SUSTAINABLE AGRICULTURE TANZANIA
SOLUTIONS FOR A BETTER FUTURE

TERMS OF REFERENCE
FOR

SERVICE PROVIDER TO DOCUMENT THE ESTABLISHMENT OF THE CLIMATE RESILIENT MODEL VILLAGE (CRMV) AND OTHER PCRAH PROJECT ACTIVITIES IN MVOMERO DISTRICT.

NOVEMBER 2026
SUSTAINABLE AGRICULTURE TANZANIA
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1.0. Overview

Sustainable Agriculture Tanzania (SAT) is seeking to engage a qualified service provider (individual consultant or firm) to document the establishment and progress of the Climate Resilient Model Village (CRMV) in Msufini, Mvomero District, and the broader activities implemented under the Participatory Climate Risk Assessment Hub in Tanzania (PCRAH) project in other target communities. This documentation will capture the project's achievements, lessons learned, and impact, creating a comprehensive body of evidence and knowledge products for scaling and institutional learning. These Terms of Reference (ToR) serve as a request for proposals from interested consultants/firms.

2.0. About Sustainable Agriculture Tanzania (SAT)

SAT is a local organization registered in June 2011 and complying with the NGOs Act 2002 as amended in 2019 with registration number 00NGO/R/833. SAT's vision is that "the majority of farmers are using acknowledged agroecological methods to improve their livelihoods, conserve the environment, and reduce pressure on natural resources". SAT collaborates with different stakeholders including farmers, Ministry of Agriculture (MoA), Ministry of Livestock and Fisheries (MLF), training institutions, universities, organizations, companies and government extension officers to carry out its activities. This holistic approach establishes an Innovation Platform, where dissemination of knowledge, research, application and marketing and networking build the main pillars. SAT headquarters are in Morogoro with branch offices in 4 regions and operates all over Tanzania. SAT runs its operations through a number of donor-funded projects where the PCRAH project is among them.

3.0. About PCRAH Project

The Participatory Climate Risk Assessment Hub in Tanzania (PCRAH) project is implemented by SAT with the support of the Protestant Agency for Diakonie and Development for Bread for the World (BftW). The project aims to strengthen climate resilience among vulnerable rural communities and civil society organizations through the implementation of the Participatory Assessment of Climate and Disaster Risks (PACDR) approach. The project promotes participatory, gender-responsive, and community-led climate adaptation planning, disaster risk reduction, and resilience building. A key initiative under the current phase is the establishment of a Climate Resilient Model Village (CRMV) in Msufini, which serves as a practical demonstration site for climate-resilient agriculture, agroforestry, ecosystem restoration, water management, and livelihood diversification. The project also works in other communities including Mkindo, Hembeti, and Dihombo

4.0. Objective of the assignment

The main objective of this assignment is to document the establishment and operationalization of the Msufini Climate Resilient Model Village (CRMV) and other key activities of the PCRAH project in Mkindo, Hembeti, and Dihombo. The documentation will serve as a comprehensive case study, generating evidence and knowledge products to inform scaling, replication, and policy engagement.

Specifically, the documentation seeks to:

- Capture the process, successes, challenges, and lessons learned from the establishment and operationalization of the CRMV in Msufini.
- Document the specific Agroecological and Soil and Water Conservation (SWC) practices being applied in the CRMV, including Tied-ridges, Half-moons, Nine-seed hole, Fanya Juu, Fanya Chini contours, and drainage channels.
- Document the implementation of adaptation actions and the progress of community-led resilience initiatives in the other three target communities of Mkindo, Hembeti, and Dihombo.
- Highlight the impact of the PCRAH project on target communities, including aspects of gender equality, social inclusion, and institutional strengthening.
- Develop a set of professional knowledge products (e.g., case studies, a documentary video, photo stories) for dissemination to a wide range of stakeholders

5.0. Expected outcomes of the documentation.

At the end of the assignment, the following outcomes are expected:

- A comprehensive final documentation report on the establishment of the Msufini CRMV and other PCRAH activities.
- A well-researched and compelling case study on the Msufini CRMV, detailing the journey, practices, and community transformation.
- A high-quality, short documentary video (5-10 minutes) showcasing the CRMV and project impacts.
- A professionally curated photo essay capturing the "before and after" changes, practices, and community voices.
- A comparative analysis report of the project's adaptation strategies across all four target communities (Msufini, Mkindo, Hembeti, and Dihombo).
- A summary presentation of key findings and recommendations for SAT and its partners.

6.0. Methodology

The Service Provider shall employ participatory, inclusive, and mixed methods approaches to capture both quantitative and qualitative data. These include but are not limited to:

- **Desk Review**: Review of project documents, including proposals, annual reports, assessment reports, and the Challenges and Solutions Guide.
- **Key Informant Interviews (KIIs):** Conduct interviews with SAT staff, PACDR champions, local government officials (Village, Ward, and District), representatives of Partner Organizations, and community leaders.
- **Focus Group Discussions (FGDs):** Conduct FGDs with community members in all four villages, ensuring balanced participation of women, men, youth, and persons with disabilities.
- **Field Observations**: Direct observation of the CRMV demonstration plots, individual farmer fields, and SWC structures. This will involve visiting farms to document practices like Tied ridges, Half-moons, Fanya Juu, Fanya Chini, etc., and capturing their application through photography and video.
- **Participatory Content Creation:** Facilitate community-led storytelling sessions and use participatory visual methods (e.g., PhotoVoice) to capture the community's perspective.
- **Case Study Development:** Develop in-depth case studies for individuals, groups, or the village as a whole.

7.0. Expected deliverables

The following deliverables are expected from the Service Provider:

- **An Inception Report:** This should be the first deliverable, detailing the proposed methodology, data collection tools, a detailed work plan with timeline, and a content outline for the final products. This report must be reviewed and approved by the SAT team before the documentation work commences.
- A comprehensive Final Documentation Report (maximum 40 pages) including an executive summary, methodology, detailed findings on CRMV and other community activities, impact stories, and recommendations.
- One (1) professionally produced Case Study (3-5 pages) on the Msufini CRMV.
- One (1) high-quality, short documentary video (5-10 minutes) in both English and Kiswahili subtitles.
- One (1) professionally curated Photo Essay (a minimum of 20 high-resolution photos) with descriptive captions.
- A summary presentation (PowerPoint) of the documentation findings and recommendations to be presented to SAT and its partners.
- An electronic copy of all raw data and materials, including interview transcripts, audio/video files, and photographs.

Note

The final documentation report and all knowledge products will be produced within 10 days after the completion of the field work. A first draft of all deliverables should be submitted for review by 02nd December 2026**.** The final versions will be submitted within one week of receiving feedback.

8.0. Time span of the training

This assignment is expected to be carried out over a period of 12 calendar days within the period of 11th to 22nd November 2026. This includes time for desk review, field work, data analysis, and product development.

9.0. Profile/Consultancy requirements

The Service Provider should have the following qualifications and experience:

- **For a Firm:**
  - Proven experience (at least 5 years) in development of communication materials, documentary filmmaking, and participatory research.
  - A strong portfolio of previous work, including high-quality case studies, documentaries, and photography.
  - Experience in the fields of agriculture, climate change adaptation, environmental conservation, or rural development.
  - A team with strong competencies in qualitative research, visual storytelling, and report writing.
  - Experience working with government institutions, CSOs, and donor-funded projects in Tanzania will be a strong advantage.
- **For an Individual Consultant:**
  - At least a bachelor's degree in communications, Journalism, Development Studies, Social Sciences, or a related field. A master's degree is an added advantage.
  - A minimum of five (5) years of proven experience in development communications, storytelling, and documentation.
  - Demonstrated experience in producing professional case studies, photography, and/or documentary films.
  - Excellent writing, analytical, and communication skills in English and Kiswahili.

10.0 Proposed modality of payment

Upon signing of the contract before the start of the assignment, a first instalment of **50%** of the agreed sum will be paid. A second instalment of **20%** will be paid upon submission and approval of the first draft of all key deliverables. The final **30%** will be paid after the successful completion and handover of all final deliverables.

11.0. Points for consideration in evaluating expression of interests

Expressions of Interest will be evaluated based on the following criteria:

- Demonstration of clear understanding of the scope and objective of the assignment.
- Demonstration of the service provider's expertise, capacity, and experience in undertaking similar assignments (portfolio of past work will be key).
- Quality and clarity of the proposed methodology and approach.
- Clear and detailed budget for the entire assignment.
- Samples of previous similar work (e.g., case studies, video links, photo essays).
- Clear proposed plan/timetable for the assignment.
- Timely submission of the Expression of Interest (EOI).

12.0. Sustainable Agriculture Tanzania (SAT) has a zero tolerance to:

- **Sexual Exploitation, Abuse and Harassment**

Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) is everyone's responsibility, and all staff, consultants and partners are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, consultants and partners in addition to related mandatory training. All staff, consultants and partners must ensure that they understand and act in accordance with this clause.

- **Corruption and bribery**

The consultant shall comply with all applicable laws, statutes, regulations relating to anti-bribery and anti-corruption including but not limited to the Prevention and Combating of Corruption Act No. 11 of 2007 and not engage in any activity, practice or conduct which would constitute an offence under the Act.

13.0 Equality

Sustainable Agriculture Tanzania (SAT) is committed to encouraging equality and inclusion. Qualified consultants and firms regardless of their gender, religion, age or ethnicity who meet the minimum requirements are encouraged to apply.

14.0. Application and Documentation

Interested qualified service providers are invited to submit their applications. The application should include: An application letter (Expression of Interest), Curriculum Vitae (CV) for an individual or a company profile with CVs of key team members, A conceptual inception report showing how you intend to achieve the stated objectives, including a detailed methodology, A portfolio of previous experience with links to sample work (case studies, videos, photo essays, references), A proposed work plan and detailed budget for undertaking the assignment. Please send your application electronically via consultancy@kilimo.org by 6th November 2026 with the subject line: **Consultancy Service for CRMV and PCRAH Documentation**. NB: The deadline for submission of EOI will be on 4th November 2026 at 1700hrs East African Time. Late EOIs and portions of EOI shall not be accepted. Only awarded consultant(s) will be contacted.

We are open to receiving questions for clarifications if any through *consultancy@kilimo.org* until 3rd November 2026 after which no further questions will be received. No in-person or phone follow-up is accepted.