

# **Terms of reference to conduct a workshop on participation of civil society organization in JADF**

CCOAIB want to recruit a facilitator for conducting a workshop on participation of civil society in Joint action development forum. Find attached the terms of reference.



# CCOAIB

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

Personnalité juridique : A.M. n° 103/11 du 07/09/2004  
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## TERMS OF REFERENCE TO CONDUCT WORKSHOP IN GATSIBO, MUHANGA AND KARONGI DISTRICTS ON PARTICIPATION OF CIVIL SOCIETY ORGANISATIONS IN JADF

### 1. BACKGROUND OF THE ORGANIZATION

The "Conseil de Concertation des Organisations d'Appui aux Initiatives de Base" CCOAIB is an Umbrella organization of 36 Rwandan local NGOs in development. It serves as a framework of exchange, consultations, dialogue, negotiation and solidarity. Its member organizations operate across the whole country and are involved in various development domains including agriculture, livestock, environment, women and youth empowerment, microfinance, citizen participation, etc.

#### 1.1 VISION

Socio-economic self-reliant citizens who fully participate in their own development.

#### 1.2 MISSION

CCOAIB mission is to strengthen its intervention capacity for promoting sustainable development of the population.

### 2. OBJECTIVE OF THE ASSIGNMENT

In partnership with GIZ, CCOAIB is implementing a project entitled « Participate Locally for a sustainable Development in Rwanda ». The aim of the project, among others, is to strengthen the participation of CCOAIB member organisations in Karongi, Muhanga and Gatsibo districts, in JADF and to strengthen their capacities in influencing public policies namely Imihigo performance contracts.

It is in this regard that CCOAIB would like to recruit a facilitator for a workshop on participation of civil society organisations in JADF. The workshop will be carried out in Gatsibo, Muhanga and Karongi districts.

### 3. SCOPE

The training will gather 114 JADF Members from: Gatsibo district (15 people), Muhanga district (54 people), and Karongi district (45 people). The duration of the training will be 1 full day in each of the 3 districts.

### 4. KEY DELIVERABLES

The trainer is expected to produce the following:

- A training manual in English with a summary in Kinyarwanda
- A Power Point Presentation
- A training report

### 5. CONSULTANT'S PROFILE AND QUALIFICATIONS:

- Have a minimum of Bachelor's Degree level of education in one of the following fields : Political science, Governance, Public Policy Analysis, or any other related field;
- Have demonstrated experience and good knowledge of the Rwandan local government, JADF and civil society context;
- Have a proven experience in delivering trainings on community development or related topics.
- Excellent knowledge of written and spoken English and Kinyarwanda are highly desirable.

### 6. WORKING LANGUAGE:

The training will be carried out in Kinyarwanda but the report should be in English

### 7. APPLICATION

Interested applicants who fulfill the requirements set here-in should present their expression of interest letter, detailed CV/capability profile, together with 3 copies (1 original and 2 copies) of technical (with detailed methodology) and financial offers.

The Technical and the Financial Offers should be in separate sealed envelopes, both put in one big envelope and addressed to: The Executive Secretary, CCOAIB, P.O. Box 1993, Kigali, Rwanda. The application should be delivered at CCOAIB's offices on International Airport Road KN 5RD, Building №18 not later than the 31/October/2017 at 11:30 AM.

The envelopes shall be publicly opened immediately. Online applications are not allowed. Only successful applicants shall subsequently be notified.

### 8. SELECTION PROCEDURE

To select the best consultant, the quality based selection (QBS) method will be used.

Kigali, 24<sup>th</sup> October 2017

Jean Claude NGENDANDUMWE  
Executive Secretary of CCOAIB

