



CCOAIB

Conseil de Concertation des Organisations d'Appui aux Initiatives de Base

Personnalité juridique: A.M. N° 103/11 du 07/09/2004
B.P.1993 KIGALI - RWANDA; Tél. mobile (+250) 788302065
Kigali, Gasabo District, Remera Sector, Rukiri I Cell, Amajyambere Village
International Airport Road KN 5RD (Gishushu), Building N°18
E- mail: ccoaibr@gmail.com; Sites Internets: www.ccoaib.rw et www.urubuga.org

TERMS OF REFERENCE (TOR) TO "DOCUMENT CCOAIB - TRÓCAIRE PARTNERSHIP ACHIEVEMENTS"

1. Profile of CCOAIB

CCOAIB is an umbrella organization of national non-governmental organizations (NGOs) in development legally established in 1987. It was granted legal personality No 103/11 as of 7th September 2004. As an umbrella of NGOs in development, CCOAIB has continued to grow and counts today 43 member organizations operating countrywide across all 30 districts.

CCOAIB has an extensive experience of 35 years in a wide range of domains, such as conducting researches and studies that it uses to carry out evidence based advocacy, especially in Agriculture and Governance sectors, advocating and influencing for the enabling legal frameworks, enhancing citizens participation in its interventions. 70% of its member organizations are actively involved in livelihoods, with a distinct focus on supporting grass roots farmers and CBOs (Community Based Organizations).

2. Scope and objective of the work

Since 2015, CCOAIB and Trócaire worked in a good partnership serving in the domains of Agriculture and Governance. Through this partnership, a lot was achieved, from policy influencing & advocacy at National level to service delivery to ordinary citizens.

CCOAIB is planning to document various outcomes/ impacts, success stories and lessons learnt during the period of that partnership to capitalize the achievements.

It is in this regards, that CCOAIB is seeking a qualified and experienced consultant or consulting firm to conduct the above mentioned exercise and compile a well designed document highlighting key achievements.

Simultaneously, the selected consultant/ consulting firm will produce a short documentary film based on the information/ data gathered. Both tools (report & film) will inform further projects/ programs to be designed and implemented by CCOAIB and/ or its partners and will serve as a documentation package of the above mentioned partnership bonded the 2 organizations for long.

Organisations Membres du CCOAIB:

ADAP, ADENYA, ADTS, AJEMAC, APARWA, APIDERBU, ARDE KUBAHO, ARDI, ARDR, AREDEC, ARTC, ARTCF, ASOFERWA, ASR, ATEDEC, AVEGA AGAHOZO, BAIR, BSD, COFORWA, CREDI, CVA, DUHAMIC ADRI, DUTERIMBERE ONG, FIOM RWANDA, HUGUKA, ICYUZUZO, INADES FORMATION RWANDA, INSHUTI, IPFG, ITUZE, KORA, NETOBU, OSAPER, RDI, RDO, RESEAU DES FEMMES, RWARRI, SDA IRIBA, SERUKA, STRIVE FOUNDATION, UGAMA CSC, UMUHUZA, YWCA.

3. Methodology

The consultant/ consulting team should collaborate with CCOAIB team in all stages of the work. She/ He will prepare a structured interviews with different stakeholders to gain deep insight and detailed information on the partnership journey and achievements.

The key audience will include stakeholders in the sector of Agriculture, such as development partners, CCOAIB members, CSOs, Government representatives from National to local levels and projects' beneficiaries from different country locations. The exact list will be discussed and agreed between the consultant and CCOAIB.

The qualitative report of 15 to 20 pages and a documentary film of 10 to 15 minutes will be developed from the interviews conducted. The report will be developed in English, while the documentary film will be in Kinyarwanda with English sub-titles.

4. Roles and Responsibilities

i. CCOAIB team will oversee the documentation exercise. This team will be responsible for:

- Providing guidance to the consultant(s),
- Follow up the process of work to gather data,
- Provide inputs & comments to all exercise tools, such as film script, questionnaires and any other tool deemed necessary to the assigned work,
- Provide inputs & comments to all deliverables of the work,
- Approval of all deliverables.

ii. The consultant/s will be expected to:

- Participate in briefing and consultative meetings on the assignment,
- Develop inception report that will direct the assignment,
- Work scheduling and reporting (draft & final reports & films),
- Develop data collection tools such as qualitative questionnaires, film script,...
- Collect and submit all the tools of the exercise to the client, such as data collection tools, pictures, records, reports and any other material developed or used in the matter of this work,
- Develop the draft & final reports and documentary film,
- Present the information formally at a workshop with partners and key stakeholders.

5. Deliverables

The following services and outputs are expected from the service provider:

- An inception report for the assigned work;
- Detailed and comprehensive documentation tools to be used in data collection for qualitative report and documentary film;
- Comprehensive draft & final documentation reports (between 15 to 20 pages);
- A documentary film of 10 to 15 minutes, developed in Kinyarwanda with English sub-titles;
- Soft copies of all data and tools used in the assignment;
- The deliverables should be submitted to CCOAIB in line with the time-frame; which will be agreed upon before signing the consultancy contract.

*** The report will be produced in English while the data collection tools will be in both English and Kinyarwanda.**

*** The documentary film will be in Kinyarwanda with English sub-titles.**

6. Time-frame

It is expected that the planned work will require not more than 15 consultancy/ working days. Those consultancy days may be distributed in period not exceeding 30 days according to the work-plan proposed by the consultant.

7. Selection Criteria

The consultant or consulting firm who will take the responsibilities of leading the documentation should fulfil the following:

- The lead consultant must hold at least a Bachelor's degree in one of the fields: Journalism, Communication, Public Relations, Agriculture, Rural Development, Policy Analysis or other studies related to Communication, Agriculture & Governance. The team of consultants or an assistant to the lead consultant must be experienced in film making;
- Using EBM (Electronic Billing Machine) approved by Rwanda Revenue Authority (RRA) in invoicing is a **MUST**. A copy of an invoice delivered previously will be attached as a proof;
- RDB registration certificate should be presented for firms/ companies;
- Strong demonstrable understanding of the Rwandan Agriculture & Governance sectors;
- Having an experience of at least three (3) years doing similar exercises. Demonstrable experience in conducting similar assignments will be justified by evidence of at least 3 assignments successfully completed in the field;
- Presenting the VAT registration, valid Tax Clearance Certificate and the proofs of tax payment for last quarter;

- Experience in working with CSOs, NGOs and public institutions is an added value;
- Good command of English and Kinyarwanda;
- Familiarity with Rwanda's policy framework, context & governance;
- The proposed technical offer should be comprehensive, detailed and specific to the work advertised. Current CVs and copy of the degrees of consultant(s) engaged in the work must be included, with clear tasks of everyone; while the financial offer should consider value for money.

8. Intellectual property

Any documents, concepts, images, films, guidelines or other material developed in matter of the advertised work during the contract will be considered as property of CCOAIB.

9. Application

All interested and qualified applicants (who fulfil the requirements set here-in) should submit their financial and technical proposals accompanied by a letter addressed to the Executive Secretary of CCOAIB, **not later than 14th September 2022 at 05:00 pm** by email to ccoaiobr@gmail.com, with the Subject: *"Application to document CCOAIB - Trócaire partnership achievements"* and *All the bid documents should be zipped in one folder.*

Official opening of received bids will be communicated to all applicants after application deadlines.

Any query or clarification regarding this tender should be directed to the same email address (ccoaiobr@gmail.com) with a copy (CC) to clement.twahirwal@gmail.com, **not later than 12th September at 05:00 pm**. Only queries respecting the procedure and deadline will be responded to.

10. Selection Procedure

To analyse the bids, the Quality Cost Based Procedure (QCBP) will be applied. Only qualified applicants, who respected the requirements mentioned in the terms of reference will be considered.

Kigali, on 31st August 2022


Jean Claude NGENDANDUMWE
 Executive Secretary of CCOAIB

