



Terms Of Reference for a Consultancy to conduct Leadership and Governance training to Tanzania Women Chamber of Commerce (TWCC) Board of Directors

1.0 About TWCC

Tanzania Women Chamber of Commerce (TWCC) – www.twcc-tz.org is an Apex and umbrella organization uniting sectorial Business Women Associations, Companies, Cooperatives, Groups and Sole proprietors who have agreed to form a united front to advocate, lobby and network for the wellbeing of their businesses and growth of women entrepreneurs. It was established in December 2005 as women in business umbrella Chamber in Tanzania. The Chamber has more than 10,000 members from all Sectors which Comprises 27 Regional Chapters (Branches) in Tanzania Mainland and Zanzibar, 14 Women Sectorial Associations and companies owned by women (Both Large, Small and Medium). The Chamber's objective is to bring women entrepreneurs from all walks of life together, including those in the informal sector, in order to encourage their growth and fight poverty amongst women.

TWCC is working with both private and public sector organizations in assisting and providing the necessary support and guidance to women and youth in business and advocate for favorable policies in which women enterprises can flourish.

The organization has more than 16 years of experience in conducting women economic empowerment activities in Tanzania. The overall target population of TWCC is women (women, young women and Men & PWDs) who are in business and those aspiring to engage in economic activities for income generation and employment creation. TWCC as an apex women organization offers a variety of services to women and youth across the country which includes; Lobbying and advocacy, Capacity building through training and mentorship, financial linkages, Market facilitation and linkages and Facilitation Networking for women entrepreneurs.

According to the chamber Constitution/MEMART of TWCC, the Annual General Meeting (AGM) is the highest Body for decision making within the organization and it comprises all members. The decision of the day-to-day activities is led by the Board of Directors which is elected by the members through AGM. The day-to-day activities of the organization is performed by the Management which is led by the Executive Director. The Board of Directors are elected during the annual General Meeting (AGM) and it comprises of 9 members who are also representing different zones. One of the activities in the TWCC's five-year Strategic plan for 2021/2025, is to strengthen the organization leadership from Chapters/Branches to National level. Therefore, TWCC is looking for a consultant to review the organogram, leadership and management structure of the

organization and deliver leadership and Governance training to TWCC Board of Directors and selected regional leaders.

2.0 Objectives of the assignment

The objective of the assignment is to deliver leadership and governance training to TWCC Board of Directors and Chapter Leaders.

2.1 Specific activities, Methodologies, and scope of the work

Specific Activities	Methodology	Days
Review the organogram and leadership structure of TWCC from National to Regional Level	Review TWCC leadership operation policies such as constitution/MEMART, Board Charter and visit 3 Regions to get insights on how TWCC operates at regional level (Tabora, Iringa and Arusha) etc.	6
Identify and examine leadership and governance skills gap and develop action for implementation	Review previous leadership training conducted, interview some of the proposed trainees i.e., Board members, Regional and Association leaders	1
Review membership structure including their roles and responsibilities	Review TWCC Membership Charter and conduct interviews with few members	1
Assess and recommend sustainability of TWCC activities at Regional and National Level as per its mission and vision in the absence of donor fundings.	Conduct desk research, Review TWCC resource mobilization policy and propose strategy to enhance sustainability of organization activities without donor funding	2
Assess communication structure within TWCC Board, Regional and District Chapters	Review the effectiveness of the presence communication channels, Communication strategy and provide recommendations if any	1
To assess strategies to empower more young women to run for leadership opportunities within TWCC	Review the current youth inclusivity	1
Preparation of Training Materials	Desk review, develop leadership and governance training modules to be used by TWCC in rolling out leadership training in other regions	2
To disseminate findings during the workshop and provide training to selected leaders of TWCC on leadership and good Governance based on the findings.	Conduct three days training to leaders of TWCC on leadership, governance, sustainability strategies and resource mobilization techniques	3
Report writing	Include all the review and assessment conducted, action plan developed, and topic covered during the training	2

2.2 Deliverables

1. Report for the leadership training needs conducted.
2. Copy of the leadership and Governance training materials developed.
3. Action plan to guide sustainability of TWCC activities.
4. Final consultancy report comprising the following;
 - 4.1 Assignment background
 - 4.2 Executive Summary
 - 4.3 Approach/ methodology used;
 - 4.4 Report key issues;
 - 4.5 Recommendations; and
 - 4.6 Annexes.

3.0 Consultancy timeframe

The duration of the consultancy shall be for a maximum of 19 working days.

4.0 Payment arrangements

Payment will be made to the consultant in three installments: 20% after submitting the inception report, 40% after the work and 40% after a final consultancy report has been accepted by TWCC and MEDA

5.0 Qualifications of the Consultant

- a) Master of Social Sciences preferably in, planning, public policy, public administration, development studies, gender, community development. Relevant postgraduate qualification in organization development will be an added advantage.
- b) Minimum of 10 years of progressive experience in capacity building programs; experience working with women organizations or private sector capacity support in Tanzania.
- c) Experience in governance issues
- d) A working Knowledge of human rights.
- e) A working Knowledge of Gender Analysis.
- f) Fluency in English is a must.
- g) Excellent presentation and report writing skills
- h) Professional qualification of the consultant, attach CV.
- i) A reliable and effective analyst with extensive experience in conducting analyses and proven record of delivering professional results.
- j) Experienced with non-formal, participatory learning approaches and preferably have experience with implementation.

6.0 Supervision of the consultant

The consultant will be under the direct supervision of the TWCC Executive Director and MEDA Gender specialist for the duration of the contract.

7.0 Outline of the Technical Proposal

The Technical proposal should include the following sections:

- Understanding of the TORs
- Critical issues for the assignment
- Detailed methodology of the assignment
- Detailed timeframe and work plan and Budget
- CV of the Consultant detailing experience on Leadership.
- References.

The financial proposal must be submitted in TZS with detailed breakdown of all activities being budgeted for, showing unit, unit cost and duration.

A Consultancy Proposal should be sent via email to info@twcc-tz.org with copy to hrtz@meda.org : The application deadline is 20th February 2023 (EAT Time). Any proposals received after this date/time will not be accepted and all applications should be addressed to;

Executive Director,

Tanzania Women Chamber of commerce (TWCC),

P.O Box 5591,

Dar es salaam.

Website: www.twcc-tz.org

Women candidates are encouraged to apply.