

**TERMS OF REFERENCE (TOR) FOR CONSULTANCY – CONSOLIDATION OF TRAINING MATERIALS FROM ALL CONSORTIUM INTO ONE TOOLKIT**

1. **Introduction**

World Vision is a Christian relief, development, and advocacy organization whose purpose is to create lasting change in the lives of children, families, and communities living in poverty. World Vision is dedicated to working with the world’s most vulnerable children. In Rwanda, World Vision has been part of the country’s experience and journey since 1994 working through relief, rehabilitation, and development programs.

### Background of the Project

World Vision International Rwanda is implementing a five-year USAID-funded literacy project Uburezi Iwacu (Homes and Communities Activity) in a consortium with Imbuto Foundation and Humanity & Inclusion (HI). The consortium consolidates 77 organization-years of experience working in the best interest of Rwandan children and converges that commitment on improving literacy outcomes for all children by the end of grade 3 by focusing on creating and sustaining literacy-supportive, stimulating and safe home and community environments. Led by World Vision’s foundational values of partnership with communities, families, and caregivers to support and nurture the well-being and learning of children, Consortium Members will build on local assets, foster sustainability, and mesh with the efforts of the Ministry of Education and other relevant government stakeholders to increase home literacy activities, community engagement around literacy and open up opportunities to children with disabilities (CWD) in ways not done before. The following results will indicate the success of the project:

IR 1. Improved home literacy environments;

IR 2. Increased community engagement in promoting children’s literacy and

IR 3. Improved literacy learning opportunities for children with disabilities.

1. **Purpose of the consultancy and scope of the work**

During the implementation, a number of stakeholders will be trained on different topics depending on their respective roles, capacity building needs and expectations. the trainings include but are not limited to: child protection and safe guiding; special needs & inclusive education, facilitation of reading clubs, holistic early childhood development, positive parenting, social emotional learning and community involvement (CVA). The main purpose of this consultancy is to review training materials that will be used by all consortium members, and local implementing partners, harmonize and improve their content, and methodologies and consolidate them into an easy-to-use toolkit that will be used by UI during training. Specific objectives of the consultancy are:

* To analyze and assess the relevancy, accuracy, gender sensitivity and inclusiveness of training materials’ content.
* To review and improve the training materials’ language in relation to targeted trainees: age, education level and context.
* To harmonize similar planned trainings by the consortium members to avoid any duplication and increase efficiency
* To review and suggest appropriate training methodologies that put into consideration the targeted trainees
* To review sequencing of topics, edit and consolidate into distinct thematic modules for the toolkit.
* To provide recommendations for effective training.

1. **Outputs/Expected deliverables**

* **Deliverable 1:** Inception report detailing the consultant’s understanding of the task (strengths and gaps of existing training documents’ content and approaches), the methodology to be employed to complete the task, and timeline;
* **Deliverable 2:** Final consolidated toolkit incorporating all training thematic modules from all consortium members.
* **Deliverable 3:** A trial training to the test the suitability of the manual with staff/users to obtain direct feedback from them on the manual
* **Deliverable 4:** Final Consultancy report.

1. **Duration of the contract and Duty station**

The consultancy is expected to take 30 working days. The assignment is home-based but the consultant(s) may be required to work at office for some days, to attend and facilitate different meetings as necessary like trainings, review and validation workshops.

1. **Required expertise and qualification of the consultant (s)**
   * Postgraduate degree in education or other advanced university degree (at least M.Ed.)
   * At least 7 years of professional experience in education, and proof of conducting similar consultancy assignments (at least three completion certificates).
   * Demonstrated experience in training materials development and conducting trainings, notably for trainees of different age groups and education capabilities.
   * Extensive conceptual and practical understanding of education policy and strategic principles and plans.
   * Experience of working and collaborating with stakeholders including governments; education partners, organizations of persons with disabilities and local communities in Rwanda.
   * Proven experience and expertise in gender equality.
   * Demonstrated ability of analytical and report writing work.
   * Excellent written and verbal communication skills in English and Kinyarwanda.;
   * Fulfills all obligations to gender equality and social inclusion (GESI), adult and child safeguarding
   * Ability to establish and maintain good working relations with colleagues from different organizations and in multi-cultural environment.
2. **Payment modalities**

The expert shall be paid the consultancy fee upon completion and approval of the following:

* 20% after completion, submission and acceptance of inception report
* 50% upon completion, submission and approval of the consolidated training manual.
* 30% Submission and approval of final consultancy completion report.

1. **Eligibility, how to apply and timeline**

Qualified and interested candidates/firms are hereby requested to submit their technical and financial proposals not later than June 23, 2022. The proposals will be evaluated and thereafter selected (successful) candidate(s) will be required to sign an agreement/contract indicating period of implementation and key deliverables.

1. **Application procedure**

Qualified and interested consultancy firms are hereby requested to apply. The application including a written confirmation of availability during the indicated timeframe should contain the following:

* + **A technical proposal**:

The consultancy firm should provide the following:

* A technical proposal with
* A brief description of why the individual consultant or consultancy firm considers him/herself or itself as the most suitable for the assignment.
* A detailed clear methodology, on how they will approach and complete the assignment
* A duly accomplished Letter of Confirmation of Interest and Availability.
* The technical proposal should also contain.
* Personal CV (Curriculum Vitae) indicating education background/professional qualifications,
* All experience, as well as the contact details (email and telephone number) including at least three similar past experiences with completion certificate (recently completed).
* At least three (3) good completion certificates.
  + **Administrative documents**
* The consultancy firm should submit the administrative documents as mandatory, the following administrative documents are requested:
* Registration company certificate
* Valid tax clearance
* Valid (Rwanda Social Security Board) RSSB Certificate
* Valid (Valued Added Tax) VAT Certificate
  + **Financial Proposal**
* The financial proposal must be in Rwandan francs and indicates that all taxes are inclusive of its bid price.
* Well, detailed breakdown prices.
* The financial proposal should be submitted separately from the technical proposal.

1. **Evaluation Criteria**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Criteria** | **Specifications** | **Maximum Score** |
| 1 | **Consultant’s qualification and years of experience** | The lead Consultant holds Postgraduate degree in education or other advanced university degree (at least M.Ed.)  At least 7 years of professional experience in education, and proof of conducting similar consultancy assignments (at least three completion certificates).  Demonstrated experience in training materials development and conducting trainings, notably for trainees of different age groups and education capabilities.  Extensive conceptual and practical understanding of education policy and strategic principles and plans.  Experience of working and collaborating with stakeholders including governments; education partners, organizations of persons with disabilities and local communities in Rwanda.  Proven experience and expertise in gender equality.  Demonstrated ability of analytical and report writing work.  Excellent written and verbal communication skills in English and Kinyarwanda.;  Fulfills all obligations to gender equality and social inclusion (GESI), adult and child safeguarding  Ability to establish and maintain good working relations with colleagues from different organizations and in multi-cultural environment. | **15** |
|  | **Experience of the Firm** | Extensive expertise, knowledge, and experience in the field of education: training, special needs and inclusive education, gender equality and social inclusion, Early childhood development and community supported early literacy. This has to be proven by the Good Completion certificates of the similar works. | **15** |
|  | **Other required knowledge** | Extensive conceptual and practical knowledge of education policy and strategic principles and plans in Rwanda | **15** |
|  | **Collaboration with Education stakeholders** | Demonstrated experience and practical knowledge in working and collaborating with Education stakeholders including governments; development partners and communities in Rwanda | **10** |
| 2 | **Technical proposal (overall methodology)** | * Overall Methodology | **40** |
|  | **Language Capacity** | * Fluency in English and Kinyarwanda | **5** |

The technical proposal shall be out of 100 which will be converted out of 70 and the financial proposal shall be out of 30