

Term of Reference
Consultancy Work for Conducting Capacity Development Needs Assessment

Supervised by: Forest Program Coordinator
Work location: Kilwa and Rufiji District
Application Deadline: 16th August 2025
Duration: Thirty Days (30 days)
Activity: *Conduct Capacity Development Needs Assessment for Selected villages in Kilwa and Rufiji Districts”.*

1. INTRODUCTION

WWF is an international non-governmental organization founded in 1961, working to build a future where people live in harmony with nature. The mission of WWF is to stop the degradation of the planet's natural environment by conserving biological diversity, ensuring that the use of renewable natural resources is sustainable, and promoting the reduction of pollution and wasteful consumption through cooperation with local communities to secure sustainable and resilient rural livelihoods as a key conservation approach with energy and climate change adaptation and mitigation as a cross-cutting approach in all programme.

Under the Pamoja Tuhifadhi Bahari Yetu Project implemented by IUCN and funded by the European Union, the WWF is sub-granted resources to implement interventions to support community-led coastal forest management in selected sites of Mainland Tanzania. Pamoja Tuhifadhi Bahari Yetu Project (short form: Bahari Yetu Project) is an initiative funded with 11 million euros from the European Union. This project is part of a broader effort, backed by the EU with 110 million euros, aimed at supporting the United Republic of Tanzania through a programme called the Blue Economy for job creation and adapting to climate change. The programme has three pillars: conservation of coastal and marine ecosystems, sustainable use of natural resources in the coastal areas and improved governance of coastal and marine resources.

2. BACKGROUND

The coastal forests of Tanzania extend from Tanga to Mtwara along the coastal line, encompassing six distinct landscapes: lowland Usambara, Kiono-Zaraninge-Msumbugwe, Pugu-Kazimzumbwi-Ruvu South, Matumbi-Kichi, Kilwa, and Lindi. These forests cover an area of 358,000 hectares and stretch for 1,424 kilometers along the coastal line. Biologically rich, they are classified as Zanzibar-Inhambane undifferentiated forests according to White's phytogeographic classification. However, these forests are heavily fragmented and extremely vulnerable to exploitation due to land use pressures exerted by adjacent communities for various socio-economic gains. This fragmentation has disrupted the functioning of the forest ecosystem, leading to the irreversible loss of their unique biodiversity. To redress these challenges the United Republic of Tanzania has embarked in the process of developing and implementing a comprehensive Marine Spatial Plan (MSP) guideline, which is an important tool for Blue Economy (BE). This aligns with European Union Delegation Blue Economy (EUD BE) programme. To this end International Union for Conservation of Nature (IUCN) has granted WWF TCO to implement work package 2 “Strengthen Community-led Management of Coastal Forests” of the Pamoja Tuhifadhi Bahari Yetu Programme. Field action will focus on Kilwa (Kilwa Landscape) and Rufiji (Matumbi-Kichi Landscape) Districts.

This project works with both central and local governments, largely through the forest sector, and other CSOs/NGOs; to strengthen overall conservation and management of the coastal forests of Tanzania, focusing on both Zanzibar and three priority landscapes in southern Tanzania. The project is designed to run for 4 years through National Execution Modalities, with government sub-contracting WWF to undertake some

specific function.

To strengthen community-led management of Coastal Forests, the project aims to fully operationalize Community Based Forest Management (CBFM) in the prioritised Coastal Forest landscapes by providing comprehensive support for village land use planning and the development of forest management plans, which includes conducting forest inventories, establishing by-laws, and building the capacity of Village Natural Resource Committees (VNRCs) and village government authorities. This will ensure the proper implementation of management plans and promote villages' forest reserves to meet Other Effective Area-based Conservation Measures (OECM) standards.

Additionally, the project seeks to enhance community-based forest governance through strengthening natural resources governance and the creation of a community forest governance monitoring dashboard. IUCN will contribute to this process by deploying governance tools such as Integrated Management Effectiveness Tools (IMET) and Site-level Assessment for Governance and Equity (SAGE) to bolster this capacity-building effort.

3. PURPOSE OF CDNA STUDY

In order to effectively deliver required tailored capacity development to the targeted village institutions to discharge their mandates and fulfil their obligation in managing their natural resources, WWF Tanzania intends to hire a team of experts to conduct capacity development needs assessment to identify and establish gaps and capacity development required for village institution responsible for management and development of forest resources in target project villages in Kilwa and Rufiji Districts.

The study will support in the development of capacity need assessment framework, development plan and guide capacity building to the target village institutions. This will effectively bench mark the level of capacity improvement and overall outcome and impact project.

3.1 OBJECTIVE AND SCOPE

The objectives of the consultancy are to

- i. Conduct an assessment and to provide an overview and analysis of the capacity strengths and weaknesses across all stakeholders categories within the village for the effective forest resource management. The Assessment should in particular, as far as is practical and realistic, identify and analyse the main human capacity weaknesses (individual, institutional and societal) and should highlight financial and physical asset deficiencies. The expected results should be well defined to analyse the dynamics that explain present capacity, identify driving forces for change to ensure effectiveness of future capacity development efforts and provide the building elements for developing a demand-driven capacity building strategy for sustainable forest management.
- ii. Develop the capacity needs assessment framework to systematically identify gaps between existing and desired capacities to achieve project objectives on enhancing sustainable forest management, focusing on individuals, organizational, and the broader system.
- iii. Outline a long-term and sustainable capacity development strategy, identifying major axes of investment in capacity building as well as opportunities, programmes, and products that will enhance the ability of villages toward sustainable management of forest resources.

3.2 GEOGRAPHICAL SCOPE

This project is to be implemented in 10 village: Kilwa (Kikole, Kisangi, Kiwawa, Ngea and Liwiti) and Rufiji (Kitapi, Nyaminywili, Kipugila, Kipo and Nyawanje-Ngwembe).

4. METHODOLOGY

The Capacity Building Needs Assessment should be participatory and consultative. The consultant should conduct the needs assessment using methodologies that are novel and pragmatic. It is expected that the assessment will be built around self-assessment processes as well as broad consultation with stakeholders to help collect, and validate information.

The capacity assessment framework should recognize the multiple dimensions of capacity needed to effectively achieve the desired project objectives. It should go beyond individual capacity (relevant skills and abilities) to include institutional capacity (governance, structures, processes, etc.) as well as the broader context and environment within which the institutional functions (societal capacity). The Development of the capacity building strategy and/or plan should be informed from existing institutional strategic and staff development plans.

A validation workshop will be conducted with key stakeholders to review and agree on the final results. The consultant will advise on the agenda of the workshop and will participate in the workshop to present the capacity needs assessment results and the outline of the strategy. The consultant will also revise and finalise the strategy to incorporate the discussions and the agreements of the stakeholders validation workshop.

5. KEY DELIVERABLES

- i. An inception report including a work plan, detailed methodology, report format and timeline, to be submitted within 7 days from the commencement of the assignment
- ii. A draft capacity needs assessment consolidated report and draft capacity development strategy addressing at least the following key issues from the community and forest sector-wide perspectives within the village.
 - a. Capacity challenges at the institutional and individual levels in relation to forest law enforcement and forest extension and publicity;
 - b. Current capacity development opportunities on Sustainable Forest Management, Forest Landscape Restoration and governance;
 - c. Specific capacity needs and priorities at the institutional and individual levels in relation to Sustainable Forest Management, Forest Landscape Restoration and governance;
 - d. Recommendations for the most suitable, effective, efficient and affordable modes of capacity development to meet the identified needs.
- iii. Agenda and composition of participants to the validation workshop.
- iv. Presentations and participation at the validation workshop.
- v. Final capacity needs assessment and capacity development strategy taking into account the results of the validation workshop.

6. SKILLS AND EXPERIENCE REQUIRED OF CONSULTANT

The consultant is expected to have the following skills and expertise:

- i. Advanced degrees in forestry management, natural resources management, environmental sciences, sustainability science, development studies, social sciences or related discipline;
- ii. A minimum of five (5) years' experience in conducting individual and institutional capacity needs assessments.
- iii. At least five (5) years of experience working in institutional development and capacity building in protected areas;
- iv. Excellent writing and communication skills in English and Kiswahili;

- v. Strong interpersonal skills and the ability to communicate and work well with diverse people.

7. RESPONSIBILITIES AND LOGISTICS

WWF Support

WWF will be responsible for technical oversight of this assignment including consolidation of applications, evaluation, and contracting. WWF will provide logistical and operational support throughout the assignment process. WWF Forest Programme Coordinator will be responsible for consolidating and providing necessary information to the consultant(s).

i. Access to office premises and use of WWF materials

WWF materials available for the assignment will be provided to the consultant through the Energy Program Coordinator.

ii. Field visits

Field work: The consultant(s) is expected to undertake stakeholders' consultation in order to collect appropriate data and information, evidence and discussion with actors in the sector.

8. BUDGET, FUNDING, AND PAYMENT TERMS

WWF will provide the funds for this assessment and will be responsible for financial oversight. The consultant will enter into a contract for this assignment with WWF-Tanzania who will manage the contract. The rate per day will be subject to the consultant's qualifications and experience. The costs for traveling, accommodation and per Diem will be covered by WWF using WWF rates, as part of consultant contract under reimbursable costs, and will be paid when the consultant delivers the work. The consultant will be paid in three installments as follows: 1st installment 40% paid after presentation and approval of the Inception/Work plan; 2nd installment 30% upon submission and approval of the draft capacity development strategy and final installment 30% paid upon submission of the draft and final of the Capacity Development Needs Assessment report as described in the table below.

Payment Arrangement

	Deliverables	Due Date	Payment Structure
1	Final work plan and timeline agreed Upon submission and approval of the Inception Report		40%
3	Upon submission and approval of the draft capacity development strategy		30%
2	Upon review and approval of the 1 st draft and final of the Capacity Development Needs Assessment report.		30%

APPLICATION PROCEDURE

Interested candidates should submit the following:

1. A technical proposal outlining the understanding of the assignment, methodology, and work plan.
2. A financial proposal indicating all-inclusive costs in TZS (professional fees, travel, field costs).
3. Updated CV(s) with relevant experience and references.
4. Declaration of any conflict of interest.

Applications should be sent to procurement@wwtz.org by 19th August 2025 at 5:00 PM EAT.

ETHICAL CONSIDERATION

The consultant must adhere to WWF's policies on ethical conduct, safeguarding, and zero tolerance for fraud or corruption. Any incident should be reported to feci@wwtz.org.