



**CHRISTIAN SOCIAL SERVICES COMMISSION
(CSSC)**

TERMS OF REFERENCE (TOR)

FOR

**ENGAGEMENT OF LEGAL AID SERVICE PROVIDER FOR GBV PREVENTION,
LEGAL AID, LITIGATION SUPPORT, AND HIV-RELATED LEGAL EDUCATION
FOR ADOLESCENT GIRLS AND YOUNG WOMEN (AGYW)**

1. Background

Christian Social Services Commission (CSSC) is an ecumenical body established in 1992 by the Christian Council of Tanzania (CCT) and Tanzania Episcopal Conference (TEC) to coordinate and strengthen the delivery of health and education services by member churches in Tanzania. CSSC coordinates a network of more than 900 church-owned health facilities, the majority of which are rural-based, contributing nearly 14% of all health facilities in Tanzania, and 1000 Church-based education institutions providing 10% of all education services offered in Tanzania.

The Ministry of Health through the Global Fund Cycle 7 (GC7) HIV/TB Grant is implementing community-based HIV prevention and response interventions aimed at reducing HIV incidence and addressing structural vulnerabilities among Adolescent Girls and Young Women (AGYW) in Tanzania.

The program is implemented through the Christian Social Services Commission (CSSC) in collaboration with Sub-Sub Recipients (SSRs), including TAYOA, NACOPHA, STEPS, and other implementing partners across supported councils.

Despite ongoing HIV prevention interventions, AGYW continue to face multiple structural and social barriers that increase their vulnerability to HIV infection, gender-based violence (GBV), stigma, discrimination, economic exploitation, and limited access to justice and protection services.

Key challenges include:

- Limited awareness of legal rights and protection mechanisms among AGYW;
- Weak coordination and referral linkages between legal aid, health, social welfare, and GBV response systems;

- Underreporting of GBV and exploitation cases due to fear, stigma, and limited legal support;
- Inadequate access to legal representation and case follow-up services;
- Persistent stigma and discrimination associated with HIV status and sexual and reproductive health rights;
- Limited community-level legal literacy regarding HIV-related rights, confidentiality, consent, and protection.

In response to these gaps, CSSC intends to engage a qualified Legal Aid Service Provider to provide integrated legal aid, litigation support, legal literacy, and GBV response services for AGYW across 47 councils.

The intervention aims to strengthen rights-based programming, improve access to justice, support survivor-centered GBV response systems, and contribute to a protective environment that supports HIV prevention, care, and treatment outcomes.

2. Objective of the Assignment

2.1 Overall Objective

To strengthen access to justice, legal protection, GBV response, and HIV-related rights awareness among AGYW through provision of legal aid services, litigation support, legal literacy, and community-based legal empowerment interventions.

2.2 Specific Objectives

The assignment specifically aims to:

1. Increase awareness and understanding among AGYW and communities on legal rights related to GBV, HIV/AIDS, child protection, and sexual and reproductive health rights;
2. Provide accessible legal aid, counselling, mediation, and litigation support services for AGYW affected by GBV, abuse, exploitation, discrimination, and rights violations;
3. Strengthen referral pathways and coordination between legal aid systems, health facilities, social welfare services, police gender desks, and community structures;
4. Promote a supportive and protective legal environment that contributes to HIV prevention, treatment adherence, and protection of AGYW rights;
5. Build the capacity of peer educators, community health workers, and local structures on rights-based programming and survivor-centered response approaches;
6. Strengthen documentation, reporting, and learning related to legal aid and GBV response interventions under the AGYW program.

3. Scope of Work

The Legal Aid Service Provider shall undertake the following activities:

3.1 Community Legal Awareness and GBV Prevention

The service provider shall:

- Conduct community sensitization and awareness sessions targeting AGYW, peer educators, caregivers, local leaders, and community gatekeepers;
- Facilitate legal literacy sessions on:
 - GBV laws and reporting mechanisms;
 - Child protection laws and safeguarding principles;
 - Rights of AGYW and vulnerable populations;
 - HIV-related legal rights, confidentiality, disclosure, and protection against discrimination;
 - Prevention of sexual exploitation, abuse, early marriage, and violence;
- Utilize community-based and peer-led approaches during implementation;
- Legal right champion
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3.2 Legal Aid and Case Management Support

The service provider shall:

- Establish mechanisms for legal counselling, intake, documentation, and case management;
- Provide legal advice and legal representation for eligible GBV and rights violation cases;
- Support AGYW survivors with:
 - Case documentation;
 - Mediation and legal counselling and appropriate linkages
 - Filing complaints and obtaining legal remedies;
 - Court representation where applicable;
- Facilitate follow-up of GBV and protection cases through:
 - Police Gender and Children Desks;
 - Social Welfare Offices;
 - Health facilities;
 - Community protection committees;
 - Courts and relevant justice systems;
- Maintain survivor-centered, confidential, and ethical handling of all cases.

3.3 HIV and Human Rights Legal Education

The service provider shall conduct structured legal education sessions covering:

- Rights to HIV prevention, testing, treatment, and care;
- Confidentiality and informed consent;

- Protection against HIV-related stigma and discrimination;
- Legal implications of disclosure and partner notification;
- Rights related to access to health and social services;
- Legal and ethical protection for survivors of violence and abuse.

The sessions shall be integrated within:

- AGYW peer group meetings;
- Community outreach sessions;
- Safe house and youth forums;

3.4 Capacity Building and Systems Strengthening

The service provider shall:

- Train peer educators, community health workers (CHWs), community volunteers, and local leaders on:
 - Basic legal rights and referral systems;
 - Survivor-centered GBV response;
 - Confidentiality and safeguarding;
 - HIV-related rights and protection;
- Strengthen coordination and referral pathways between:
 - Legal aid systems;
 - Health facilities;
 - Social welfare offices;
 - Police Gender and Children Desks;
 - Community structures;
 - AGYW program platforms.

3.5 Documentation, Monitoring, and Reporting

The service provider shall:

- Maintain proper documentation and records for:
 - Legal aid cases supported;
 - Awareness sessions conducted;
 - Beneficiaries reached;
 - Referrals made and completed;
- Develop anonymized case studies and success stories;
- Document implementation challenges, lessons learned, and best practices;
- Submit periodic technical and performance reports.

4. Geographic Coverage

The assignment will be implemented across 47 councils in supported regions under the AGYW program.

Priority shall be given to:

- High HIV burden areas;
- Councils with high GBV prevalence;
- Areas with active AGYW programming and peer-led interventions;
- Underserved and hard-to-reach communities.

Detailed geographical coverage is provided under **Annex 1**.

5. Expected Deliverables

The Legal Aid Service Provider shall deliver the following:

5.1 Inception Report

Within two (2) weeks after contract signing, submit:

- Detailed implementation methodology;
- Workplan and timelines;
- Risk mitigation plan;
- Monitoring and reporting framework.

5.2 Monthly Progress Reports

Reports shall include:

- Activities conducted;
- Number of AGYW reached;
- Number and type of legal awareness sessions;
- Cases received and supported;
- Referrals completed;
- Key implementation challenges and actions taken.

5.3 Quarterly Performance Reports

Reports shall include:

- Consolidated achievements against targets;
- KPI analysis and trends;
- Success stories and lessons learned;
- Coordination and systems strengthening updates;
- Recommendations for improvement.

5.4 Case Documentation Reports

The provider shall submit:

- Anonymized case summaries;
- Litigation and mediation outcomes;
- Referral pathway analysis;
- Protection and safeguarding observations.

5.5 Final Completion Report

The final report shall include:

- Summary of achievements against objectives and KPIs;
- Impact assessment and outcomes;
- Lessons learned and best practices;
- Sustainability recommendations;
- Strategic recommendations for future programming.

6. Key Performance Indicators (KPIs)

The service provider shall be assessed based on the following indicative indicators:

- Number of AGYW reached with legal awareness sessions;
- Number of legal literacy sessions conducted;
- Number of GBV and rights violation cases identified and supported;
- Number of legal counselling sessions provided;
- Number of referrals made and completed;
- Number of cases successfully mediated, resolved, or litigated;
- Number of peer educators and community actors trained;
- Number of coordination and systems strengthening engagements conducted;
- Timeliness and quality of reports submitted.

7. Duration of Assignment

The assignment shall be implemented over an initial period of seven (7) months.

8. Reporting and Coordination

The Legal Aid Service Provider shall:

- Report directly to the CSSC Project Director or designated focal person;
- Work closely with CSSC, SSRs, regional and council authorities, TACAIDS, social welfare offices, police gender desks, and relevant legal institutions;

- Participate in coordination meetings, review meetings, supervision activities, and technical discussions as required;
- Ensure alignment with Global Fund, national HIV/GBV guidelines, and AGYW program frameworks.

9. Required Qualifications and Experience

Interested firms/organizations must demonstrate:

- Legal registration and accreditation to operate in Tanzania;
- Minimum of five (5) years' experience in legal aid, GBV response, and human rights programming;
- Proven experience in:
 - Community legal awareness;
 - Litigation support and mediation;
 - HIV/GBV programming;
 - Survivor-centered programming;
- Strong understanding of:
 - Tanzanian legal and policy frameworks on GBV and HIV/AIDS;
 - Human rights and safeguarding principles;
 - Community systems strengthening;
- Operational presence and implementation capacity in multiple regions;
- Availability of qualified legal professionals and case management personnel.

10. Ethical, Safeguarding, and Confidentiality Requirements

The service provider shall:

- Adhere to survivor-centered GBV response principles;
- Ensure confidentiality and secure handling of sensitive information;
- Comply with national laws, donor requirements, and ethical standards;
- Maintain safeguarding and child protection procedures;
- Ensure informed consent during case handling and documentation;
- Protect beneficiaries from retraumatization, stigma, and discrimination.

11. Evaluation Criteria

Proposals shall be evaluated using the following criteria:

Evaluation Area	Weight
Technical Capacity and Institutional Experience	40%
Relevant Experience and Track Record	20%

Implementation Methodology and Workplan	30%
Cost-effectiveness and Financial Proposal	10%

Only technically responsive proposals shall proceed to financial evaluation.

12. Application Package and Procedures:

Applications must include the following components;

- i. A technical proposal detailing the Organizational profile and legal registration documents, Understanding of the assignment, Proposed methodology and implementation approach, Workplan and staffing plan, Relevant experience and references, Risk mitigation strategy.
- ii. A financial proposal with a detailed cost breakdown per each phase, Detailed budget breakdown, Professional fees, Operational costs, Applicable taxes all in Tanzanian shillings.
- iii. Current company profile and examples of recently successfully relevant work.
- iv. Valid business operating licences
- v. Names and contact information of three references who can be contacted regarding the relevant experience on executing similar tasks.
- vi. All proposals should be electronically submitted to procurement@cssc.or.tz copying director@cssc.or.tz. Late or incomplete submissions will not be considered.

Executive Director
Christian Social Services Commission
4 Ali Hassan Mwinyi Road
P.O Box 9433 Dar es Salaam, Tanzania

The deadline for the submission is 1600hrs East Africa Time on **12th June 2026.**

This advert can also be accessed through <https://cssc.or.tz/>

Annex 1: Geographic Coverage

S/N	Region	Council
1	Tanga	Muheza DC
2	Tanga	Tanga City
3	Morogoro	Morogoro Municipal Council
4	Morogoro	Ifakara Town Council
5	Morogoro	Mlimba DC
6	Morogoro	Ulanga DC
7	Morogoro	Malinyi DC
8	Lindi	Ruangwa DC
9	Lindi	Lindi MC
10	Shinyanga	Kahama Municipal
11	Shinyanga	Shinyanga DC
12	Shinyanga	Shinyanga MC
13	Shinyanga	Ushetu DC
14	Shinyanga	Msalala DC
15	Geita	Geita DC
16	Geita	Chato DC
17	Mara	Musaoma TC
18	Mara	Rorya DC
19	Dodoma	Dodoma City
20	Dodoma	Kondoa TC
21	Dodoma	Kondoa DC
22	Dodoma	Kongwa DC
23	Dodoma	Mpwapwa DC
24	Dodoma	Chamwino DC
25	Dodoma	Bahi DC
26	Tabora	Nzega DC
27	Tabora	Nzega TC
28	Tabora	Tabora MC
29	Tabora	Urambo DC
30	Iringa	Iringa Municipal Council
31	Iringa	Mafinga Town Council
32	Singida	Singida Municipal Council
33	Singida	Singida District Council
34	Singida	Iramba DC
35	Njombe	Ludewa DC
36	Njombe	Makambako TC
37	Njombe	Makete DC
38	Njombe	Njombe DC
39	Njombe	Njombe TC
40	Njombe	Wanging'ombe DC
41	Ruvuma	Songea MC
42	Ruvuma	Songea DC

43	Ruvuma	Madaba DC
44	Ruvuma	Mbinga TC
45	Mbeya	Kyela District Council
46	Mbeya	Mbarali District Council
47	Songwe	Tunduma Town Council