Rwanda Men’s Resource Centre
Legal Status: Ministerial order No 114/11 of 3/9/2008
P.O. Box 5768, Kigali, Rwanda
Kimironko, Kigali parents Road –KG 14 AVE 6 (OR) KG 149 ST 1
Telephone: 0788381183, 0788315140
E-mail: info@rwamrec.org
Website: www.rwamrec.org

Terms of Reference (TORs)
FOR HIRING A CONSULTING FIRM TO PROVIDE TRAINING SERVICES

Organization
The Rwanda Men’s Resource Centre (RWAMREC)

Position title
Consultant

Reporting to
Executive Director

Duration
32 days open days

Starting date
21/10/2019

1. Background
Rwanda Men’s Resource Centre (RWAMREC) is a non-governmental organization working to promote gender equality and positive masculinities to eliminate violence against women and children. RWAMREC was founded in 2006 and legally established in 2008 by the Ministerial Order No 114/11 of 3/9/2008. The organization was formed to push the agenda of male participation in solutions and efforts in ending men’s violent behaviors. The organization works to change masculinity norms of men and boys and support them to become positive and supportive partners in promoting gender equality in Rwanda.

RWAMREC is implementing BANDEBEREHO transition to scale in Musanze district, aiming at “engaging men in promoting maternal new born and child health (MNCH) as well as in recognizing, redistributing and reducing unpaid care and domestic works (UCW) for Women’s Economic Empowerment (WEE)”.
Under technical support from MoH/RBC & Promundo US, and in close collaboration with Musanze district, Bandebereho transition to scale will be implemented through the 4th recently elected community health workers who will lead couples’ groups education composed of men and women supported by the Community Health Workers supervisors called C-EHO (Community and Environmental Health Officers) and RWAMREC staff.
2. **Purpose of assignment**

The purpose of the assignment is to provide training services on” Bandebereho module” for Community Health Workers (CHWs), with the aim of “engaging men in promoting Maternal New Born and child health (MNCH) as well as in recognizing, redistributing and reducing unpaid care and domestic works (UCW) for Women’s Economic Empowerment (WEE)”. The training will be strengthening capacities of CHWs who are supposed to take expectant couples and parents having children under five to Bandebereho module, continuously lead, and accompany their group education.

3. **Scope of the Work**

The consulting firm will prepare and deliver a training to the CHWs on using Bandebereho module. The consulting firm will avail 7 consultant trainers during 32 days to be determined in collaboration with RWAMREC and based on Bandebereho work plan, their appointment to different sectors/training venue will also be done in collaboration with RWAMREC-Bandebereho Program team. They will have to collect some needed data on the training as required by RWAMREC M&E Advisor and perform any other task related to the smooth running of the training.

4. **Tasks**

The consultant shall carry out the following tasks:

- Conduct training needs assessment (TNA)
- Produce TNA report and discuss with Bandebereho Team
- Review the existing Bandebereho Module using identified needs from the TNA
- Produce draft reviewed Bandebereho Module;
- Integration of RWAMREC in puts in the training module
- Conduct training
- Produce Training report

5. **Key deliverables**

The consultant will provide to RWAMREC

- A work plan on how the consultant is going to develop the manual
• Training needs assessment findings
• One soft and hard copy of the final BANDEBEREHO reviewed manual
• A final training report

6. Description of the consulting firm

The following are the qualifications and experiences for the need consulting firm;
• Having similar work experience in the area of gender, SRHR, GBV prevention and Violence Against Women (VAW) prevention and familiarity with socio-cultural context of Rwanda;
• At least 5 years of experience in the area of gender, SRHR, GBV prevention and Violence Against Women (VAW) prevention
• At least 3 certificates of good completion for previous consultancies in similar area;
• At least 7 CVs for the proposed trainers consultants to be proposed to this specific assignment (with experience in Bandebereho training or MenEngage approaches (at least 2 years);
• The proposed consultants should demonstrate ability to facilitate a training in Kinyarwanda with a speaking and writing experience in English;
• The proposed consultants should be able to use public transport and be able to work in remote areas as well as accepting to be based in Musanze during the training period;

7. Level of effort

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<tr>
<th>ACTIVITY</th>
<th>DAYS</th>
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<tbody>
<tr>
<td>Preparation of inception report</td>
<td>2</td>
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<tr>
<td>Design of training and preparation of agenda and training materials</td>
<td>2</td>
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<tr>
<td>Facilitation of training phases</td>
<td>32</td>
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<tr>
<td>Preparation of final report based on comments received</td>
<td>4</td>
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<td><strong>Total</strong></td>
<td><strong>40</strong></td>
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8. Evaluation criteria

<table>
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<th>Criteria</th>
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<tr>
<td>1  Methodology</td>
<td>30</td>
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<tr>
<td>2  Work plan</td>
<td>10</td>
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<tr>
<td>3  Qualification and skills</td>
<td>30</td>
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<tr>
<td>4  Financial proposal</td>
<td>30</td>
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<td><strong>Total</strong></td>
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9. Procedure for submission of expression of interest

Interested candidates are required to submit the following documents, not later than 11 October 2019 at 12:00 am local time: technical proposal outlining an indicative methodology, timeline and delivery dates; examples of previous work, if available; financial proposal; detailed CVs; copies of degree for the consultants; and an application letter including contact information of references.

Interested consulting firms should submit their technical and financial proposals to RWAMREC Offices: Kimironko, Kigali Parents Road - KG 15 AVE 6 (OR) KG 149 ST 1;

Tel-Cellular: +250 88315140; E-mail: info@rwamrec.org. Late bids will not be accepted.

Approved by:

RUTAYISIRE Fidele
Executive Director

Date: 05/09/2019