

TERMS OF REFERENCE

Position Title:	Citizenship and Leadership Academy Content Developer
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:	Jamii Forums
Languages required	English and Kiswahili
Contract Date(s):	November 10 th – December 10 th , 2024
Duration:	One month

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

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

JamiiForums intends to engage a consultant to develop a CLA content. The content will include: (i) Training modules, to equip women and girls with knowledge, skills and agency in civic and political process, (ii) Promotional materials to promote the academy and mobilize the targeted groups to utilize the program. The development of CLA training content and promotional materials meant to be inclusive, participatory and relevant to the needs of women and girls in the country's political realm.

C. OBJECTIVES

JamiiForums is seeking a consultancy to develop both offline and online user-friendly training modules and promotional materials for the CLA that address key issues related to civic and political rights, gender equality, and women's participation in politics. The Consultant will work closely with JamiiForums and other project-implementing partners to meet the objectives of the consultancy.

D. SCOPE OF WORK.

Under the overall coordination of JamiiForums and in collaboration with the other awardees, the Consultant will be responsible for the following tasks:

Inception Phase

1. The Consultant shall conduct desk review to identify online CLA content available
2. Assess the relevance of the online CLA content with the current political context of the country and the global trend on gender and politics.
3. Acquaint with the USAID Wanawake Sasa project and the anticipated outcomes.
4. Prepare an inception report summarizing the objectives, scope and outputs of the assignment, as well as organisation and methodology for the assignment.



Development phase

1. Conduct needs assessment to identify the specific content for training and promotional materials required by the CLA.
2. Develop audio and written training modules that are user-friendly, inclusive, and relevant to the target audience. Training Modules to include among others; Gender, Human Rights and Women's rights Civic and political rights, Leadership skills, Public Speaking, Fundraising and resource mobilization, peace building and conflict resolution, digital rights and security.
3. Design promotional materials that effectively communicate the objectives and benefits of the CLA, includes; Brochures and flyers promoting the academy and the program, digital content for social media campaigns and Informational posters and infographics
4. Collaborate with project implementing partners and other relevant stakeholders, to validate the developed modules and promotional materials to ensure the materials are culturally appropriate and effective.
5. Provide revisions based on feedback from the validation meeting with experts and stakeholders.
6. Ensure all materials are accessible to diverse audiences, including People with Disabilities.

E. EXPECTED OUTPUTS/ KEY DELIVERABLES

1. Inception Report summarizing the objectives, scope of work, methodology and deliverable of the assignment.
2. Audio and written training modules that are user-friendly, inclusive, and relevant to the target audience
3. Promotional materials that effectively communicate the objectives and benefits of the CLA, includes; Brochures and flyers promoting the academy and the program, digital content for social media campaigns and Informational posters and infographics

F. TIME FRAME AND DURATION OF THE ASSIGNMENT

The consultancy is planned to be carried out in November – December 2024. Below is a tentative schedule:

Timeline for implementation

No.	Deliverable/Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Gathering all relevant materials for the assignment (Desk review) from the project lead at WiLDAF and other relevant source	2 days (home-based)	Consultant



2	Inception Report summarizing the objectives, scope of work, methodology and deliverable outputs of the assignment.	3 days	WiLDAF/USAID Wanawake Sasa team
3	Undertaking the development of training modules (not less than 6 modules)	8 days	WiLDAF/USAID Wanawake Sasa team
4	Undertaking development of promotional materials (Info graphs, video clips, brochures, flyers, posters, etc)	5 days	WiLDAF/USAID Wanawake Sasa team
5.	Lead validation session to review and refine the training and promotional materials, ensuring they effectively address the needs and interests of all project beneficiaries.	2 days	Consultant/ WiLDAF/USAID Wanawake Sasa team
6.	Incorporating feedback from the validation session to ensure that the final products are inclusive, relevant, and impactful, ultimately empowering women and girls to engage actively in civic and political processes	1 day	Consultant/ WiLDAF/USAID Wanawake Sasa team

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 of the contract and the remaining 50% upon delivery and acceptance of deliverables within specified period. The consultancy fee is subject to withholding tax at rate as per 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;



USAID
KUTOKA KWA WATU
WA MAREKANI



JAMIIFORUMS



Women in Law & Development in Africa

3. Over 10 years working in the field of human rights, gender and 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 vacancies@jamiiforums.com by 5th November 2024.

J. PROPOSAL SUBMISSION

For inquiries or clarification, please contact:

Jamii Forums

Email: vacancies@jamiiforums.com

Mobile: +255743440000

Jamii Forums reserves the right to reject any proposals not meeting the specified terms.