

TERMS OF REFERENCE (ToR)

Consultancy for the Documentation of Success Stories and
Production of Knowledge Management and Learning Products
for the TREPA Project

Project: Transforming Eastern Province through Adaptation (TREPA)

Implementing Organization: Cordaid Rwanda

Output: 2.3-Enhanced Financial Inclusion and Access to Finance

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1. Background

1.1. About the TREPA Project

The **Transforming Eastern Province through Adaptation (TREPA)** Project is a six-year climate adaptation initiative financed by the Green Climate Fund (GCF) and implemented by the International Union for Conservation of Nature (IUCN) in partnership with Cordaid, CIFOR-ICRAF, Rwanda Forestry Authority (RFA), and World Vision Rwanda, in close collaboration with the Government of Rwanda. The project is implemented across the seven districts of Rwanda's Eastern Province, namely Bugesera, Gatsibo, Kayanza, Kirehe, Ngoma, Nyagatare, and Rwamagana.

TREPA is a Green Climate Fund (GCF) funded programme led by IUCN and implemented with partners including Cordaid. Under its Output 2.3 **Enhanced Financial Inclusion and Access to Finance**, Cordaid promotes financial inclusion through Savings Groups (SGs), financial education, access to climate-sensitive finance, and market linkages. The SG approach has generated transformative household-level outcomes including increased savings, improved livelihoods, resilience, women's economic empowerment, and stronger financial inclusion.

TREPA was designed in response to the increasing vulnerability of the Eastern Province to climate change. The feasibility study highlights that the province is particularly exposed to prolonged droughts, land degradation, declining agricultural productivity, and increasing pressure on natural resources, all of which threaten the livelihoods of predominantly smallholder farming households. Given that agriculture in the province is largely rain-fed and serves as the primary source of income and food security, strengthening the resilience of both ecosystems and rural communities is essential for sustainable development.

The overall objective of TREPA is to contribute to a **paradigm shift from degraded and climate-vulnerable landscapes towards resilient, productive, and sustainably managed landscapes that improve the livelihoods of smallholder farmers while enhancing their capacity to adapt to climate change**. The project seeks to achieve this by integrating ecosystem restoration, climate-resilient agriculture, sustainable value chain development, improved access to finance, and strengthened institutional capacity into a comprehensive landscape restoration approach.

TREPA is structured around three mutually reinforcing components:

- **Component 1:** Restored landscapes that support climate-resilient agroecological systems and livelihoods.
- **Component 2:** Climate-resilient market development and supply chains that incentivize public and private investments in forests, rangelands, agroforestry, and sustainable agricultural enterprises.
- **Component 3:** Strengthened national and local institutional capacity and cross-sectoral coordination to mainstream climate resilience into land management and development planning.

Within this framework, **Cordaid** leads the implementation of **Output 2.3 Enhanced Financial Inclusion and Access to Finance**, which focuses on strengthening inclusive financial systems that enable smallholder farmers, women, youth, and producer organizations to invest in climate-resilient livelihoods. Through partnerships with Savings Groups, financial institutions, government agencies, and private sector actors, Output 2.3 promotes financial education, savings mobilization, access to climate-sensitive financial products, digital financial solutions, enterprise development, and sustainable financing mechanisms that accelerate climate adaptation while improving household resilience and economic wellbeing.

As the project approaches its final implementation year, there is a strategic need to systematically document the transformative changes generated under Output 2.3. Capturing the experiences, innovations, lessons learned, and measurable impacts of the TREPA Savings Group approach will not only demonstrate project results but also will contribute to institutional learning, policy dialogue, and the replication of proven models for climate-resilient financial inclusion across Rwanda and beyond. In this regard, Cordaid seeks to engage a professional communications and knowledge management firm to document these achievements and develop high-quality learning products for national dissemination.

1.2 About Cordaid

Cordaid is an international humanitarian and development organization headquartered in The Hague, in the Netherlands, with more than a century of experience working alongside communities affected by poverty, conflict, inequality, and climate change. Guided by the vision of creating resilient communities and inclusive societies, Cordaid partners with governments, civil society organizations, the private sector, and local institutions to strengthen systems that enable sustainable and locally led development.

Cordaid implements integrated programmes in humanitarian assistance, health, food systems, climate resilience, inclusive economic development, justice, and peacebuilding. Across its global portfolio, the organization promotes locally driven solutions, institutional strengthening, gender equality, climate justice, and sustainable livelihoods, ensuring that vulnerable communities have the capacity to withstand shocks and build long-term resilience.

In Rwanda, Cordaid has been a long-standing development partner, working closely with the Government of Rwanda, development partners, financial institutions, farmer organizations, and private sector actors to advance inclusive economic development and climate resilience. Its programmes focus on strengthening agricultural value chains, promoting financial inclusion, expanding access to climate-responsive financial services, supporting enterprise development, and enhancing the resilience of rural households through sustainable livelihood interventions.

Under the **Transforming Eastern Province through Adaptation (TREPA)** Project, financed by the **Green Climate Fund (GCF)** and led by **IUCN**, Cordaid is responsible for implementing **Output 2.3-Enhanced Financial Inclusion and Access to Finance**. Through this output, Cordaid works with Savings Groups, farmer organizations, financial institutions, and other stakeholders to improve financial literacy, strengthen savings and credit systems, develop climate-sensitive

financial products, facilitate access to finance, and promote sustainable investments that enhance the adaptive capacity and resilience of vulnerable farming households.

As part of its commitment to knowledge management, accountability, and evidence-based programming, Cordaid seeks to document the transformative impacts, innovations, and lessons emerging from TREPA's financial inclusion interventions. The knowledge generated through this consultancy will support organizational learning, inform policy dialogue, strengthen visibility, and facilitate the replication and scaling of successful approaches to climate-resilient financial inclusion in Rwanda.

1.3. Background to Output 2.3-Enhanced Financial Inclusion and Access to Finance

Output 2.3 of the **Transforming Eastern Province through Adaptation (TREPA)** Project is designed to strengthen the resilience of smallholder farmers by improving financial inclusion and facilitating sustainable investments in climate-resilient agricultural value chains. Recognizing that limited access to appropriate financial services remains one of the key barriers preventing vulnerable rural households from investing in climate adaptation, the project supports the development of inclusive financial systems that respond to the specific needs of farmers, women, youth, and producer organizations. The feasibility study identifies inadequate agricultural finance, limited expertise within financial institutions, weak farmer organization, and the absence of tailored climate-responsive financial products as major constraints that must be addressed to accelerate climate adaptation and livelihood transformation.

To address these barriers, TREPA supports a comprehensive financial inclusion approach that combines financial education, savings mobilization, savings group strengthening, linkages to formal financial institutions, development of climate-sensitive financial products, digital agricultural credit assessment tools (A-CAT), and investment facilitation for climate-resilient enterprises. The project further promotes stronger collaboration between producer organizations, savings groups, financial institutions, government agencies, and private sector actors to improve access to finance while encouraging climate-smart agricultural practices.

Since implementation, Cordaid has successfully established and strengthened hundreds of Savings Groups across the seven districts of Eastern Province. These groups have become an important platform for financial literacy, household savings, internal lending, women's economic empowerment, entrepreneurship development, and linkage to formal financial institutions. Through these interventions, many households have improved their capacity to invest in productive activities, adopt climate-resilient technologies, diversify livelihoods, and increase their resilience to climate-related shocks. Savings Groups have also strengthened social cohesion, collective action, and community ownership of development initiatives, contributing significantly to the sustainability of TREPA interventions.

Over the course of implementation, the project has generated valuable experiences, innovative practices, and measurable evidence regarding the effectiveness of the TREPA Savings Group approach. These lessons represent an important body of knowledge that should be systematically documented, validated, and shared to inform national policy, support replication by government

and development partners, and contribute to the broader agenda of climate-resilient financial inclusion in Rwanda.

To capitalize on these achievements, Cordaid intends to engage a qualified professional firm to document the transformational stories emerging from TREPA Savings Groups, highlighting how participation has improved the livelihoods, resilience, and socio-economic wellbeing of member households.

The consultancy will generate a suite of high-quality knowledge and communication , products including documentary videos, professionally written success stories, factsheets and learning briefs, high-resolution photography, to support knowledge management, visibility, accountability, policy influence, and future programming under TREPA and beyond.

2. Consultancy Purpose

The purpose of this consultancy is to professionally document, synthesize, and communicate the transformative achievements, lessons learned, and best practices generated through the implementation of **TREPA Output 2.3-Enhanced Financial Inclusion and Access to Finance**, with particular emphasis on the Savings Group intervention implemented by Cordaid across the Eastern Province of Rwanda.

The consultancy seeks to generate high-quality evidence that demonstrates how the TREPA Savings Group approach has contributed to improving financial inclusion, household resilience, climate adaptation, women's economic empowerment, youth participation, entrepreneurship, and sustainable livelihoods among vulnerable rural communities. Through compelling human-interest stories, documentary production, professional photography, and knowledge products, the assignment will showcase the tangible social, economic, and environmental impacts of the intervention while giving voice to the experiences of project beneficiaries and stakeholders.

The consultancy will further strengthen Cordaid/TREPA knowledge management and learning agenda by producing evidence-based communication and learning products that support accountability to stakeholders, policy dialogue, resource mobilization, institutional learning, and the scaling of successful climate-resilient financial inclusion approaches. The generated products will also enhance the visibility of the TREPA Project and demonstrate the contribution of Green Climate Fund (GCF) investments toward building resilient livelihoods and sustainable financial ecosystems in Rwanda.

The consultancy is therefore expected to produce a portfolio of professional knowledge and communication products, including documentary videos, written success stories, a project factsheet, high-quality photographs and learning materials, that collectively capture the legacy of the intervention and position it for national dissemination, institutional adoption, and future replication



3. Objectives of the Consultancy

3.1 General Objective

To document the achievements, lessons learned, innovations, and impact of the TREPA Project through the production of high-quality knowledge management and communication products that support organizational learning, knowledge sharing, visibility, accountability, and future programming.

3.2 Specific Objectives

The consultancy shall specifically aim to:

1. **Document the impact of the TREPA Savings Group intervention** by collecting and presenting evidence on its contribution to financial inclusion, household resilience, climate adaptation, women's economic empowerment, youth participation, entrepreneurship, and sustainable livelihoods among vulnerable communities.
2. **Develop high-quality success stories and case studies** that demonstrate the transformative changes experienced by beneficiaries, communities, financial institutions, and other stakeholders as a result of the Savings Group intervention.
3. **Produce a professional documentary video** highlighting the implementation journey, key achievements, innovations, beneficiary testimonies, lessons learned, and the contribution of the Savings Group approach to climate resilience and inclusive rural development.
4. **Produce high-quality photography and visual communication materials** that capture project interventions, beneficiary experiences, and best practices for use in communication, advocacy, reporting, and knowledge-sharing.
5. **Develop knowledge management and communication products**, including a project factsheet, learning brief(s), and other dissemination materials that communicate key achievements, innovations, lessons learned, and recommendations to diverse audiences.
6. **Generate evidence-based recommendations** to strengthen future Savings Group programming, influence policy and practice, improve financial inclusion interventions, and enhance the sustainability and scalability of the Cordaid/TREPA Savings Group approach.
7. **Ensure that all consultancy deliverables** are professionally produced and comply with the branding, visibility, and communication requirements of Cordaid, TREPA, IUCN, the Green Climate Fund (GCF), and other relevant partners.

4. Scope of Work

The Consultant/Firm shall be responsible for planning, undertaking, documenting, validating, and packaging communication and knowledge management products that effectively demonstrate the achievements, innovations, lessons learned, and impact of the TREPA Project. The assignment shall be implemented through the following phases:

4.1. Inception and Assignment Planning

The Consultant shall undertake a comprehensive inception process to establish a common understanding of the assignment, refine the implementation approach, and ensure alignment with Cordaid's communication and knowledge management objectives.

Specifically, the Consultant shall:

- Review all relevant project documentation, including the TREPA Project Document, annual work plans, progress reports, monitoring and evaluation reports, baseline and assessment reports, communication materials, visibility guidelines, donor requirements, and other relevant reference documents.
- Conduct inception meetings with Cordaid and other relevant stakeholders to clarify the assignment objectives, expected outputs, communication priorities, target audiences, quality standards, and implementation arrangements.
- Develop a detailed implementation methodology describing the approach to data collection, stakeholder engagement, documentation, quality assurance, ethical considerations, production processes, and validation.
- Prepare a detailed work plan indicating timelines, field missions, production schedules, milestones, responsibilities, and deliverables.
- Design appropriate data collection tools, including interview guides, focus group discussion guides, consent forms, photography and videography protocols, and quality control checklists.
- Submit an Inception Report for approval prior to commencement of field activities.

4.2: Field Documentation and Evidence Collection

The Consultant shall undertake comprehensive field documentation in selected TREPA intervention areas to collect high-quality qualitative and quantitative evidence demonstrating project achievements, innovations, lessons learned, and impact.

Fieldwork shall include consultations with a diverse range of stakeholders, including but not limited to:

- Project beneficiaries;
- Savings Group members;
- Project Implementing Partners.
- Farmer organizations;
- Financial institutions;
- Government officials;
- Community leaders;
- Development partners;
- Private sector actors;
- Cordaid project staff.

The Consultant shall employ appropriate qualitative documentation techniques including:

- Key Informant Interviews;
- Focus Group Discussions;
- Household case studies;
- Direct field observation;
- Beneficiary profiling;
- Collection of testimonies;
- Photography;
- Videography;
- Collection of supporting project evidence.

Particular attention shall be given to documenting evidence related to:

- Improved financial inclusion;

- Climate resilience;
- Sustainable livelihoods;
- Women's economic empowerment;
- Youth participation;
- Enterprise development;
- Access to climate-sensitive finance;
- Partnerships and institutional collaboration;
- Innovation;
- Project sustainability;
- Lessons learned and emerging good practices.

All information collected shall be evidence-based, ethically obtained, and validated through triangulation of multiple sources.

4.3: Documentation of Success Stories and Case Studies

Building upon the evidence collected during fieldwork, the Consultant shall develop compelling communication products that effectively demonstrate the human impact of the TREPA Project.

The Consultant shall:

- Identify beneficiaries and institutions whose experiences best illustrate project outcomes.
- Develop professionally written success stories highlighting transformational changes at household, community, institutional, and partnership levels.
- Produce evidence-based case studies documenting innovative approaches, implementation experiences, and lessons learned.
- Ensure that stories reflect diversity in terms of gender, age, geographical location, value chains, financial institutions, and project interventions.
- Prepare publication-quality narratives supported by quotations, photographs, statistics, and verified evidence.
- Ensure that all stories are written in a style suitable for communication, donor reporting, advocacy, fundraising, and knowledge sharing.

All stories shall comply with Cordaid safeguarding policies and informed consent requirements.

4.4: Multimedia Documentation and Production

The Consultant shall produce high-quality multimedia products that effectively communicate the achievements, innovations, and impact of the TREPA Project to diverse audiences.

The Consultant shall:

- Develop a detailed multimedia production plan aligned with the communication objectives of the assignment.
- Capture high-quality professional photography that documents project interventions, beneficiary experiences, community engagement, and project results.
- Produce high-definition video footage showcasing project implementation, beneficiary testimonies, institutional partnerships, and key project achievements.
- Record high-quality audio to ensure clear and professional documentary production.
- Edit and package all visual content using professional production standards, including colour correction, sound enhancement, subtitling where appropriate, and incorporation of project branding elements.

- Produce multimedia products suitable for dissemination through stakeholder meetings, conferences, websites, digital platforms, social media, donor reporting, and other communication channels.
- Ensure that all visual and audiovisual materials comply with the branding and visibility requirements of Cordaid, TREPA, IUCN, the Green Climate Fund (GCF), and other relevant partners.

4.5: Development of Knowledge Management and Learning Products

The Consultant shall synthesize findings into high-quality knowledge products that facilitate organizational learning, stakeholder engagement, communication, and evidence-based decision-making.

The Consultant shall develop:

- Project Factsheet;
- Learning Brief;
- Communication briefs;
- Photo stories;
- Infographics where appropriate;
- Executive summaries;
- Other knowledge products agreed during inception.

Each product shall:

- present verified evidence;
- communicate key achievements and lessons;
- target specific audiences;
- follow professional publication standards;
- comply with Cordaid branding guidelines.

NB: Products shall be professionally edited, graphically designed, and delivered in publication-ready formats.

4.6: Validation, Review and Quality Assurance

The Consultant shall institute a robust quality assurance process to ensure the technical accuracy, credibility, and usability of all products.

This phase shall include:

- Internal quality assurance.
- Technical review meetings with Cordaid.
- Presentation of draft products.
- Incorporation of feedback.
- Professional editing.
- Graphic design refinement.
- Final proofreading.
- Final quality verification.

The Consultant shall revise all outputs until they receive written approval from Cordaid.

4.7: Final Submission and Knowledge Transfer

Upon completion of the assignment, the Consultant shall submit all approved deliverables in both editable and publication-ready formats.

The final submission shall include:

- Final reports.

- Success stories.
- Case studies.
- Documentary videos.
- Short videos.
- Professional photographs.
- Learning products.
- Factsheet
- Graphic design files.
- Source files.
- Raw footage.
- Metadata.
- Interview transcripts where applicable.
- Copyright transfer documentation.
- Asset inventory.

The Consultant shall participate in a final close-out meeting to present the completed assignment, hand over all materials to Cordaid and respond to any technical queries.

5. Expected Deliverables

The Firm shall produce and submit the following deliverables:

5.1: Inception Report

An Inception Report detailing the Consultant's understanding of the assignment, methodology, work plan, stakeholder engagement approach, data collection methods and tools, quality assurance mechanisms, risk mitigation measures, and implementation schedule.

5.2: Fieldwork Report

A concise report summarizing field missions undertaken, stakeholders consulted, locations visited, data collection activities conducted, key observations, and evidence gathered during the assignment.

5.3: Flagship Documentary

One (1) professionally produced documentary video of approximately **8-10 minutes** showcasing the implementation journey, key achievements, beneficiary experiences, innovations, lessons learned, and overall impact of the TREPA Project.

5.4: Short Thematic Videos

Five (5) professionally produced short videos of **1-4 minutes each**, focusing on key themes such as:

- Financial inclusion and access to finance;
- Women's economic empowerment;
- Youth empowerment and entrepreneurship;
- Climate-resilient livelihoods;
- Project innovations, partnerships, and lessons learned.

The videos shall be suitable for dissemination through social media, websites, stakeholder meetings, and donor communication platforms.



5.5: Success Stories and Case Studies

A minimum of **fifteen (15)** professionally written success stories and case studies documenting transformative changes among project beneficiaries, Savings Groups, communities, and partner institutions, supported by high-quality photographs, beneficiary testimonials, and verified project evidence.

The portfolio shall ensure balanced representation across the project and, **where feasible**, include:

- At least three (3) individual female beneficiaries;
- At least three (3) individual male beneficiaries;
- Women's Savings Groups;
- Men's Savings Groups;
- Youth-focused Savings Groups or youth beneficiaries; and
- At least one (1) institutional case study highlighting collaboration with a financial institution or local government partner.

The Consultant shall ensure that the stories reflect the diversity of the TREPA Project in terms of gender, age, geographical coverage, project interventions, and beneficiary profiles.

5.6: TREPA Project Factsheet

One (1) professionally designed Project Factsheet summarizing key achievements, including but not limited to:

- Financial education outreach;
- Savings mobilization;
- Internal savings and internal lending;
- Linkages to financial institutions;
- External financing accessed;
- Climate-sensitive financial products;
- Key project results, innovations, and impact.

The factsheet shall be publication-ready and aligned with Cordaid branding guidelines.

5.7: Learning Brief

One (1) professionally designed Learning Brief documenting the project's key lessons learned, good practices, implementation challenges, innovative approaches, and recommendations to inform future programming and knowledge sharing.

5.8: Digital Photo Library

A high-resolution digital photo library comprising professionally edited photographs accompanied by descriptive captions, location and activity information, and full usage rights transferred to Cordaid. The photographs shall be organized in a logical folder structure to facilitate future retrieval and use.

5.9: Final Consultancy Report

A comprehensive Final Consultancy Report summarizing the assignment methodology, activities undertaken, outputs produced, key findings, lessons learned, challenges encountered, recommendations, and an inventory of all communication and knowledge products developed under the assignment.



5.10: Final Consultancy Package

A complete package of all approved deliverables submitted in both editable and publication-ready formats, including:

- Final reports;
- Documentary videos;
- Short thematic videos;
- Success stories and case studies;
- Project Factsheet;
- Learning Brief;
- Folder of High-resolution photographs;
- Graphic design files;
- Video editing project files;
- Raw photographs and video footage;
- Interview transcripts and audio recordings (where applicable);
- Descriptive captions and file information (including date, location, activity, and subject);
- Any other materials developed during the consultancy.

All intellectual property rights shall be transferred to Cordaid upon completion of the assignment.

6. Duration

The consultancy is expected to be completed within 40 calendar days counted from contract signature date.

7. Required Qualifications of the Consulting Firm

The assignment shall be undertaken by a legally registered consulting firm with proven expertise in strategic communication, knowledge management, multimedia production, and documentation of development programmes. The firm shall demonstrate the technical, managerial, and operational capacity to successfully deliver all components of the assignment within the stipulated timeframe. The consulting firm shall meet the following minimum requirements:

7.1. Legal Status

The firm shall:

- Be legally registered and authorized to operate in its country of registration as a consulting firm, communication agency, media production company, creative agency, research organization, or other legally recognized entity.
- Possess valid business registration and all statutory licenses required to undertake consultancy assignments.

7.2 Relevant Professional Experience

The firm shall demonstrate:

- A minimum of **five (5) years** of professional experience in strategic communication, knowledge management, multimedia production, documentation, or communication for development programmes.
- Proven experience in planning and implementing assignments involving documentary production, professional photography, storytelling, publications, case studies, learning products, and other communication materials.

- Demonstrated experience in documenting project achievements, lessons learned, innovations, and impact for development programmes funded by governments, international NGOs, bilateral agencies, multilateral organizations, or development finance institutions.

7.3 Technical Expertise

The firm shall demonstrate strong technical competence in the following areas:

- Strategic communication and communication for development;
- Knowledge management and organizational learning;
- Documentary production and visual storytelling;
- Professional photography and videography;
- Video editing and post-production;
- Graphic design and publication layout;
- Technical writing, editing, and publication development;
- Production of communication materials for both print and digital platforms.

7.4 Sector Experience

The firm shall demonstrate experience in documenting programmes in one or more of the following sectors:

- Financial inclusion and inclusive finance;
- Community-based savings and lending initiatives;
- Agriculture and rural development;
- Climate change adaptation and resilience;
- Natural resource management and environmental sustainability;
- Livelihood improvement and economic empowerment;
- Gender equality and women's economic empowerment;
- Youth development and entrepreneurship.

Experience in documenting projects funded by the Green Climate Fund (GCF), IUCN, IFAD, the World Bank, UN agencies, or similar development partners will be considered an added advantage.

7.5 Operational and Logistical Capacity

The firm shall demonstrate sufficient operational capacity to undertake simultaneous field assignments across multiple project locations.

At a minimum, the firm shall demonstrate access to:

- Professional photography equipment;
- High-definition video production equipment;
- Professional audio recording equipment;
- Video editing software;
- Graphic design software;
- Adequate transport and logistics arrangements for field missions;
- Appropriate quality assurance and project management systems.

7.6 Quality Assurance Systems

The firm shall demonstrate established internal procedures for ensuring the quality of all deliverables, including:



- Editorial review and technical proofreading;
- Quality control of photography and videography;
- Graphic design quality assurance;
- Verification of facts and data presented in communication products;
- Client review and incorporation of feedback prior to final submission.

7.7 Previous Assignments

The firm shall provide evidence of successfully completing at least **three (3)** assignments of similar scope and complexity within the last **five (5) years**.

For each assignment, the firm shall provide:

- Name of the client;
- Title and brief description of the assignment;
- Contract value (optional if confidentiality applies);
- Duration of the assignment;
- Contact details of the client for reference;
- Description of services provided;

7.8. Key deliverables produced.

The firm shall also submit a portfolio containing samples of relevant work, including documentary videos, publications, success stories, case studies, factsheets, learning products, photographs, or other communication materials produced under previous assignments.

7.9. Understanding of Development Partner Requirements

The firm shall demonstrate familiarity with the communication, branding, visibility, and publication requirements of international development partners and donor-funded programmes, including experience in producing materials that meet professional publication standards.

7.10. Key Personnel

The consulting firm shall propose a multidisciplinary team with the qualifications and experience required to successfully deliver the assignment. At a minimum, the proposed team shall include:

Position	Minimum Qualifications and Experience	Primary Role
Team Leader / Communication and Knowledge Management Specialist	Master's degree in Communication, Development Studies, Knowledge Management, Journalism, Social Sciences, or a related field. Minimum 10 years of relevant experience leading communication or knowledge management assignments.	Lead the assignment, coordinate the team, ensure quality assurance, and oversee delivery of all consultancy outputs.
Communication and Documentation Specialist	Bachelor's degree in Communication, Journalism, Development Communication, Public Relations, or a related field. Minimum 7 years of relevant experience in technical writing and development communication.	Conduct interviews and prepare success stories, case studies, learning products, factsheet content, and the final consultancy report.

Bgr



Multimedia Specialist (Videography, Photography and Graphic Design)	Bachelor's degree or professional qualification in Multimedia, Film Production, Graphic Design, Visual Communication, Photography, or a related field. Minimum 5 years of relevant experience in multimedia production and graphic design.	Produce documentary videos and photography, edit multimedia content, and design publication-ready communication products, including the factsheet, learning brief, success stories, and case studies.
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The proposed team shall collectively demonstrate:

- ✓ Experience implementing similar communication and knowledge management assignments for development programmes.
- ✓ Knowledge of one or more of the following sectors: financial inclusion, agriculture, climate resilience, rural development, livelihoods, or gender equality.
- ✓ Strong skills in interviewing, technical writing, photography, videography, graphic design, and stakeholder engagement.
- ✓ Fluency in English, with at least one team member fluent in Kinyarwanda.
- ✓ Understanding of research ethics, safeguarding, informed consent, and data protection principles.

8. Proposal Submission

Interested consulting firms shall submit **separate Technical and Financial Proposals**.

8.1. Technical Proposal

The Technical Proposal shall include:

- Cover letter signed by an authorized representative of the firm.
- Understanding of the assignment and proposed methodology.
- Work plan and implementation schedule.
- Company profile, including proof of legal registration.
- Relevant experience in similar assignments, including at least **three (3)** comparable assignments completed within the last five years.
- Portfolio of relevant work (e.g. documentary videos, publications, success stories, learning products, or communication materials).
- Curriculum Vitae (CVs) of the proposed key personnel.
- At least **three (3)** client references or completion certificates for similar assignments.

8.2. Financial Proposal

The Financial Proposal shall include:

- A detailed financial quotation, broken down by deliverables tax inclusive.
- The proposed payment schedule linked to the deliverables.

9. Supervision

The assignment will be technically coordinated by the climate resilience MEL Coordinator, supervised by the TREPA Project Coordinator under the guidance of the Cordaid Programme Manager.



10. Evaluation Criteria

Proposals will be evaluated using a **Quality- and Cost-Based Selection (QCBS)** method, whereby the Technical Proposal carries **70%** of the total score and the Financial Proposal carries **30%**

Technical Evaluation

Evaluation Criteria	Maximum Score
Understanding of the assignment, including appreciation of the objectives, scope of work, and expected deliverables.	15
Proposed methodology and work plan, including the implementation approach, data collection methods, quality assurance measures, stakeholder engagement, and implementation schedule.	30
Relevant experience of the consulting firm in similar assignments, including production of documentaries, communication and knowledge management products, and documentation of donor-funded programmes, supported by at least three (3) comparable assignments.	15
Qualifications and relevant experience of the proposed key personnel.	10
Total Technical Score	70

Important to notes:

- Only firms obtaining a minimum technical score of 49 out of 70 (70%) shall qualify for financial evaluation. The Financial Proposal shall account for 30% of the overall evaluation score, resulting in a combined score of 100 points.
- For all photos and images, high resolution (either 4K or 8K resolution) will be accepted.
- Professionalism and ethics during at any interaction with project beneficiaries and stakeholders are highly recommended.
- All raw footage, photographs, project files, and final edited products shall become the property of the client and must be submitted upon completion of the assignment.
- The consultant shall obtain informed consent from all individuals appearing in photographs, videos, or interviews and comply with the client's safeguarding, confidentiality, and data protection requirements.

11. Ethical Considerations

The consultant must comply with Cordaid's safeguarding, code of conduct, integrity, anti-corruption, anti-money laundering, child protection, environmental responsibility, and data protection policies throughout the assignment.

12. Confidentiality and Proprietary Rights

All deliverables, including the developed solutions, will become the property of Cordaid and its partners. The service provider must maintain strict confidentiality regarding any proprietary or sensitive information obtained during the assignment.

13. Right to Cease Advertisement

Cordaid reserves the right to withdraw or cease the advertisement for this consultancy at any time prior to the signing of a contract. This decision may be made at Cordaid's discretion and

without obligation to provide reasons for such withdrawal. All interested firms will be promptly notified if the advertisement is cancelled.

Interested consulting firms are invited to submit both **Technical and Financial Proposals** electronically via email to rwanda.procurement@cordaid.org by 7th August 2026. Please use the subject line: *"Consultancy for the Documentation of Success Stories and Production of Knowledge Management and Learning Products for the TREPA Project"*

Done in Kigali, on 31st /August/2026

Approved by:


Patrick BIRASA
Country Manager

