages, job aids or reference sheets. The manual should be accessible, practical and suitable for adult learners in the Tanzanian midwifery and health system context, enabling participants to apply the content within training, workplace and programme settings.
10. Ensure that the guide and manual integrate cross-cutting issues such as gender equality, intersectionality, disability inclusion, respectful maternity care, sexual and reproductive health and rights, workplace dignity and safety, prevention of sexual exploitation, abuse and harassment, safeguarding, ethics, leadership and accountability.
11. Develop illustrative examples, scenarios and case studies that reflect realistic midwifery education and service delivery contexts in Tanzania, including issues that may arise in classrooms, skills laboratories, mentorship settings, health facilities, supervision systems and workplace relations. These should reflect the lived realities of pre-service and in-service midwives, and where relevant address inclusion, age, disability, hierarchy, safety, leadership and access to professional development.
12. Facilitate or support a validation process for the draft products, including presentation of key elements to stakeholders, documentation of feedback, and revision of the documents accordingly.

13. Submit final editable and publication-ready versions of all agreed deliverables, including a short handover note summarizing the purpose of each product, recommended use, and any considerations for rollout, adaptation or translation.

## EXPECTED OUTPUTS/ KEY DELIVERABLES

The consultant is expected to deliver the following outputs and key deliverables:

- An inception report detailing the consultant's understanding of the assignment, methodology, work plan, consultation approach, quality assurance process and proposed outlines for the three products.
- A draft and final Gender Strategy for strengthening midwifery in Tanzania, including strategic priorities, gender mainstreaming guidance across the project life cycle, implementation considerations, monitoring directions and resourcing considerations.
- A draft and final Gender-Transformative Facilitator Guide with complete facilitation sessions, methodologies, exercises, case studies and facilitator notes.
- A draft and final Participant Manual aligned to the facilitator guide, with user-friendly learning content, tools, exercises, action-planning resources and reference materials.
- A validation summary report capturing stakeholder feedback, consultant responses to comments, and revisions made to the documents.
- Final clean and editable versions of all approved products, ready for use, adaptation, design or publication.

#	Deliverable	Description
1	Inception report	A concise inception report with methodology, work plan, consultation plan, proposed outlines, and quality assurance approach.
2	Desk review and contextual analysis brief	A brief summarizing the findings of the desk review and contextual gender analysis, including key issues, opportunities and implications for the three products.

#	Deliverable	Description
3	Draft Gender Strategy	A comprehensive draft strategy for strengthening midwifery in Tanzania through a gender-responsive and gender-transformative approach.
4	Final Gender Strategy	A revised, professionally formatted strategy incorporating stakeholder feedback and ready for institutional use.
5	Draft Gender-Transformative Facilitator Guide	A practical facilitator guide with structured modules, facilitation instructions, exercises, case studies and tools.
6	Final Gender-Transformative Facilitator Guide	A final revised facilitator guide suitable for use in workshops, institutional learning processes and training-of-trainers approaches.
7	Draft Participant Manual	A participant-facing manual aligned with the facilitator guide and designed for guided learning, reflection and application.
8	Final Participant Manual	A final revised participant manual that is accessible, clearly structured and ready for adaptation and printing.
9	Validation workshop/package	Presentation slides, summary of stakeholder feedback, attendance record if applicable, and a matrix showing how comments were addressed.
10	Final consultancy report and handover package	A brief completion report summarizing the process undertaken, documents developed, issues encountered, recommendations for rollout, and submission of all editable source files.

The exact sequencing of draft and final submissions may be refined during inception, but the three core documentation products i.e Gender Strategy, Facilitator Guide and Participant Manual must all be completed, validated and submitted in final editable form within the agreed assignment period.

## **ADDITIONAL REQUIREMENTS**

1. All deliverables shall be submitted in editable Microsoft Word format and, where requested, in clean PDF format.
2. All products shall be written in clear professional English, with language suitable for later adaptation or translation into Swahili if required.
3. The consultant shall ensure that all materials are technically sound, internally consistent and aligned across the three products in terminology, concepts and intended use.
4. The consultant shall apply a participatory, gender-sensitive, rights-based and do-no-harm approach throughout the assignment.
5. The consultant shall maintain confidentiality of all documents and information shared during the assignment and shall not reproduce or distribute them without authorization.
6. Any interviews, consultations or workshops conducted under this assignment shall follow appropriate ethical and safeguarding standards, including informed participation and respectful engagement.
7. All final products developed under this consultancy shall remain the property of [Organization name], and the consultant may not publish or reuse them without prior written consent.
8. The consultant shall be available for a reasonable number of review meetings and at least one validation session during the assignment period.

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

The assignment is expected to be implemented over a period of up to two months from the date of contract signature. A detailed schedule with milestones for inception, consultation, drafting, validation and finalization will be agreed at the start of the assignment.

## **RATES AND MODE OF PAYMENT**

The consultant will be paid at reasonable and competitive market rates based on experience and the approved financial proposal.

Payment is proposed to be disbursed as follows: 20% upon contract signature and approval of the inception report; 30% upon submission and approval of the first full drafts of the Gender Strategy, Facilitator Guide and Participant Manual; and 50% upon submission and acceptance of all final deliverables.

All payments shall be made subject to satisfactory performance, submission of the agreed deliverables, and compliance with applicable administrative and tax requirements.

## **QUALIFICATION AND EXPERIENCE**

1. An advanced university degree in gender studies, public health, midwifery, social sciences, medical education, development studies, or another relevant field.
2. At least 7 years of demonstrable professional experience in gender analysis, gender strategy development, curriculum or training material development, and facilitation within health, SRHR, maternal/newborn health, workforce development, or related sectors.
3. Strong understanding of gender-responsive, gender-transformative and disability inclusive programming and ability to translate these approaches into practical tools and documentation products.
4. Proven experience developing high-quality strategies, manuals, facilitator guides, toolkits or training curricula for institutional or programme use.
5. Demonstrated knowledge of the Tanzanian health and/or education context, preferably including experience related to maternal health, nursing, midwifery, respectful maternity care, professional education, or health workforce strengthening.
6. Experience designing and facilitating consultative processes with diverse stakeholders, including government, professional bodies, academic institutions, frontline practitioners and civil society actors.
7. Excellent analytical, writing, editing and synthesis skills, with the ability to produce clear, well-structured and user-friendly documents.

8. Excellent command of English; knowledge of Swahili will be a strong advantage.
9. Demonstrated commitment to safeguarding, inclusion, rights-based approaches and ethical engagement in consultancy assignments.

## EVALUATION CRITERIAS

Proposal will be evaluated based on the following criteria; -

#	CRITERIA	WEIGHT (%)
1.	Technical understanding and methodologies	30%
2.	Relevant experience and qualification	30%
3.	Quality of previous similar work	20%
4.	Financial proposal	20%

Only applicants who demonstrate the required technical capacity, experience, and suitability for the assignment will be considered for further engagement.

## PROPOSAL SUBMISSION

Interested individual consultants, consultancy teams, or consulting firms should submit the following documents to [procurement@wildaftanzania.or.tz](mailto:procurement@wildaftanzania.or.tz) and cc: [info@wildaftanzania.or.tz](mailto:info@wildaftanzania.or.tz) by **25th May 2026**:

1. A **cover letter** outlining the consultant's motivation for applying, understanding of the assignment, and how their qualifications and experience align with the requirements of the consultancy.
2. A **detailed technical proposal** describing the consultant's approach to the assignment, including methodology, work plan, consultation approach, timelines, key deliverables, and quality assurance mechanisms.

3. **A financial proposal** with detailed budget breakdown, including professional fees and any anticipated operational costs related to the assignment.
4. **Curriculum Vitae (CVs)** of the lead consultant and any supporting team members highlighting relevant qualifications and experience.
5. **At least two samples of similar work**, such as gender strategies, facilitator guides, participant manuals, training curricula, toolkits, or related technical documents.
6. **Contact information for at least three professional referees** who can attest to the consultant's qualifications and experience in similar assignments.

## PROPOSAL SUBMISSION

For inquiries or clarification, please contact:

Procurement WiLDAF,

Email: **Procurement@wildaftanzania.or.tz**

Mobile: +255784907188

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