



Valuing and integrating women farmers' knowledge and views on agriculture practices and food systems into agricultural policy development and implementation

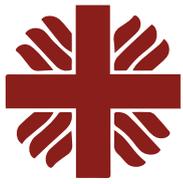
RESEARCH REPORT

October 2021



Trócaire
Working for a just world.

Co-funded by the European Union and Trócaire



Caritas
GIKONGORO



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The opinions expressed in this report are solely those of the consultants and do not necessarily reflect the opinions or policies of CCOAIB.

Jean Claude NGENDANDUMWE

Executive Secretary of CCOAIB

Acronyms

CCOAIB	Conseil de Concertation des Organisations d'Appui aux Initiatives de Base
FAO	Food and Agriculture Organization of the United Nations
FGDs	Focus group discussions
GDP	Gross Domestic Product
ICT	Information Communication Technology
IPFG	Initiative Pour la Promotion des Femmes et du Genre
KIIs	Key informant interviews
MINAGRI	Ministry of Agriculture
MIGEPROF	Ministry of Gender and Family Promotion
NISR	National Institute of Statistics of Rwanda
RCWE	Rwanda Chamber of Women Entrepreneurs
PSF	Private Sector Federation
SACCO	Savings and Credit Cooperative Organization
SPSS	Statistical Package for the Social Sciences
UN	United Nations
UNDP	United Nations Development Programme
VSLAs	Village Savings and Loan Associations

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EXECUTIVE SUMMARY

Rwanda is well-known internationally for the integration and mainstreaming of gender in national development sectors. The Government of Rwanda is a world leader in its commitment to gender equality through legal reforms that guarantee women a representative voice in public policy, and institutional reforms that ensure accountability for gender-sensitive policies. Nevertheless, women's effective participation in programs targeting economic development, particularly in the agricultural and food systems' sector, lags behind men's. Women continue to experience serious challenges caused by poor skills and lack of effective organizations, and limited access to seeds and fertilizers to support greater productivity on small farms and soil degradation.

Gender equality and women's empowerment are critical components of any program for sustainable development and poverty reduction. In Rwanda, where agriculture is the backbone of the domestic economy, women are much more likely than men to work in agricultural occupations and are more likely to depend on farm work for income.

This research was implemented in three Districts of Nyaruguru, Nyamagabe and Nyagatare with the overall aim of understanding how women farmers' knowledge and views on agriculture and food systems are valued as reflected through related policy development and implementation. The study combined both qualitative and quantitative approaches.

The findings of this study support the view that although women have a big role in agriculture, there are barriers to their views and knowledge influencing agriculture policy formulation and implementation. Alongside the burden of unpaid work at home, high levels of illiteracy and lack of bargaining power create significant economic disadvantages for women compared to their male counterparts.

Women in the three study areas are less educated than their men counterparts, which is likely to limit their participation in decision making at the grassroots level.

Women predominate in food production at home, for instance making decisions on the kitchen garden (*akarima k'igikoni*). This study established that women and men have similar views on the extent to which wives engage in the activities related to the kitchen garden and home gardening. While men consider their wives more responsible for kitchen garden, women also say they are fully engaged in home gardening.

Female farmers are less represented in agricultural cooperative in the three districts. A little over one-third of the women in our sample were members, while men are said to participate more than

women in agricultural committees. Both cooperatives and agriculture committees are channels for communicating people's views on policy formulation and implementation. One positive sign was that respondents overwhelmingly felt that women's ideas and views were considered as much as men's when they are members of cooperatives.

Research indicated that women participate less in dialogue meetings on agriculture and food security than men despite equitable opportunities in terms of invitations, accessibility of the venue as well as the meeting environment. This is mostly due to unpaid care work, lack of confidence and structural causes, among others.

The study established that women are perceived to be less involved in agriculture development programs and policies. Nearly three in ten (29.0%) respondents said that women do not participate in policy development, compared to 13.8% of men. This was mainly explained in terms of cultural factors that result in underestimating women's abilities. As they do most of the unpaid care work this limits the time they can allocate to community-level meetings – the channel for ideas to filter up to policy formulation.

1.1 Recommendations

Following the key findings of the study, the consultants recommend the following.

Recommendations to MINAGRI and MIGEPROF:

- Redistribute the burden of unpaid work by encouraging men to share more of the load.
- Reduce the burden of unpaid care work through agricultural technologies and affordable small-scale mechanization so that women farmers may have more time to participate in other activities like dialogues and trainings.
- Raise awareness among women involved in agriculture of the benefits of joining cooperatives as channels to communicate their views and knowledge in agriculture related policies and programs.
- Establish a women's working group to model sustainable food and agriculture systems for homestead, village, sector, district and national levels.
- Use National Women's Council community structures more effectively to discuss agricultural policies.
- The agricultural sector has seen two generations of the gender mainstreaming strategy but there is a gap in monitoring, evaluation and reporting. Research could seek to understand why gender strategies remain on the shelves.

Recommendations to districts and sectors:

- Local leaders should avail community assembly meetings (*inteko z'abaturage*) and community work gatherings (*umuganda*) with gender-disaggregated data and create space for women to provide their ideas and views and participate in decision-making.

Recommendations to CSOs:

- Advocate the use of gender-sensitive agricultural technologies to reduce the burden of unpaid care work to enable women's participation in more productive activities.
- Create appropriate spaces within CSO interventions for women and girls to provide their views on policies and programs.
- Disseminate the content of agricultural policies and programs, especially through radio stations and local gatherings, using simplified messages to help farmers understand the content.
- Enhance support for adult education, targeting women in rural areas to reduce illiteracy levels.
- Assess implementation of the gender and youth mainstreaming strategies to help ensure they inform agricultural sector planning on an annual basis.

Recommendations to agriculture committees:

- Involve farmers in planning process and ensure the committees are really addressing the issues they raise.
- Improve and increase women's access to agricultural information, knowledge and markets.
- Expand women's access to and uptake of rural and agricultural financial services.

1. GENERAL INTRODUCTION

1.2 *Background: women's roles in agriculture*

Agriculture has been recognized as an engine of growth and poverty reduction in countries where it is the main occupation of the poor (World Bank, 2006). However, in many developing countries, the sector is still under-performing, in part because women, who represent a crucial resource in agriculture and rural economies through their roles as farmers, laborers and entrepreneurs, face constraints in access to productive resources such as land, credit, assets, extension services, labor and other inputs (Harris et al., 2012; Seppelt et al., 2012, HLPE, 2019).

It is estimated that women comprise 40% of the agricultural workforce worldwide, and as much as 60% in sub-Saharan Africa (FAO, 2013; FAO, 2018). Women's roles range from paid or unpaid cultivators, to wage laborers or employers in on- and off-farm enterprises, to providers of unpaid care work in their households and communities (Damianos and Skuras, 1996; O'Grady and O'Hare, 2017). In some sub-Saharan African countries, women make up nearly 90% of the agricultural labor force in subsistence and smallholder farms (Herrero et al., 2013; HLPE, 2013). The Center for Women's Global Leadership (2011) notes that women are involved in all aspects of production, processing and distribution: 'They work as unpaid, contributing family workers, self-employed producers, on and off-farm employees, entrepreneurs, traders, and providers of services, technology researchers and developers, and caretakers of children and the elderly. On average, 43% of agricultural laborers in developing countries are women who are also the majority of food providers. As producers, women are often the ones who produce secondary crops for subsistence, such as legumes and vegetables, on more marginal lands.'

Despite their knowledge, skills and capacities, women farmers are often not recognized as 'productive' farmers. Their farm work is frequently unpaid or under-valued. They tend to be excluded from decision-making processes and do not have equal access to land and other resources, credit, markets, education, extension services and inputs. The Center for Women's Global Leadership (2011) explains that gender roles can hinder women's access to technology, agricultural training, and rural infrastructure and prevent rural women and children from escaping poverty traps which constrain their ability to sustainably produce food for themselves and for market.

The UN General Assembly has acknowledged the pivotal role played by rural women in agricultural development, food security and the eradication of poverty. Among its resolutions is A/RES/62/136, which calls on Member States to improve the situation of rural women by ensuring their political and socioeconomic empowerment and mainstreaming the gender perspective in the rural ambit into the planning, application, monitoring and assessment of development policies, as well as ensuring that rural women have access to social services.

The World Bank, FAO and IFAD (2009) identified four key reasons why gender issues must be addressed in agricultural development: (1) for economic efficiency, because gender inequalities in access to and control over resources undermine sustainable and inclusive development; (2) because distributional issues are related to gender differences in outcomes; (3) because gender roles and relations affect food security and household welfare; and (4) because gender equality is a basic human right, with value in and of itself.

If policy interventions and program development can address the hurdles faced by women in agriculture, there is a lot of scope for improving their livelihoods, from which many broader societal benefits will follow.

1.2.1 The case of Rwanda

Agriculture plays a key role in Rwanda and accounts for most of the country's labor force. In 2017, the agriculture sector contributed to approximately 31% of gross domestic product (GDP), generated 60% of the foreign exchange, provided 75% of raw materials for industry, and provided about 45% of total government revenue (NISR, 2018a). It is also the major employer of women in Rwanda (Shimeles et al., 2018). Women are much more likely than men to work in agricultural occupations, and are more likely to depend on their farm work for income (Randell, 2014).

As shown by the Fifth Integrated Household Living Survey, EICV 5, the proportion of females in agriculture (80%) is higher than for males (58.5%) (NISR, 2018b).¹ Agriculture employs 68% of the Rwandan population, with women accounting for 66% of the agriculture workforce (PSTA4). Men occupy more paid jobs in agriculture (25%) than women (19.7%), while there are more women (42.1%) than men (40%) in paid non-farm employment (MINAGRI, 2018).

¹ The categorization of 'independent farmers' includes household members who were involved in subsistence agriculture regardless of whether they own the land they are farming or not.)

However, in spite of their immense involvement, women face a number of challenges and constraints. Research conducted by Trócaire with the support of USAID (2020) highlighted some challenges they face, such limited education, low incomes, limited information from officials, their ideas not being considered by local and district officials, delays in service deliveries, women farmers lacking confidence which prevents their effective (or any) participation in community gatherings and prevents them from voicing suggestions in public, and leadership positions tending to be held by educated men in higher income groups to the exclusion of women.

Women are poorly represented in agricultural platforms and their access to agriculture services is still low compared to men, and this may seriously affect efforts towards improved food systems and agricultural policy engagement. Regardless of the Rwandan Government's commitment to gender equality,² women's participation in programs targeting economic development has lagged behind men's.

1.3 The rationale of the study

The rationale of this study is to identify the current status of women farmers on participation and influencing agricultural policies by studying three districts (Nyaruguru, Nyamagabe and Nyagatare) and developing recommendations for overcoming the challenges and improving the situation. The study also examines the existing channels for women's view and knowledge to be considered in policy formulation and implementation and suggests needed improvements. The challenge of undervaluing and weakness in integrating women farmers' knowledge and views in policy is not unique to Rwanda; it is an issue of concern across Africa and around the globe.

² Legal reforms have guaranteed women a representative voice in public policy, while institutional reforms aim to ensure accountability for gender sensitive policies.

2. LITERATURE REVIEW

2.1 Women and food security

Rural women play an essential role in food stability, availability, accessibility, and utilization (Hidalgo García, 2012). Some brief illustrative examples of these roles follow.

Box 1. Defining food security

Food security is a state in which ‘all people, at all times, have physical and economic access to sufficient, safe, and nutritious food to meet their dietary needs and food preferences for an active and healthy life’ (FAO, 1996). It comprises:

- *Food availability*: the amount of food physically available to a household or an area, which includes domestic production, commercial imports, reserves, and food aid (Benton, 2016; Pinstrip-Andersen, 2009).
- *Food accessibility*: the physical ability (road network and market) and economic ability (own production, exchange and purchase) of a household to acquire adequate amounts of food regularly. It may include home production and stocks, purchases, barter, gifts, borrowing, and food assistance.
- *Food utilization*: the intra-household use of the food they have access to and the individual’s ability to absorb and use nutrients (a function of their health status and of the efficiency of food conversion by their body).
- *Food stability*: Stability describes the temporal dimension of food and nutrition security: the timeframe over which food and nutrition security is being considered. Stability is when a household’s supply remains constant during the year and in the long term. That includes food, income and economic resources. It implies minimizing external risks such as natural disaster and climate change, price volatility, conflicts or epidemics through activities and implementations improving the resilience of households.
- *Food sustainability*: this consists of producing enough food to maintain the human population. The intrinsic factors to guarantee a sustainable food system³ are a fertile land, water, fertilizers, a stable climate, and energy.
- *Food agency* refers to the capacity of individuals or groups to make their own decisions about what foods they eat, what foods they produce, how that food is produced, processed and distributed within food systems, and their ability to engage in processes that shape food system policies and governance (HLPE, 2020).

Women participate and play a significant role in all operations related to crop production, although to varying degrees in different contexts. These includes, weeding, harvesting, and post-

³ According to IFPRI, ‘food systems’ are the sum of actors and interactions along the food value chain—from input supply and production of crops, livestock, fish, and other agricultural commodities to transportation, processing, retailing, wholesaling, and preparation of foods to consumption and disposal.

harvest handling (Hailu et al., 2011). Women also play a more significant role than males in manual weeding, threshing and transportation of farm produce (Muoni et al., 2013). However, both males and females play roles in planting, soil conservation and management, application of fertilizers and herbicides, storage and marketing of farm produce. Harrowing and weeding are considered women's activities (Deribe, 2007). Women also play a prominent role in the production of high-value commodities, such as fruits and vegetables, which are increasingly in demand, as incomes rise (Fairbairn, 2010). Yet, the prominent role of women in agriculture is often unrecognized.

Women are typically responsible for food supply in households (World Bank, FAO and IFAD, 2009). Women tend to be responsible for food preparation and childcare within the family and are more likely to spend their income on food and their children's needs (ibid). Women can gain access to food through producing it for their own consumption or purchasing it.

In food utilization (use and processing), women process and add value to many food products and related products that support the livelihood of the household. Women are typically responsible for food preparation and are therefore crucial to the dietary diversity of their households. Women are generally responsible for selecting food purchased to complement staple foods and to balance the household's diet (World Bank, 2015).

Women play an important role in sustainable food security and biodiversity.⁴ In many places, women farmers are custodians of local, traditional ecological knowledge in relation to cropping patterns, irrigation, pest control, and soil management practices. If given opportunity, they can play an instrumental role in promoting sustainable agriculture (Rasul et al., 2018).

Farmers, especially those involved in small-scale cultivation, possess the appropriate skills for both managing and preserving biodiversity. Rural women have traditionally been in charge of storing food and seeds, adapting crops to the external conditions and passing on their knowledge from one generation to the next (FAO, 2010). The Convention on Biological Diversity recognizes 'the vital role that women play in the conservation and sustainable use of biological diversity' and affirms 'the need for the full participation of women at all levels of policy-making and

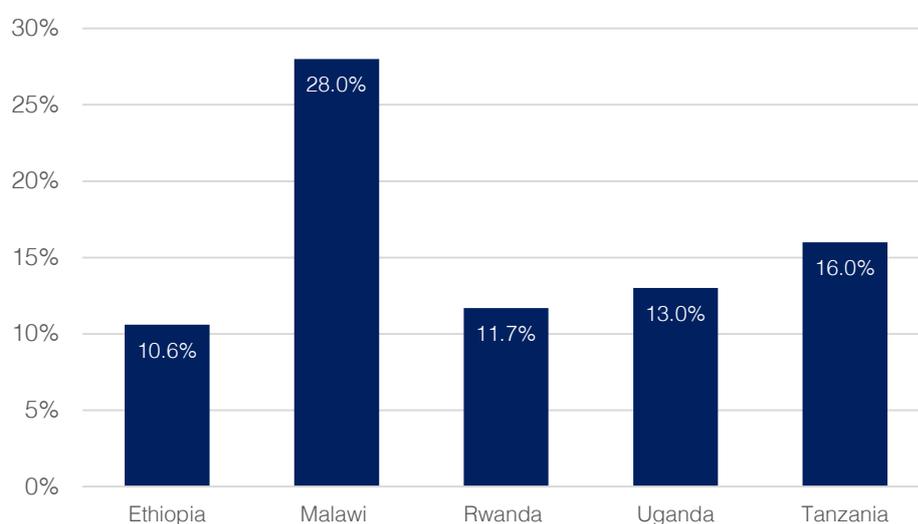
⁴ Sustainable food security is defined as 'when all people at all times have physical, social and economic access to sufficient, safe and nutritious food that meets their dietary needs and food preferences for an active and healthy life without compromising the productive capacity of natural resources, integrity of biological systems, or environmental quality' (UNDP, 2016).

implementation for biological diversity conservation’ (FAO, 2015). To achieve food security, agricultural systems must be transformed and meet such 21st-century challenges as climate change and rising population. Conservation of agricultural biodiversity has become a necessary tool in adapting to climate change.

2.2 Explaining gender gaps

Despite the various roles that women play in agriculture, there are clear gender gaps in agricultural productivity (Figure 1). Explanations for these gaps center on women’s lower access to agricultural inputs, lower returns on the inputs they use, less secure land rights, and gender-based distortions in product markets (UN Women, 2019). Women also have less access to training, information, social protection and public services. Underlying these disadvantages, says UN Women (2019), are ‘gendered norms and practices reflecting unequal power relations and fairly rigid gender divisions of labor at the household level’, and the burden of household responsibilities and the heavy demands on their time performing unpaid farm labor (UN Women, UNDP, and UN Environment, 2018). According to FAO, if women had the same opportunities of access to productive resources as men, yields could increase by 20–30% (Hidalgo García, 2012).

Figure 1. Gender gaps in agricultural productivity in selected African countries



Source: UN (2019)

The gender gap in agricultural productivity in Rwanda was 11.7% in 2013–2014. This means that, on average, a female-managed farm was 11.7% less productive than a male-managed farm in Rwanda (UN Women and UNDP-UNEP PEI, 2016).

One of the consequences of this is that female-headed households are more prone to be food insecure (23%) than male-headed households (17%) (NISR, 2018a) because proportionally, more female-headed households have an inadequate food consumption, spend a larger part of their budget for food, and are more engaged in livelihood coping strategies. Female-headed households are poorer, with around 31% classified in *Ubudehe* 1 against 11% of male-headed ones. Female heads of households are often widows or separated and their households have a lower number of active members. Around one female head out of two attended school against 80% of male heads of households. Female heads of households are mainly engaged in small agricultural production or agricultural daily labor, while male heads have more diversified livelihood activities like salaried work, businesses or skilled labor (NISR, 2018a).

Lack of production of high-value crops was estimated by the same study to account for two-thirds of the gender productivity gap in Rwanda. A USAID study (2015) identified lack of access to land, extension services, training, and opportunities to help them benefit from activities at the higher levels of value chains as key explanations. Further, ‘women in Rwanda are less able to make decisions about how household income will be used than are men, and rural women’s workloads are disproportionately higher than men’s’ (ibid.). The UN Women study states that ‘Social norms that assign the primary responsibility for household food production to women contribute to this disparity, along with the fact that women typically receive lower returns to their inputs because of gender biases in product markets’ (UN Women and UNDP-UNEP PEI, 2016).

Many studies find that formal structures and policies in Rwanda are good but do not themselves remove the barriers imposed by social norms and gender roles.

For example, on land, the National Land Policy and the Organic Land Law (2004) guarantee equal rights for men and women in all aspects of acquisition, registration and management of land (Uwayezu and Mugiraneza, 2011). Starting in 2009, Land Tenure Regularization clarified land rights, lessened conflicts and reduced gender discrimination in land access, each of which contributed to increased land access for married women and improved documentation of inheritance rights. This resulted in greater land tenure security and large positive effects on agricultural investment, especially in female-headed households (Ali, Deininger and Goldstein, 2014). Despite this, land is typically owned and used in line with the husband’s needs and priorities. But government policy acknowledges that when women have land tenure security, they can grow more and earn more and consequently spend a higher proportion on caring for the family, especially on food and other care-related matters than men (MIGEPROF, 2018).

2.3 Women in decision making for agriculture related policies and programs

As the FAO (2020) states, women's traditionally limited role in decision-making processes at the household, village and national levels in most cultures means that their needs, interests and constraints are often not reflected in policy-making processes and laws which are important for poverty reduction, food security and environmental sustainability.

Rwanda, despite a range of interventions on gender equality, acknowledges that it is no exception. Women are well represented in politics and Rwanda boasts the highest rate of women in parliamentary office across the globe.

However, this does not correspond to decision-making opportunities in agricultural settings. The Ministry of Agriculture assessed the impact of the Rural Sector Support Program (MINAGRI, 2008) and found that the membership of most farmer organizations and cooperatives in Rwanda comprises approximately equal representation of men and women but that women are generally underrepresented in the management structures. 'Women's positions are weak and their role in agriculture value chains development is less visible than men's' (MINAGRI, 2010). It says that women's participation in decision-making processes in social, economic and political areas is low, which is inconsistent with their contributions to productive, reproductive and community work. 'In situations where women are represented in the structures, they do not participate actively in decision-making processes' (ibid).

Another example of this dynamic is found in a 2017 report published by the Gender Monitoring Office (GMO, 2017) showed that women make up 42% of the membership of agriculture cooperatives 42.3% of leadership positions. Three-quarters of share of credits/loans disbursed in agriculture go to men (74.5%). Only 8% and 45% of women access improved seeds and organic fertilizers respectively, while for men the share is 18% and 75% respectively. The GMO report also argued that when it comes to decision-making in agriculture, men usually get the high leadership positions such as chairpersonship, presidency. Women accept subordinate posts such as the vice presidency, secretariat and treasury which have more limited opportunities to access information, capacity building and training. A typical example is taken to the formation of Farmer Field Schools facilitators, where women represent only 69 of the 500 facilitators trained countrywide.

Another study on Rwandan agricultural cooperatives found that women are visible in cooperatives but constrained in what they can achieve. 'Cooperatives provide an opportunity for developing networks that could enable women farmers to engage in advocacy but a number of

weaknesses need to be overcome, including low levels of literacy, lack of confidence and deeply embedded patriarchal attitudes which limit women's freedom to engage in activities outside of the home and subordinate them in the public sphere' (Abbott and Malunda, 2014).

The USAID study (2015) found that gender norms are changing rapidly in Rwanda, 'but women continue to be disadvantaged and often unable to participate in programs, groups, leadership roles, and training. In most cases, men are still seen as decision makers in families and cultural norms suggest it is women's job to follow what men say; men continue to control decisions about how family income will be spent, including income earned by women' (USAID, 2015).

The agricultural policy in Rwanda formally recognizes the important role that women play in the sector and is committed to their empowerment, but there is evidence that women are not benefiting from policy implementation. Women perform much of the work on farms but do not get the same access as male farmers to extension and capacity-building services. They are less likely to have leadership roles in cooperatives and are less likely to contribute to community consultations and decision making (MINAGRI, 2010).

2.4 Unpaid care work

A key facet of all of this is that women typically have less time than men for income-earning opportunities or for participation in policy and planning. Generally, spend more hours doing unpaid care work at home than men (NISR, 2012).

A study conducted by Habimana (2011) revealed that a higher proportion of women (89%) than men (54%) in Rwanda spend time on household chores, with women spending on average 23.5 hours per week on these activities compared to men's five hours. For market-related work, there is no significant difference between women and men: 71% of men are involved in this against 73% of women, but women on average 21 hours a week on business-related activities against men's 26. These numbers illustrate why a large proportion of women may continue to depend on their 'breadwinner' husbands, therefore limiting the bargaining power of women in their household (Habimana, 2011).

In Rwanda, as in many developing countries, culture influences gender roles, which in turn determines time use between women and men. For instance, men from a young age are taught that women and girls raise children and perform household tasks, whereas their own identity is defined in large part by their ability to earn an income and provide for the family. The means that as women's participation in paid work increases, these household dynamics are often challenged

in ways that men may view as threatening to their traditional roles as income earners and heads of household (Slegh et al., 2013).

Box 2. Opportunities for women for participation in agriculture policies and food systems

The Gender and Youth Mainstreaming Strategy and its implementation demonstrates a will to mainstream gender in all programs and strategic interventions within the agriculture sector.

In addition, the following bodies, policies and programs indicate how gender issues are taken into consideration:

Rwanda Chamber of Women Entrepreneurs: Rwanda sees the role of the private sector and especially women entrepreneurs as vital for the country to achieve its long-term development objectives. The Rwanda Chamber of Women Entrepreneurs (RCWE) was established in 2005 as an integral part of the Private Sector Federation (PSF).

The RCWE dedicates its efforts to improving the business climate and removing obstacles for women entrepreneurs so that they can play their role effectively in national development and job creation. Financing gender equality and empowering women has been and remains a priority for the Government of Rwanda.

Strategic Plan for the Transformation of Agriculture: The plan, first developed in 2004 and now in its fourth phase (2018–2024), set out that the intensification and commercialization of Rwandan agricultural sector will be essential to reduce poverty and drive growth. Strategies to address key gender issues within the sector were outlined by the plan.

As key stakeholders in rural economies, women occupy a fundamental place in advancing Rwanda’s Fourth Strategic Plan for Agriculture Transformation (PSTA4), 2018-2024, which targets an average annual growth rate of 10%.

The National ICTRAG Strategy (2016-2022): The strategy for the development of the ICT for Rwanda Agriculture includes ICT initiatives for women as one of its guiding principles.

3. METHODOLOGY

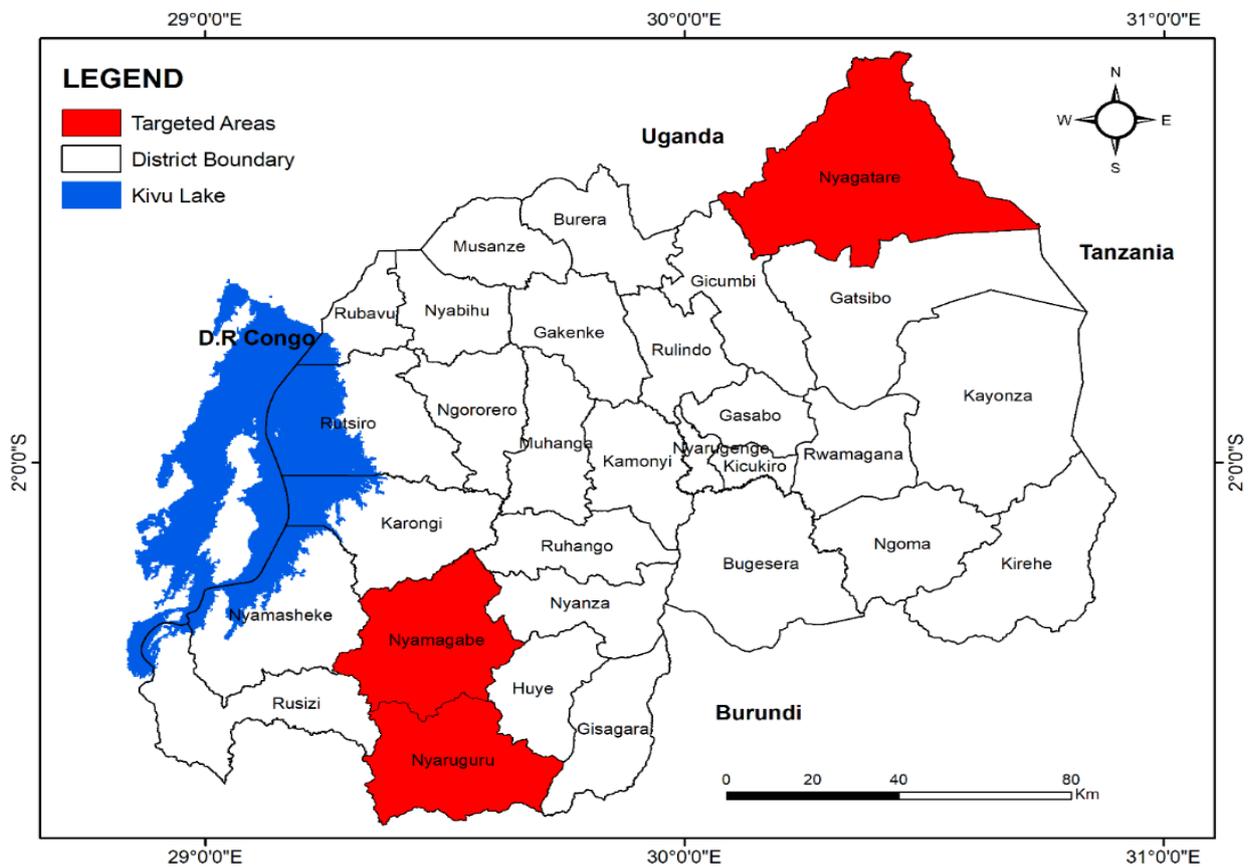
3.1 Study purpose

The purpose of this research is to gauge the extent to which women’s knowledge and views on agricultural practices and food systems are perceived to be integrated into agricultural policy development and implementation targeting women farmers.

3.2 Study area

The assignment targeted three districts: Nyagatare in Eastern Province, and Nyamagabe and Nyaruguru districts in Southern Province (Figure 2).

Figure 2. Location Map of the Study area (Nyagatare, Nyamagabe and Nyaruguru Districts)



Source: Map developed by the researchers

3.3 Approach and methods

This subsection describes the analytical approach and data collection methodology. We employed mixed methods combining qualitative and quantitative approaches including a literature review, a questionnaire, key informant (KIIs) interviews and focus group discussions (FGDs).

The consultants Team collected both primary and secondary information/data in the study area. The questionnaire (prepared in English and translated into Kinyarwanda) collected quantitative data that was entered via tablet into CSPro software, while hard copy interview guides for KIIs and FGDs were used to collect quantitative data.

3.3.1 Desk reviews

This research involved the collection and review of existing secondary information about the status of women farmers in agriculture practices and food security in Rwanda and abroad. Reviewed documents are attached as annexes.

3.3.2 Qualitative approach and tools (primary data collection)

The primary data collection tools used included closed-ended questionnaires, FGDs and KIIs. Assessment checklists and researcher observation and judgment were used to complement the validity of responses.

KIIs

KIIs were conducted both at local and national levels. The informants were identified through a mapping of core stakeholders and actors with CCOAIB. Due to COVID-19 measures, interviews were undertaken by phone and email.

FGDs

Two FGDs were conducted in each district. Each group was composed of 8-10 female farmers. The discussions were conducted over more an hour or more to provide sufficient information. FGDs were undertaken face-to-face but with measures to contain the spread of COVID-19 (distancing between participants, using hand sanitizers and wearing masks).

Stakeholder deliberative forum

This forum brought together key stakeholders engaged agriculture Sector practices and food systems. The joint deliberative forum was conducted to help stakeholders come up with workable recommendations and identify the gaps to be addressed in the future phases of the project.

Direct observations

Direct observations were made in field visits in the targeted areas. Photographs were taken to record additional information.

3.3.3 Targeted audience and area

A participatory approach was applied that involved different stakeholders to gain a deep insight into the key research questions. They included:

- District Agriculture Committees
- Sector Agriculture Committees
- Cell Agriculture Committees
- Village Agriculture Committees
- Civil society organizations engaged in agriculture and food security
- Small-scale farmers
- Directors in the Rwanda Agricultural Board
- CCOAIB and key partners' technical and leadership teams.

3.3.4 Sample size design

To determine the sample size, we used Raosoft sample size calculator formula:

$$n = \frac{N (zs/m)^2}{(N-1) + (zs/m)^2}$$

$z = 1.96$ for 95% confidence level

$s = p(1-p)$ $p =$ estimated proportion or $p =$ to 50%

$m =$ desired margin of error (3.26 %)

$N =$ study population

We referred to 2012 Population Census, which gave the total population for the three districts as 1,102,301. We applied the above formula and got a sample of 903. Enumerators managed to reach 902 respondents (99.9%) in three districts.

We distributed the elements of the sample as follows:

- Quantitative survey: 902 respondents (small-scale farmers) were administered with questionnaire (78% females and 22% males). Two villages were selected in each sector of the three districts: one benefiting from project interventions and the other not.
- Two FGDs were conducted in each district (one in a village where the project operates and one not). Field officers of CCOAIB, IPFG and Caritas Gikongoro helped in reaching out to participants.
- 42 interviews were done with selected respondents at district/sector level and national level. A list of all interviewees is attached to this report.

3.3.5 Data compilation, analysis and reporting

Primary data was analyzed by using descriptive (e.g. frequencies, mean, range, etc) and inferential statistics (e.g. use of correlations) to generalize the population from data obtained from the sample. This was done with SPSS software.

For the surveys and participatory studies, tables and figures have been produced showing the results of key questions in turn. Every table and figure is accompanied by a narrative explanation and an interpretation of findings. The qualitative information was analyzed using Nvivo software.

3.3.6 Quality assurance and management

We adopted two main strategies to ensure a high standard of data. First, there was a constant and random back-checking of field enumerators' work by the field supervisors to make sure that the quality of the data was not compromised in any way. Twelve enumerators (5 female) were deployed. A minimum 5% of all interviews conducted by each interviewer was 'back-checked' by the supervisor in collaboration with the data manager. This involved returning to a respondent who had been interviewed to re-interview and verify key points of the questionnaires and to check that the standard protocol had been correctly applied. To ensure confidential responses, female respondents were interviewed separately from their spouses.

Second, CCOAIB and partners had a monitoring team on the field that worked and ensured the consultants adhered to relevant protocols and standards.

3.3.7 Applied software

- CSPro on tablets for survey questionnaires
- Stata and SPSS for quantitative data analysis
- Nvivo for qualitative/content analysis
- ArGis-ArcMap 10.3: geospatial tools for geographical location of the study area (for study area demarcation).

3.3.8 Ethical and confidentiality considerations

The assessment took ethical considerations into account. Enumerators assured informants/respondents of their anonymity and avoided sensitive questions beyond the scope of the study. Formal consent from each informant was requested and obtained before interviews and discussions took place. Confidentiality was also guaranteed regarding any information given and all collected data were exclusively used for the purpose of this study. Sound data

management – including clear data ownership, access control, and backup and archiving processes – ensured data quality, accuracy, and security.

3.3.9 Risk analysis

Due to thorough preparations and close collaboration from both CCOAIB and its stakeholders, our risk analysis revealed that there were no significant risks/obstacles, but the COVID-19 pandemic required the research team to follow standard operating procedures and current preventive measures provided by Ministry of Health. Physical contact was minimized, wearing of face masks was compulsory, hand sanitizers were used at all data collection sites, and consultants ensured social distancing during FGDs and KIIs in the study area.

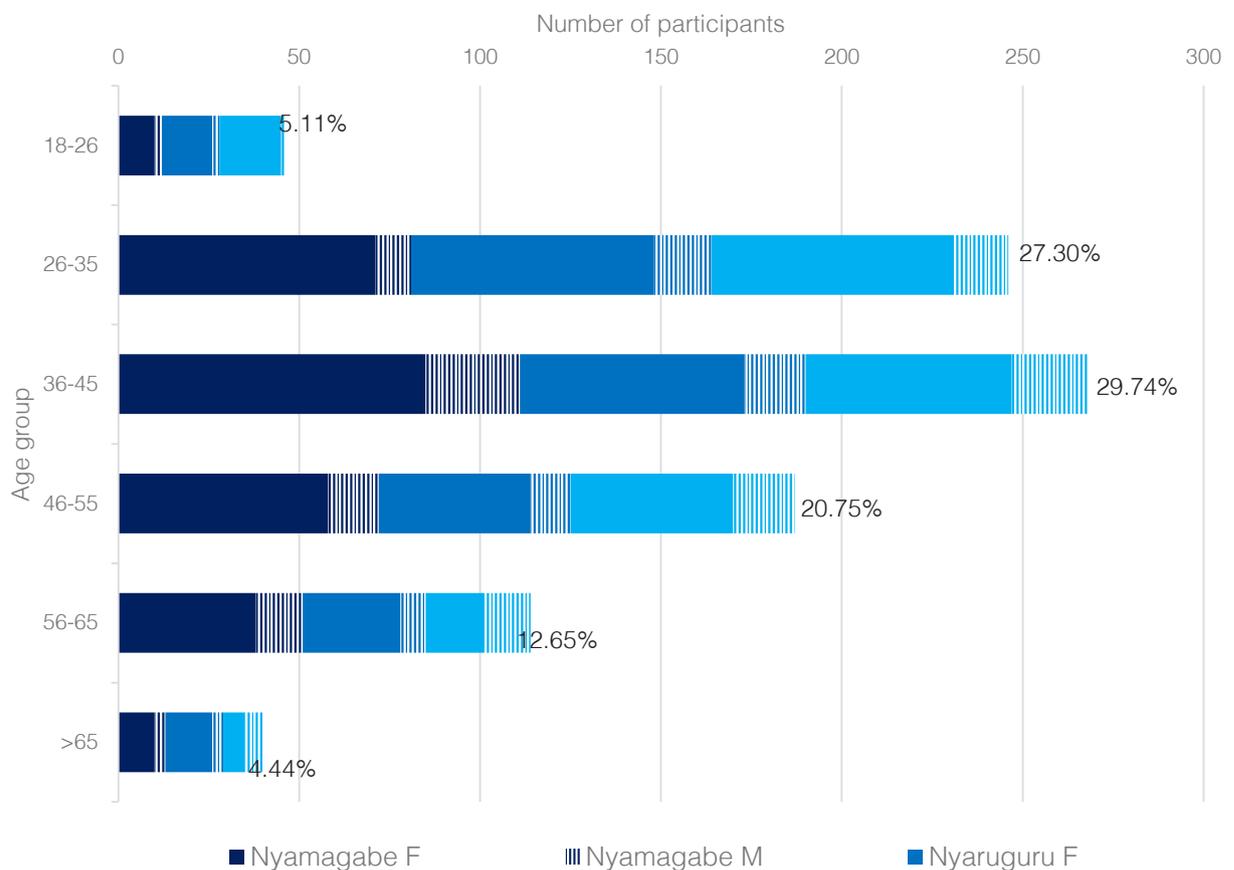
4. STUDY FINDINGS AND ANALYSIS

4.1 Socio-demographic characteristics of the respondents

4.1.1 Repartition of respondents by age groups

The age structure of the sample is represented in Figure 3. Most respondents were in economically active age range, with 95.6 % ranging between ages 18 and 65.⁵ The differences between districts were minor: in Nyamagabe 13 respondents out of 340 interviewed are in the economically inactive (66+) category, 16 and 11 out of 281 and 280 sampled in Nyaruguru and Nyagatare respectively.

Figure 3. Distribution of respondents by age group, district and sex



⁵ The researchers' assumption was that respondents over 66 years old were 'economically inactive'.

4.1.2 Structure of by gender and marital status

The distribution of respondents by sex is presented in **Error! Reference source not found..** Women accounted for 78% of respondents. Regarding marital status of respondents, a very large proportion (68.1%) of the sample is married (**Error! Reference source not found.**).

4.2 Respondents' household sizes

Figure 4. Respondents by sex

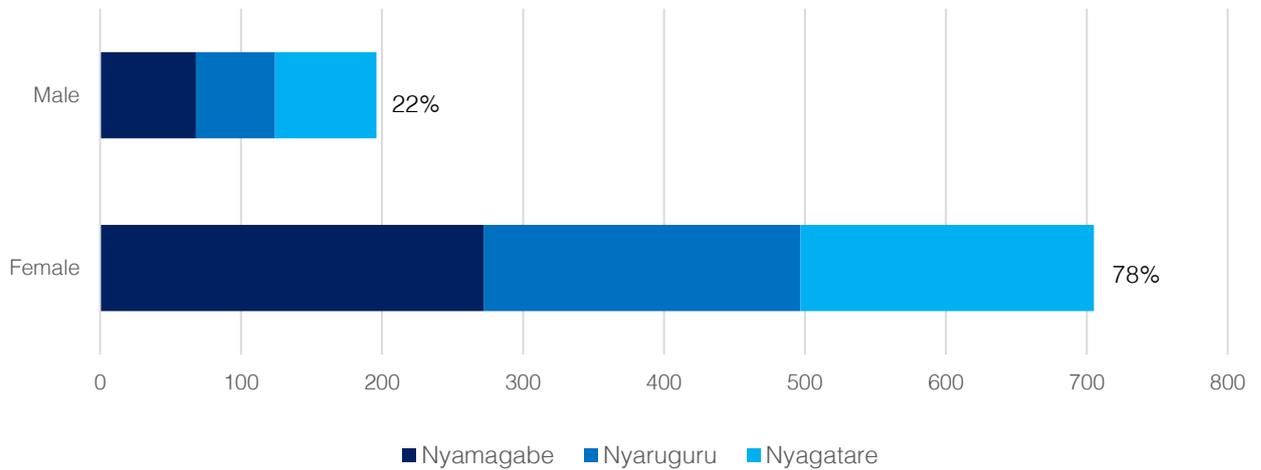
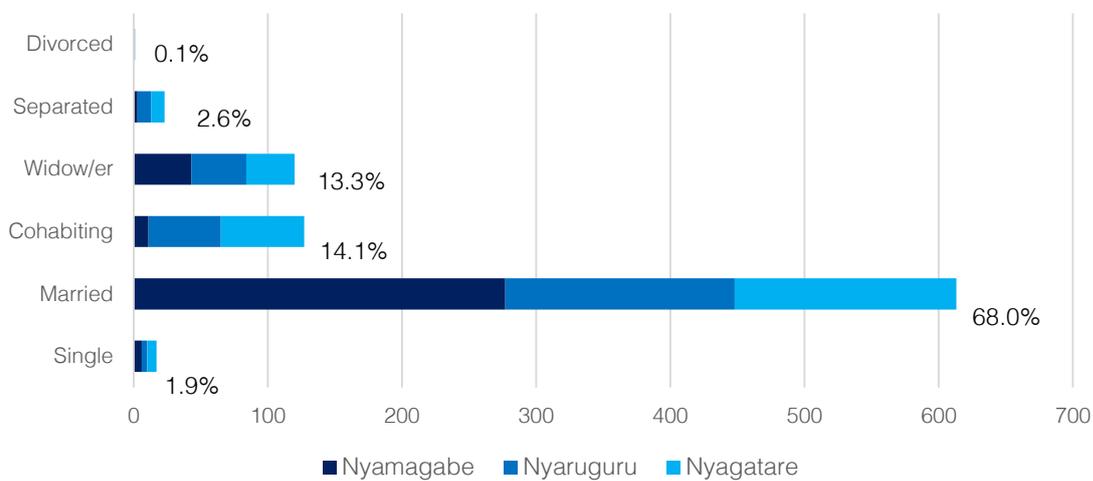
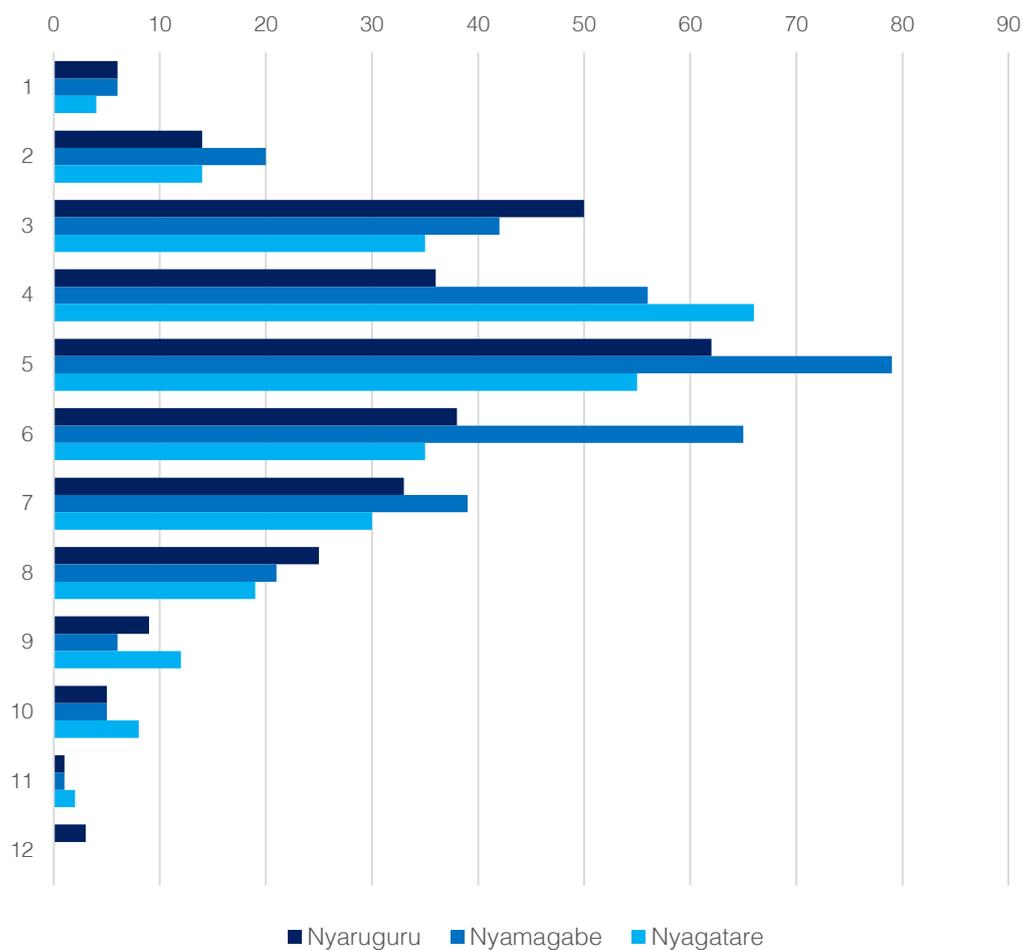


Figure 5. Respondents by marital status



Data related to respondents' household size is displayed in Figure 6. This variable is indicative of the economic status related to decision-making at any level.

Figure 6. Distribution of respondents per size of their respective households



The majority of respondents (70.6%) have a household of between 3 and 6 family members, while a small portion (10.4%) have 9 or more members.

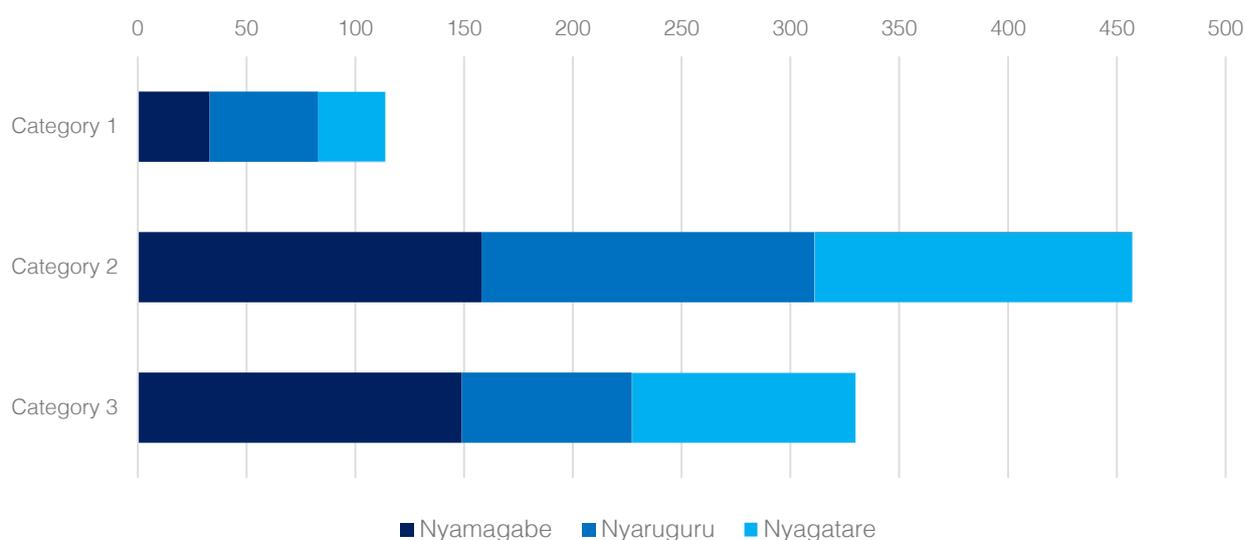
The bigger the family, the more responsibilities that fall to the household head, which may impact negatively to their availability for various gatherings and essential platforms.

4.2.1 Composition of respondents by *Ubudehe* category

The study gathered information on the socio-economic status of respondents according to their *ubudehe* (socio-economic) status.⁶ All respondents came from three categories: category 1 (i.e. the poorest, 12%), category 2 (50.7%) and category 3 (36.6%). There were none from *ubudehe* category 4, the wealthiest category (see Figure 7).

⁶ *Ubudehe* is a long-standing and cultural value of mutual assistance which was adopted by the government in 2000 to address poverty reduction. Rwandans are classified as one of four socio-economic categories, with category 1 being the poorest.

Figure 7. Respondents by *ubudehe*



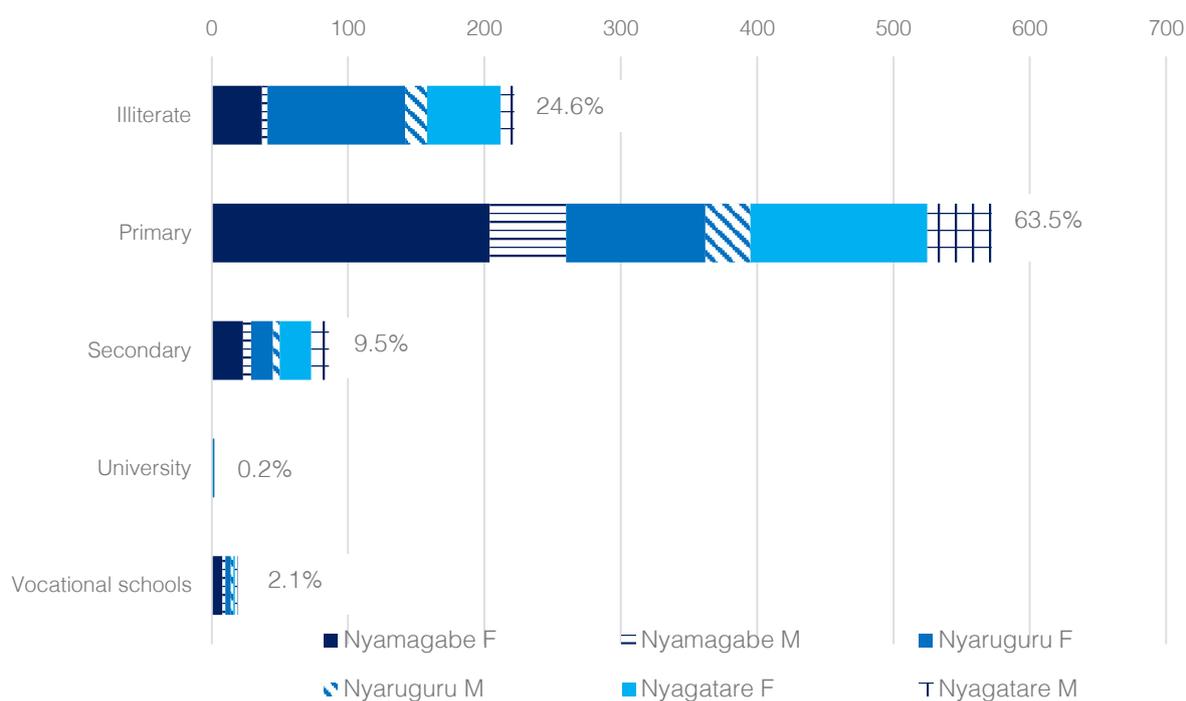
An FGD in Nyamagabe discussed how people in categories 1 and 2 (i.e. nearly two-thirds of our respondents) are widely perceived to lack the confidence and esteem of higher categories, are little recognized in decision-making process, and have limited to access and control on agricultural resources.

4.2.2 Distribution of respondents per level of education of household head

The education helps to establish the relationship between the level of education and the participation in decision-making and policy influencing process. The literature suggests that formal education is very important for agricultural planning and budgeting as well as comprehension of good agronomic practices. An illiterate farmer will not be able to read an instruction manual, a seed label or agrochemical package, among others.

The study found a high illiteracy rate across districts (24.7%). In addition, it showed how females are less educated than their male counterparts: 14.3% of females are illiterate compared to 10.4% of males. A far higher proportion of females (52.2%) reached only primary level than males (11.2%) (Figure 8). This may influence how people contribute and participate in decision making at grassroots level.

Figure 8. Distribution of respondents by level of education, female and male



Nearly two-thirds (63%) of respondents attended primary school, 25% are illiterate, while only 10% and 2% attended secondary and vocational schools respectively.

4.3 Women’s knowledge and views on agriculture practices and food systems

4.3.1 Level of knowledge

A certain level of knowledge of programs, policies, systems or any other practices enables a person to contribute to it. The study gathered data on interviewees’ knowledge of agriculture policies and programs and food systems. The results of the research showed that most respondents had some level of knowledge of one or more agriculture policies and programs (Table 1).

Table 1. Women’s knowledge on agriculture policies and programs and food systems

Have knowledge on agri policies & programs and food systems	Total		Nyamagabe		Nyaruguru		Nyagatare	
	Number	%	Number	%	Number	%	Number	%
Total respondents	901		340	37.7%	281	31.2%	280	31.1%
Yes	812	90.1%	307	34.1%	254	28.2%	251	27.9%
No	89	9.9%	33	3.7%	27	3%	29	3.2%

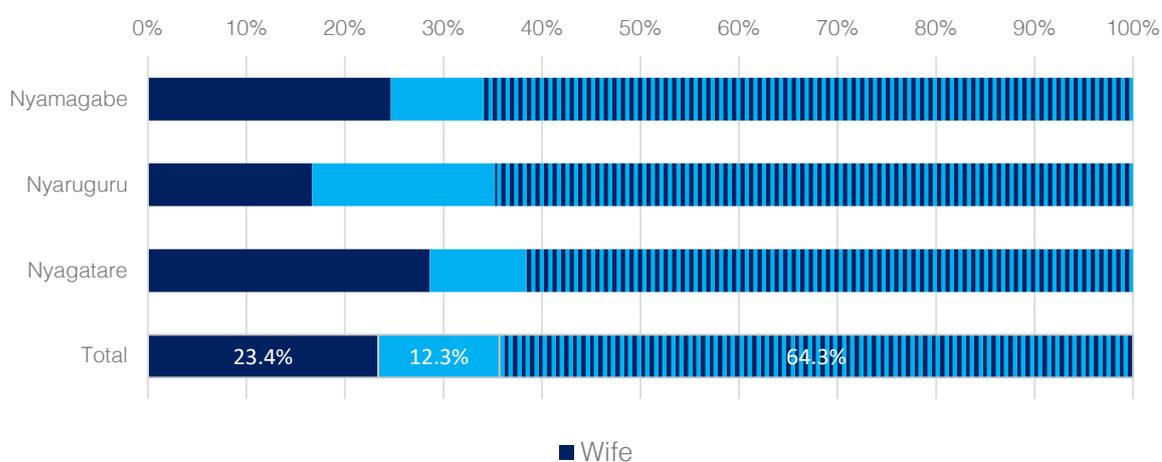
To support their responses, they mentioned a number of programs, such as Crop Intensification, Nkunganire, Twigire Muhinzi, Post Harvest Handling, PSTA4.

4.4 Role of women in decision pertaining to food security

4.4.1 Role of women in crop production

This study shows that among our respondents, women decide which crop to grow in 23.4% of cases, men in 12.3% of cases, and men and women jointly in 64.3% (Figure 9).

Figure 9. Role of women in deciding on crop production



It is not possible to gauge precisely what the joint decision (64.3%) signifies in all cases. Women views and knowledge appear to be taken into consideration, but cultural norms mean that it may be that the husband's word is final in many of these cases.

4.5 Role of women in deciding on purchasing inputs/equipment

The finding reveals that in 23.7% of cases women decide on purchasing inputs and equipment, husbands and wives decide together in most cases (67.6%) (Table 2).

Table 2. Decision on purchasing inputs/equipment

Decision on purchasing inputs/equipment	Nyamagabe	Nyaruguru	Nyagatare	Total
Wife	8.7%	6.8%	8.2%	23.7%
Husband	1.9%	3.4%	3%	8.3%
Both wife and husband	27.1%	20.8%	19.8%	67.6%
Local authorities based on policies	0%	0.2%	0.1%	0.3%

In FGDs and KIIs, respondents said that the challenges in participating in input purchasing were mainly related to high prices particularly due to the poor infrastructure in some villages within the study area. One said, *‘the transport for fertilizer is expensive, as we have one agro-dealer in the whole sector, and the road to reach there is so bad... it becomes, therefore, unusable, particularly in rainy seasons, and it becomes difficult to get a motorcycle [mostly paid] to reach home on time’*. Respondents said that input purchases depended on previous agricultural production: when they fail to produce enough to sell, they cannot buy inputs such as fertilizers.

4.6 Women’s role in food management and nutrition

The data shows that the decision to sell agriculture produce it is mostly made by a husband and wife together (70.1%), and in 22.7% of cases by women alone. As to the decision on price, 66.7% of respondents said they make that jointly, whereas said 23.4% women decided themselves. According to a FGD in Nyaruguru, *‘women’s heavy domestic work, limited their mobility and contributed to hindering the effective food management and nutrition’*.

Table 3. Women in food management and nutrition

Decision on selling

Decider	Nyamagabe	Nyaruguru	Nyagatare	Total %
Wife	7.3%	7.9%	7.5%	22.7%
Husband	2.9%	2%	2.1%	7.0%
Both wife and husband	27.4%	21.3%	21.4%	70.1%
Local authorities based on policies	0.1%	0%	0.1%	0.2%

Decision on price

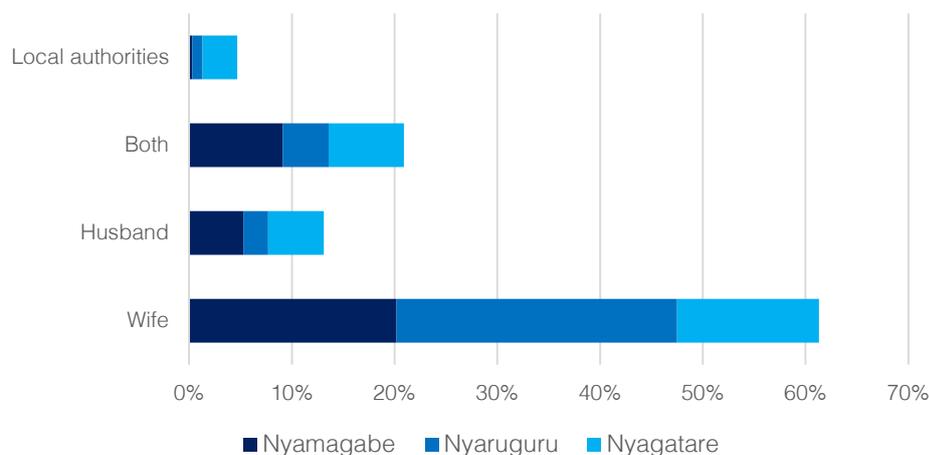
Decider	Nyamagabe	Nyaruguru	Nyagatare	Total %
Wife	9.3%	4.1%	10%	23.4%
Husband	4%	3.5%	2.1%	9.6%
Both wife and husband	24.4%	23.3%	19%	66.7%
Local authorities based on policies	0%	0.3%	0%	0.3%

4.7 Role of women in deciding on what food to eat at household

Male and female respondents had similar views on the extent to which wives engage in the activities related to kitchen garden (*akarima k’igikoni*) and home gardening. While men considered their wives more responsible for kitchen garden, women said they were also fully

engaged in home gardening. This data shows that 61.3% of respondents said that wives decided what to grow in the kitchen garden and 13.1% said that husbands did (Figure 10).

Figure 10. Decision on kitchen garden



Participants in the FGD in Nyaruguru said that the kitchen gardens were successful, allowing even wives from very poor households with no agricultural land to increase their level of participation in household decision-making.

4.8 Qualitative summary

The participants in the study confirmed that women farmers play a big role all along the agricultural value chain, from knowing what to grow, how to grow, and when to sell. The interviewed women said that when they are provided with current and accurate market information, they can negotiate better prices and access to finance through village savings community lending community group. If women have access to better prices, they become connected to each other and they are able to avert economic exploitation, influence markets, open new markets, and work together to develop and implement better solutions to their problems.

The interviews also reported that women spend time on all production activities, including pre-cultivation actions such as crop selection, land selection, calendar definition, access to credit and others; crop management and harvesting such as land preparation and sowing, input management; post-harvest activities including marketing, transportation, packaging, food processing, etc.

4.9 Women's involvement in decision making at community levels

4.9.1 Membership of agriculture cooperatives and valuing members' decisions

According to the data of Rwanda Cooperative Agency (RCA), Nyagatare district has 350 cooperatives, 248 of them in the sector of agriculture and animal husbandry; Nyaruguru has 230 cooperatives, 170 in agriculture and animal husbandry; while Nyamagabe has 147, with 105 in agriculture and animal husbandry. Among the overall membership of cooperatives, women accounted for 42.3% and men 57.7%. Among the cooperatives specialized in agriculture and animal husbandry, women make up only 17% of the top leaders.

Our data shows that among our respondents, 39.8% are members of agriculture-related cooperative while 60.2% are not. Most respondents (89.7%) said that the ideas of men and women are equally considered and valued in cooperatives (Table 4).

Table 4. Membership of cooperatives and consideration of views

	Member of a cooperative				Are views and knowledge of men and women considered equally in cooperative meetings?			
	Total %	Nyaruguru	Nyamagabe	Nyagatare	Total %	Nyaruguru	Nyamagabe	Nyagatare
Yes	39.8%	15.3%	12.4%	12.1%	89.7%	34.5%	28.5%	26.7%
No	60.2%	22.4%	18.8%	19%	10.3%	3.2%	2.7%	4.4%
Total	100%	37.7%	31.2%	31.1%	100%	37.7%	31.2%	31.1%

Equal consideration of both women and men's ideas and views is thought to be important for cooperative development, social cohesion and women's participation and decision making in agricultural policies.

There are two important caveats to these numbers: (1) most of the time men represent their households in cooperatives, while most of respondents to our survey were women, (2) small groups, such as VSLAs, are often most practical for women to attend and are thus often preferred to attending cooperatives.

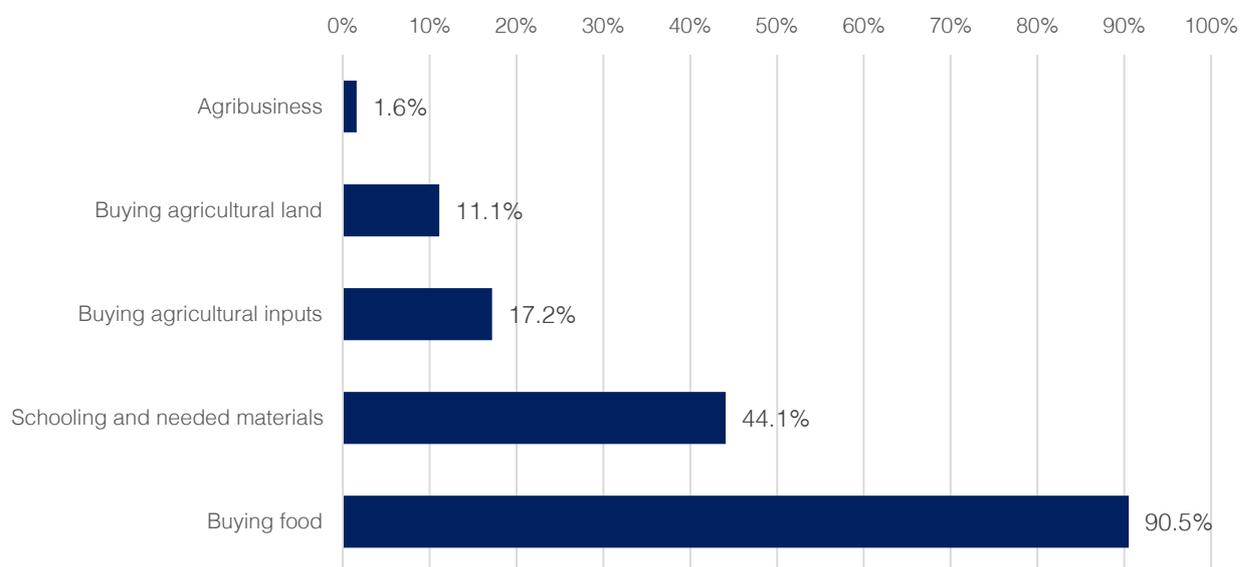
4.9.2 Saving among farmers

Saving is a key factor in agricultural development, and most respondents reported that they save (94.1%). It was most common to save in SACCOs (73.3%) and VLSAs (72.4%), while 18.7% saved in mobile money (MTN's MoMo) and 13.8% saved in assets. The differences were not high among the three districts: 92% (312 out of 340 respondents) saved in Nyamagabe; 94% (264

out of 281) in Nyaruguru; and 95% (266 out of 280) saved in Nyagatare. Those who did save generally said that their incomes were too small compared to their needs.

The study also investigated the reasons for saving (Figure 11).

Figure 11. Women's reason for saving



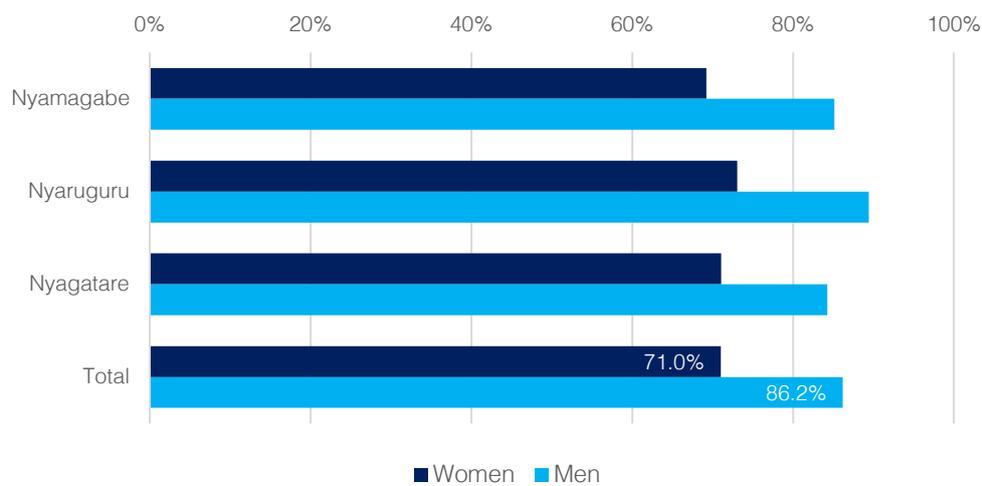
Finding showed that 90.5% of women who saved do so for buying food and 44.1% for school and other materials. Far fewer saved to buy agricultural inputs and land. It seems clear that if the agriculture sector were developed at a level such that the periods of downs are secured by farmers' own production, women's savings could be increased considerably and spent on more developmental purposes.

4.9.3 Participation in dialogue meetings on agriculture and food security

Women's participation in dialogue meetings on agriculture and food security remains lower than men's despite no relative lack of opportunities in terms of invitations, accessibility and meeting environment. This is mostly due to the burden of unpaid care work, lack of confidence and structural causes, among others.

The results of the current study suggest that a majority of both men and women participate in dialogue meetings on agriculture and food security organized by local leaders. Among respondents, 86.2% said men participated, while 71.0% said women do (Figure 12).

Figure 12. Participation in dialogue meetings on agriculture and food security

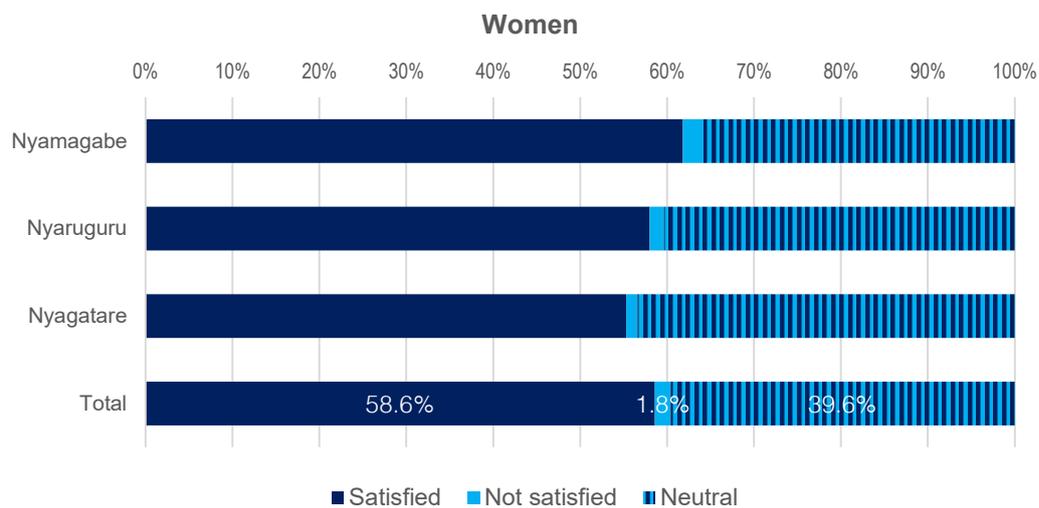


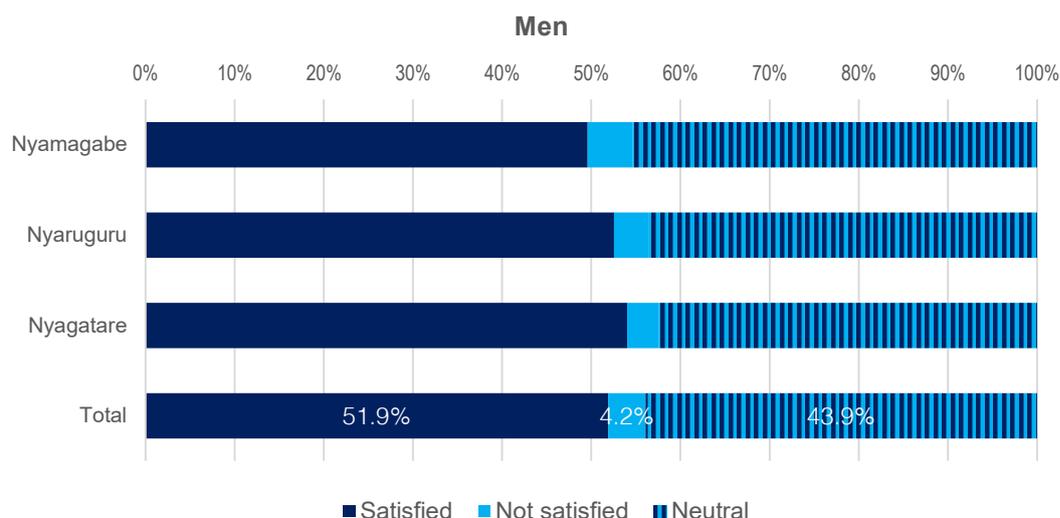
The KIIs also suggested that there is a tendency for men to participate more in dialogues, meetings and training as women have mobility challenges related to unpaid care work.

4.9.4 Satisfaction with the agriculture committees

The findings showed that women are fairly satisfied with the functioning of agriculture committees: 58.6% of women are satisfied with how they function and 51.9% of men are; meanwhile only 1.8% of women and 4.2% of men are dissatisfied (Figure 13).

Figure 13. Satisfaction levels with the agricultural committees





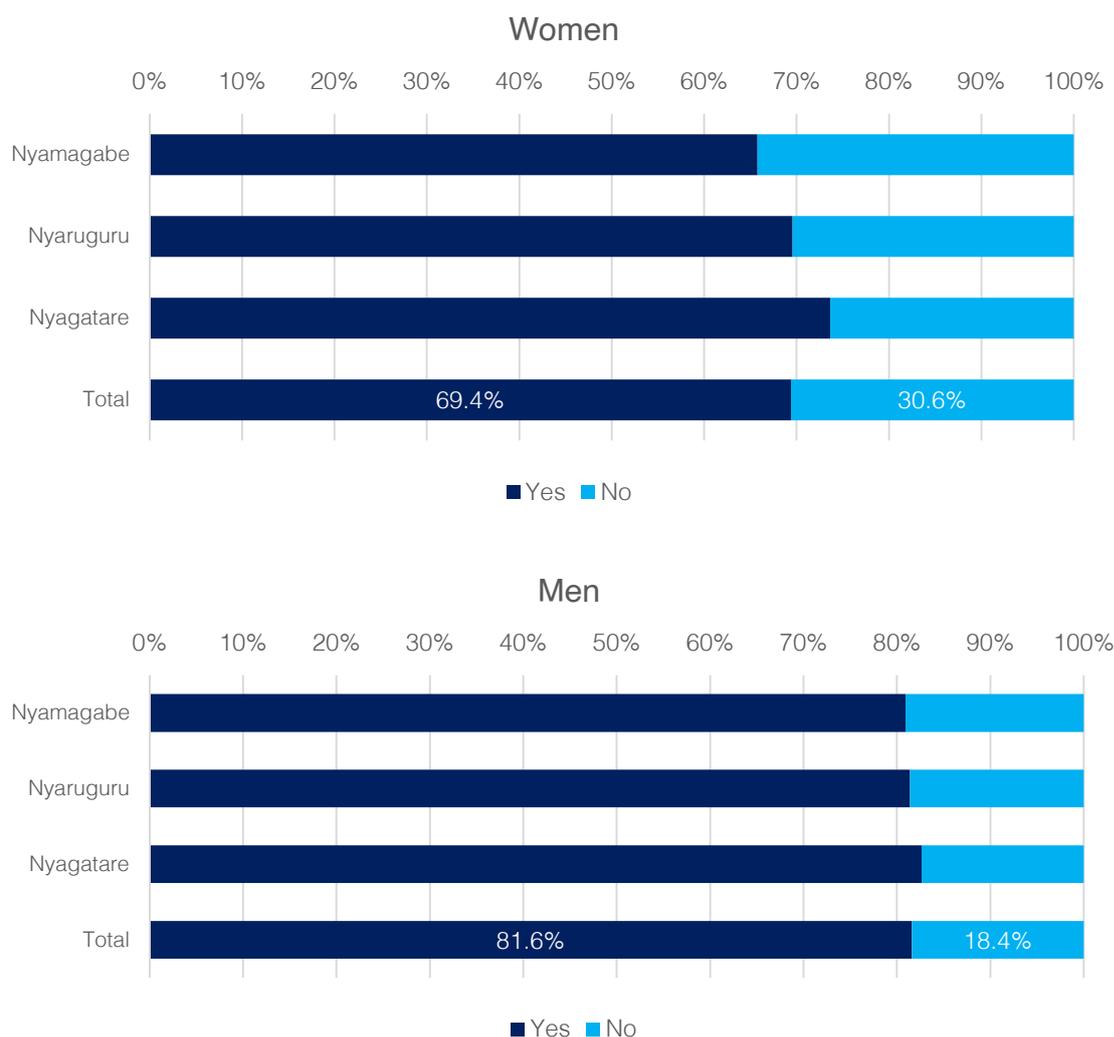
4.9.5 Women’s participation in agricultural development programs and policies

Our study shows that Nyamagabe District promotes an inclusive and demand-driven communication policies and services for women farmers and other rural people. This is done through consideration of the concept of ‘rural communication services’ within the context of national agricultural and rural development policies and programs. Thus, the existing key structures and platforms that are used include the following: *Conseil National Des Femmes*, citizen’s participation meetings, agriculture women leaders (*Farmer promoters from Twigire Muhinzi*), family evening meetings (*Akagoroba k’ababyeyi*) and others.

Various other channels exist to enable farmers to provide their ideas, views and feedback on agriculture related policies, programs and strategies. Agriculture Committees from village to district level play this role. In addition, CCOAIB and partners established ‘Farmer advocacy groups’ at village level. Members of those groups gather ideas and views which are therefore channeled through local authorities and field officers to serve as evidence for advocacy.

Our data shows that 69.4% of respondents said women participate in agricultural committees while 81.6% said men do (Figure 14).

Figure 14. Women’s participation in agricultural development programs and policies



In interviews respondents said that the national and district level planning systems are fine on paper, but in practice do not make it easy for women farmers to contribute ideas to agricultural plans and programs. An example is setting priorities for District Performance Contracts (*Imihigo*),⁷ which is supposed to be a bottom-up process but in practice is defined by district authorities which then inform community members.

The contribution of women to agricultural policy/program development is not clear. Heavy workloads, family obligations/responsibilities, and limited transportation options prevent most women from leaving their farms to attend training workshops. This suggests that women are not

⁷ *Imihigo* is the plural Kinyarwanda word of *Umuhigo*, which means to vow to deliver. Performance contracts are signed from village to national levels, with each level signing with its direct superior body. Since 2006 *Imihigo* has been a tool for accelerating medium and long-term development outcomes.

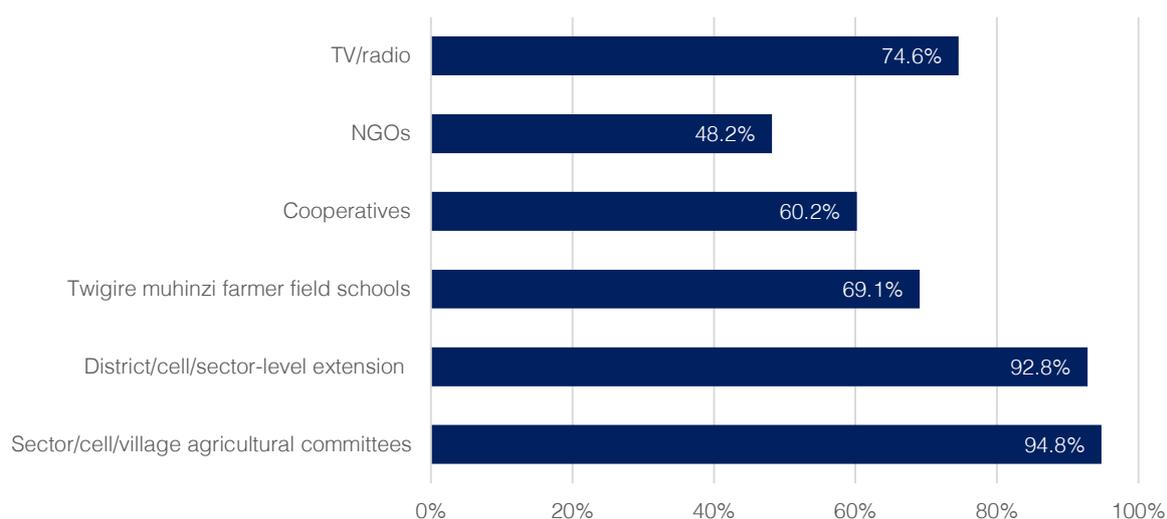
fully integrated into agricultural extension services and remain largely invisible partners in agriculture and food systems' development.

4.9.6 Sources of information on agriculture policies and programs

Women in the three surveyed districts obtain information on agriculture policies and programs from different sources. According to the Vice Mayors (FED) from targeted districts, channels for feedback on policies and programs in the district include women leaders from sector, cell, village or district committees; feedback from the national dialogue (*umushyikirano*) in which women are represented; and community radio (such as Radio Huye, Nyagatare and Huguka).

Our study findings reflected this, showing that agricultural committees, extension services and community radios (94.8%, 92.8% and 74.6% respectively) are the main used channels and platforms for information exchange (Figure 15).

Figure 15. Source of information related to agriculture policies and programmes



Communication channels are used so that vulnerable communities can share experiences, generate knowledge/skills, and participate in decision-making around issues that affect their daily lives. This includes both 'horizontal' communication among community members and 'vertical' communication that links rural communities to local and national decision makers. People's needs are expressed through community radio. These channels are instrumental in disseminating news and information and enabling rural communities to organize themselves to influence the political, economic and cultural forces that impact their lives and livelihoods.

4.10 Challenges to participation in agricultural program formulation

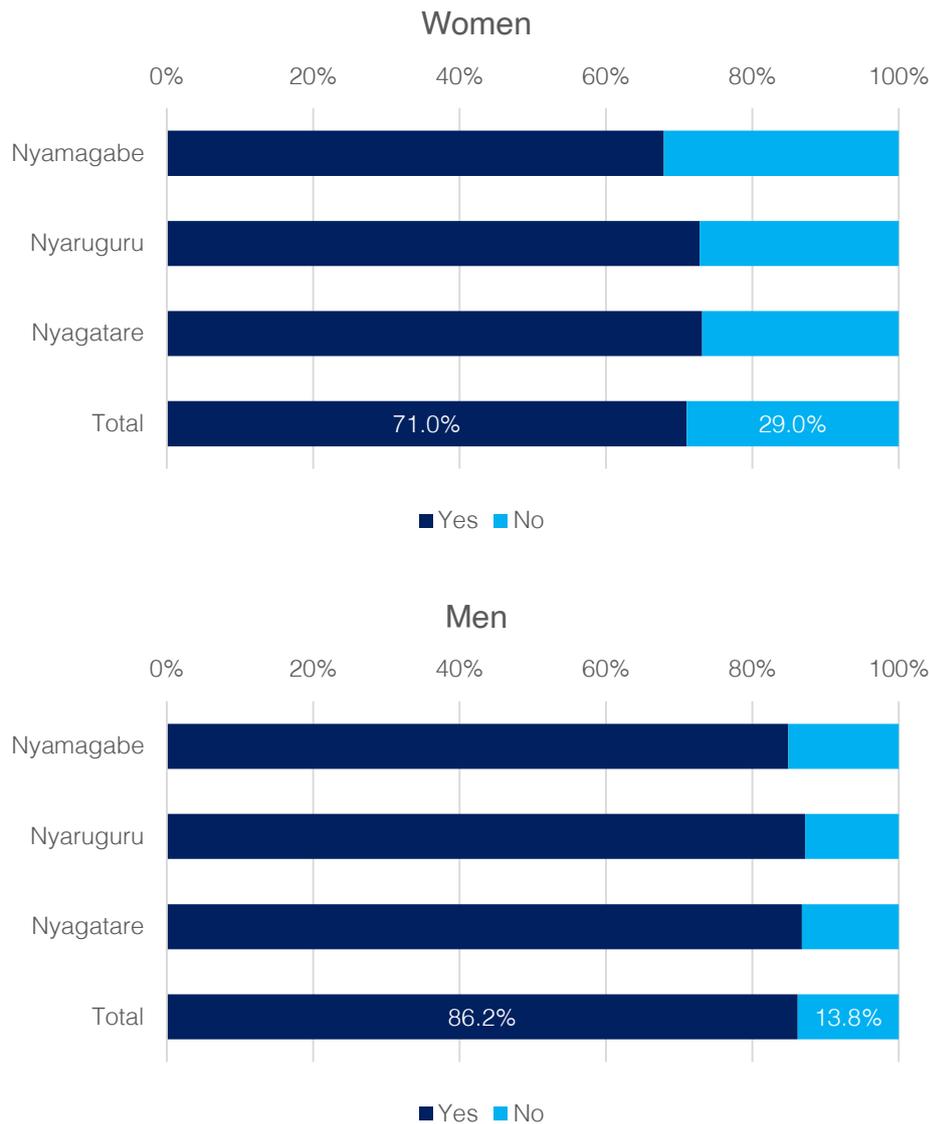
Participants in the FGD at Nyaruguru noted that community meetings (*inteko z'abaturage*) and public work (*umuganda*) were key channels for farmers to express their views that might then be

considered in policy formulation but felt that women do not participate much in them because of home responsibilities (unpaid care work).

This qualitative information supplements our survey data, which shows that 29% of respondents say that women do not attend meetings (Figure 16).

Participation in a dialogue or meeting on agriculture or food security organized by local leaders

Figure 16. Participation in a dialogue or meeting organized by local leaders



Another challenge, mentioned by a key informant at Alert International, stems from cultural factors: *‘there is a submissiveness placing women at supporting roles than decision-making, which discourage women to raise their voices in mixed meetings’*. A key informant from IPFG noted there is a *‘culture that makes women let men speak first’*.

Other challenges identified in the FGD at Nyaruguru reside in the high level of illiteracy and lack of information on updates on new policies and programs, which is linked to the first challenge of low participation in community dialogues.

An interviewee at Oxfam indicated that the poor performance of local administration structures may hinder women from giving ideas and views: *'farmers normally take opportunity of community meetings to give their ideas on agri policies/programmes. However, in some districts/sectors such community structures (community meetings, umuganda, etc) which should have been the channels for women farmers' participation in decision making and enabled them to contribute to policy/programme development, do not work properly. Therefore, some women prefer to invest community meeting's time for households' core, missing opportunity to express their views'*.

An interviewee from Gender Monitoring Office also indicated an *'absence of female-friendly agricultural technologies'*.

4.11 Knowledge and views of women unvalued in agriculture practices and food systems

This study showed that there is not much difference in women's and men's knowledge of agriculture practices but a difference in the roles and burdens. A key informant from IFPRI said: *'There are few differences between men and women in farming systems when it comes to poverty, crops, animals, and use of inputs. The main difference is the time allocated to the farming systems – women spend considerably more time in the farm than men. Additionally, there are traditionally 'women's farm activities' such as land preparation sowing, storing and processing, and 'men's farm activities' such as marketing, herding, milking, and land clearance.'*

Table 4 indicates that 89.7% confirmed that views of women and men are equally valued and considered during cooperatives meeting whereby mostly discussions on food system are being undertaken at community level.

5. CONCLUSION AND RECOMMENDATIONS

5.1 Conclusion

The findings of this study support the view that although women have a big role in agriculture, there are barriers to their views and knowledge influencing agriculture policy formulation and implementation. Alongside the burden of unpaid work at home, high levels of illiteracy and lack of bargaining power create significant economic disadvantages for women compared to their male counterparts.

Women in the three study areas are less educated than their men counterparts, which is likely to limit their participation in decision making at the grassroots level.

Women predominate in food production at home, for instance making decisions on the kitchen garden (*akarima k'igikoni*). This study established that women and men have similar views on the extent to which wives engage in the activities related to the kitchen garden and home gardening. While men consider their wives more responsible for kitchen garden, women also say they are fully engaged in home gardening.

Female farmers are less represented in agricultural cooperative in the three districts. A little over one-third of the women in our sample were members, while men are said to participate more than women in agricultural committees. Both cooperatives and agriculture committees are channels for communicating people's views on policy formulation and implementation. One positive sign was that respondents overwhelmingly felt that women's ideas and views were considered as much as men's when they are members of cooperatives.

FGDs and KIIs indicated that women participate less in dialogue meetings on agriculture and food security than men despite equitable opportunities in terms of invitations, accessibility of the venue as well as the meeting environment. This is mostly due to unpaid care work, lack of confidence and structural causes, among others. In the survey, respondents indicated that 86.2% men and 71% of women participate.

The study established that women are perceived to be less involved in agriculture development programs and policies. Nearly three in ten (29.0%) respondents said that women do not participate in policy development, compared to 13.8% of men. This was mainly explained in terms of cultural factors that result in underestimating women's abilities. As they do most of the unpaid care work this limits the time they can allocate to community-level meetings – the channel for ideas to filter up to policy formulation.

5.2 Recommendations

Following the key findings of the study, the consultants recommend the following.

Recommendations to MINAGRI and MIGEPROF:

- Redistribute the burden of unpaid work by encouraging men to share more of the load.
- Reduce the burden of unpaid care work through agricultural technologies and affordable small-scale mechanization so that women farmers may have more time to participate in other activities like dialogues and trainings.
- Raise awareness among women involved in agriculture of the benefits of joining cooperatives as channels to communicate their views and knowledge in agriculture related policies and programs.
- Establish a women's working group to model sustainable food and agriculture systems for homestead, village, sector, district and national levels.
- Use National Women's Council community structures more effectively to discuss agricultural policies.
- The agricultural sector has seen two generations of the gender mainstreaming strategy but there is a gap in monitoring, evaluation and reporting. Research could seek to understand why gender strategies remain on the shelves.

Recommendations to districts and sectors:

- Local leaders should avail community assembly meetings (*inteko z'abaturage*) and community work gatherings (*umuganda*) with gender-disaggregated data and create space for women to provide their ideas and views and participate in decision-making.

Recommendations to CSOs:

- Advocate the use of gender-sensitive agricultural technologies to reduce the burden of unpaid care work to enable women's participation in more productive activities.
- Create appropriate spaces within CSO interventions for women and girls to provide their views on policies and programs.
- Disseminate the content of agricultural policies and programs, especially through radio stations and local gatherings, using simplified messages to help farmers understand the content.
- Enhance support for adult education, targeting women in rural areas to reduce illiteracy levels.

- Assess implementation of the gender and youth mainstreaming strategies to help ensure they inform agricultural sector planning on an annual basis.

Recommendations to agriculture committees:

- Involve farmers in planning process and ensure the committees are really addressing the issues they raise.
- Improve and increase women's access to agricultural information, knowledge and markets.
- Expand women's access to and uptake of rural and agricultural financial services.

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7. ANNEXES

Annex 1: List of enumerators

#	District	Names	Position	Tel	Email
1	Nyaruguru	MUNYANKINDI Vincent	Supervisor	0786271485	vimunya2@gmail.com
		UMUHOZA Consolee	Enumerators	0788480817	umuhozaconsolee71@gmail.com
		NYIRANSABIMANA Joselyne		0784415151	jonyiransabimana@gmail.com
		NGENDAHAHOYO Francois		0788359785	francfaus93@gmail.com
		SIBOMANA Albert		0785034793	Siboalbert2016@gmail.com
2	Nyagatare	BYIRINGIRO Gedeon	Supervisor	0788262240	bygedeon@gmail.com
		NDAHIMANA Norbert	Enumerator	0784004783	ndahimanannorbert@gmail.com
		MUPENZI Yvan		0785654055	mupenziyvan@gmail.com
		MUHONGERWA Olive		0783259313	tuyisengeange186@gmail.com
		NIYOKWIZWA Moses		0782055657	kwizerawy@gmail.com
3	Nyamagabe	UWIMANIRAGIYE Vestine	Supervisor	0783211279/ 0725775949	uwimaniragiyevestine@gmail.com
		NKURUNZIZA Eric	Enumerator	0781886631	enkurunziza2323@gmail.com
		NTAWUYIRUSHA Syldio		0789863481	syldio100@gmail.com
		UWIRINGIYIMANA Delphine		0781525209	uwa00001@gmail.com
		Obald NDAGIJIMANA		0783028268	obardn@gmail.com

Annex 2: List of conducted interviews at National Level

No	Names	Position/Institution	Email address
01	Janvier Ahimanishyize	Deputy Team Leader HortInvest Project/SNV	ajanvier1978@gmail.com
02	MUKAMPABUKA Immaculee	Head of Programmes/Oxfam	IMukampabuka@oxfam.org.uk
03	Asiimwe Rebecca.	Unit Director	asiimwe.rebecca@gmo.gov.rw
04	Clement Twahirwa	Project Coordinator/CCOAIB	clement.twahirwal@gmail.com
05	Spielman David	Country Representative/IFPRI	D.Spielman@cgiar.org
06	Aloysie Mukamana	Coordinator of development department in Caritas Gikongoro	aloysemukamana@yahoo.fr
07	Jean Claude Nyabyenda	Program Manager/IPFG	nyabyen9@yahoo.fr
08	NIYOMUGENGA Olivier	District Nutrition Advisor/CRS	oniyomugenga@yahoo.fr
09	Batumuliza Florida	Gender advisor/IMPACT	
10	Valens Ndayahoze	Senior Monitoring and Evaluation Officer/International Alert Rwanda	vndayahoze@international- alert.org / 0786276777

Annex 3: List of conducted interviews at Sector and District levels

No	Names	Position	District/Sector	Email/Phone number
1	Kabayiza Lambert	Vice Mayor-FED	Nyamagabe District	kabalert@yahoo.fr / 078889004
2	Nyirazana Chantal	Good governance and Gender monitoring officer	Nyamagabe District	nyirazananac@yahoo.fr / 0788749865
3	Ndayambaje Janvier	Director of Agriculture and Natural Resources Management	Nyamagabe District	0788878299/janviernd@gmail.com
4	Eugene Mutabazi	Sector Agronomist	Nyamagabe/ Cyanika	mutabagene@gmail.com/0788 578939
5	Athanase Harerimana	CSO Coordinator of UNICOOPAGI	Gasaka	Harathos07@yahoo.fr/078846 7349
6	Alex Bikorimana	Sector Agronomist	Nyamagabe/ Gasaka	bikoralexius@gmail.com/0788 840610
7	Jean Baptiste Harerimana	Sector Agronomist	Nyamagabe/ Kibirizi	0788775015
8	Chantal Kagoyire	Sector Agronomist	Nyamagabe/ Tare	Kachant07@gmail.com/07838 01666
9	Jeremy Niringiyimana	Sector Agronomist	Nyamagabe/ Kitabi	Niringiyimanajl@gmail.com/0 788811308
10	Francois Xavier Bakundukize	Sector Agronomist	Nyamagabe/ Buruhukiro	xbakunda@gmail.com/078851 6674
11	Valentin Dusingizyeze	Sector Agronomist	Nyamagabe/ Musebeya	dimbaku@gmail.com/0788478 680
12	Ferdinard Badusabire	Sector Agronomist	Nyamagabe/ Kibumbwe	0782463357
13	Boniface Nsabimana	SAC/ E.S	Nyamagabe/ Kibirizi	0783647225
14	Frodouard Nkundabaramye	Sector Agronomist	Nyamagabe/ Mugano	0788812215
15	Kayitesi Colette	V/Mayor Social affairs	Nyaruguru District	0783131797
16	Mbonyisenge Thomas	District Agronomist	Nyaruguru District	0788409898
17	Twahirwa Rodriguez	Sector Agronomist	Nyaruguru/ Ngoma	0783732918
18	Mukafurere Eliane	Sector Agronomist	Nyaruguru/ Ruramba	0781661010
19	Ndungutse Eugene	Sector Agronomist	Nyaruguru/ Nyabimata	0788440912
20	Ndekezi Olivier	Sector Agronomist	Nyaruguru/ Kivu	
21	Mukeshimana Sylvere	Sector Agronomist	Nyaruguru/ Rusenge	0788725903
22	Karacye Claver	JADF	Nyagatare District	0783508710
23	Issa Nezerwa	Cash crop Officer	Nyagatare District	0785177333
24	LINDIRO CHRISTIAN Thierry	Field officer	Nyagatare/ RDO	0788801293
25	INGABIRE Christine	Sector Agronomist	Nyagatare/ Nyagatare	0788495426
26	MUSABYIMANA Jean Bosco	Sector Agronomist	Nyagatare/ Rwemasha	-
27	Tom SABITI	Sector Agronomist	Nyagatare/ Karama	-

28	GATERA David	Sector Agronomist	Nyagatare/ Matimba	0788832537
29	NYIRABAHIRE Adrienne	Sector Agronomist	Nyagatare/ Karangazi	0788761452
30	NGOGA Didace	Sector Agronomist	Nyagatare/ Gatunda	-
31	MUKABATARA Claudine	Sector Agronomist	Nyagatare/ Rwimiyaga	-
32	MUJYANAMA Emmanuel	SAC	Nyagatare/ Karama	-

Annex 4: Questionnaire to farmers

Introduction

I am..... from CCOAIB. I am collecting information related to a research on valuing and integrating women farmers’ knowledge and views on agriculture practices and food systems into agriculture policies development and implementation. The purpose of this research is to perceive the knowledge and views on agricultural practices and food systems into agricultural policy development and implementation targeting women farmers and factors associated with the perceived level of views and knowledge. All answers will be anonymously and will be utilized only for the purpose of this research.

Will you participate in this interview? 1. Yes 2. No

Part ‘A’: Characteristics and identification of the respondent

A.1 Province: Southern Province <input type="checkbox"/> Eastern Province <input type="checkbox"/>
A.2 District: Nyamagabe <input type="checkbox"/> Nyaruguru <input type="checkbox"/> Nyagatare <input type="checkbox"/>
A.3 Sector:
A.4 Cell :
A.5 Village :
A.6 Date of the interview:...../...../2020
A.7 Names of Enumerator:

A.8 Sex of respondent 1. Male 2. Female
A.9 Age of respondent: 1. 18-25yrs 2. 26-30yrs 3.31-35yrs 4. 36-40yrs 5.41-45yrs 6.46-50yrs 7. Above 50yrs
A.10 Marital status 1.Single 2. Married

3. Widow/er

4. Separated

5. Divorced

A.11 Education level:

1. Illiterate

2. Primary

3. Secondary

4. Vocational schools

5. University

A.12 *Ubudehe* category:

1. Category 1 2. Category 2 3. Category 3 4. Category 4

A.13 Head of Household:

1. Female headed HH

2. Male headed HH

Part 'B': Land use management

B.1 Do you use land for:

1. Subsistence farming

2. Professional and market oriented

3. Both

B.2 How have you acquired your land?

1. Bought,

2. Inheritance,

3. Rent,

4. Donation/gift

5. Government/cooperative property,

6. Other (specify...)

B.3 Who frequently makes decision of land use in your household?

1. Wife,
2. husband,
3. Both wife and husband,
4. Authorities

B.4 Which crop have you grown mostly last agricultural Season?

Food crop: Maize, Wheat, Rice, Beans, Irish Potato, Cassava, etc

Cash crop: Tea, Coffee, etc

Horticulture : Fruits, vegetables and flowers

B.5. Livestock at your HH:

1. Cattle, 2. Pig, 3. Goats, 4. Sheep, 5. Poultry 6. Fish farming, 7. Rabbits 8. Other (specify) 8.
- Don't have any animal

B.6 Who decides on livestock farming and management?

1. Wife
2. Husband
3. Both wife and husband

PART 'C': Agriculture Production Management

C.1. Who decides on what crop to grow? (1. Wife 2. Husband 3. Both wife and Husband 4. Authorities)

C.2. Who decides on what acreage to allocate? (1. Wife 2. Husband 3. Both wife and Husband 4. Authorities)

C.3. Who decides on allocation to food crops vs. cash crops (1. Wife 2. Husband 3. Both wife and Husband 4. Authorities)

C.4. Who decides on adoption of new technologies/practices (1. Wife 2. Husband 3. Both wife and Husband 4. Authorities)

C.5. Who decides on purchase of inputs/ equipment (1. Wife 2. Husband 3. Both wife and Husband 4. Authorities)

C.6. Who decides on when to sell agriculture production? (1. Wife 2. Husband 3. Both wife and Husband 4. Authorities)

C.7. Who decides on what price to sell at (1. Wife 2. Husband 3. Both wife and Husband 4. Buyers 5. Authorities)

C.8. Who decides on what food to eat at household (1. Wife 2. Husband 3. Both wife and Husband

C.9. Do you have a kitchen garden at your home? 1. Yes 2. No

C.10. If YES, who decides on having that kitchen garden at home (1. Wife 2. Husband 3. Both)

Part D: Community based membership, and access to credit

D.1 Are you a member of any agricultural cooperative?

1. Yes 2. No

D.2 If YES, are you among cooperative committee members?

In you D.3 In your cooperative, do you think women and men have equal rights to give ideas on decisions?

1. Yes

1. Yes 2. No

D.4. If No; say why?.....

D.5. Did you ever been requested to provide your views/ideas or inputs to a new agriculture programme or policy by government authority?

1. Yes 2. No

D.6. Do you save money?

1. Yes 2. No

D.7. If YES, who decides on amount and where to save

1. Husband 2. Wife 3. Both

D.8. If you do save, where do you save

1. Microfinance institution SACCO- Ejoheza

2. VSLG/VSLA

3. In asset

4. Other type (specify)

D.9. Who decides on assets transfer/sale/mortgage?

1. Husband 2. Wife 3. Both

D.10. Who decide on purchasing assets?

1. Husband 2. Wife 3. Both

D.11. What types of training related to saving and credit did you receive in 12 months ago?

1. Business plan

2 Financial education,

3.Loan management,

4. Entrepreneurship,

5. Farm management

6. Other (specify)

7. Never trained

D.12. Has your household take a loan for agriculture purposes in the last 12 months ago?

1. Yes 2. No

D.13. If YES, who decided on taking the load for agriculture purposes?

1. Husband 2. Wife 3. Both

D.14. If YES, who decided on taking the load for agriculture purposes?

1. Husband 2. Wife 3. Both

Part five: Information on agricultural policy/programs

E.1. Which government programs and policies related to agriculture do you know like girinka, twigire muhinzi, *etc*?

E.2. Did you contribute in by giving ideas in initiating those programs and policies?

1. YES,

2. NO

E.3. If YES, have your ideas been take into consideration? Whether YES or NO, explain

E.4. At your knowledge, do men and women in your location contribute/participate equally in providing ideas in drafting agriculture related policies and programs?

E.5. If YES or NO explain

E.6. Are you involved in planning, and implementation of policies, programs and strategies related to agriculture?

1. YES

2. NO

E.7. If YES or NO; please explain (at what level are you involved, how, challenges, etc)

E.8. Where do you get information on agriculture related programmes/policies?

1. Sector/Cell/Village agriculture committees

2. Agriculture extensionist at District/sector/cell level,

3. Twigire muhinzi/Farmer field schools,

4. Cooperative

5. NGO/CSOs,

6. TV/Radio

7. Other specify.....

E.9. What do you suggest to enable women farmers in accessing relevant agriculture based information?

E.10. In the last 12 months, have you participated in a dialogue or meeting on agriculture or food security organized by local leaders?

1. Yes 2.No

E.11. At what extent are you satisfied with their level of participation in dialogue and decision making on agriculture and food security issues in their location

1. Satisfied 2. Not satisfied 3. Neutral

Part six: Participation of the women farmers in agriculture committees

F.1. Are you a member of agriculture committee in your location?

1. Yes,

2. No

F.2. If YES, which one is the following?

VAC,

CAC,

SAC,

DAC

F.3. What is your level of appreciation of the role of agriculture committees in your location?

1. Dissatisfied,

2. Neutral,

3. Satisfied,

F.4. From your knowledge, what are the specific women' knowledge and practices which are not taken into consideration in development of agriculture related policies and programs?

F.5. What would you suggest to enable women views and knowledge more taken into consideration in planning of agriculture policies and programs?

F.6. What would you suggest to enable women views and knowledge more taken into consideration in implementation of agriculture policies and programs?

Annex 5: Interview Guide –KIIs at District/Sector authorities

Names of Respondents:

Telephone number/Email:

...../.....

District:

Sector:

General information

What are the existing channels to communicate and receive feedback on the communicated policies and programs?

Are there some specific mechanisms to facilitate integration of women views and knowledge into agriculture policies and programmes

What are the specific role for women in food security in your district/sector?

How do you involve women farmers in: planning, implementing and evaluating district development strategies?

What are the challenges do you face when you call female farmers to contribute in designing and implementing agriculture policies and programs?

What is your satisfactory appreciation of the role of VAC, CAC and SAC in your district? How do you appreciate the contribution of those committees in supporting female's farmers?

What would you suggest to enable women views and knowledge more taken into consideration in agriculture policies and programs?

Annex 6: Interview Guide –KIIs with civil society organizations

General information

Names of Respondents:

Position of Respondent/Organisation:/.....

Telephone number/Email:

...../.....

District:

Is there any specific contribution of your organization in supporting the inclusion of women farmers' knowledge and views on agricultural practices and food systems into agricultural policy development and implementation?

From your knowledge, what are the existing channels/opportunities to enable women farmers to communicate/share their views and knowledge in agriculture practices and food systems

What do you see as factors that can make female farmers not being involved in decision making and governance processes related to sustainable agriculture and food security in Rwanda

Are there differences between men and women in the production farming systems?

What are the challenges that you face in linking female farmers and the government in decision making related to sustainable agriculture and food security in Rwanda?

How do you work with local authorities and agriculture committees as a link of female farmers and the government towards planning, implementation and decision-making?

What are challenges do you face at agriculture level in mobilizing women farmers to give ideas in agriculture policies and programmes?

What can be done in order to enhance the capacity and participation of small scale women farmers' knowledge and views on agricultural practices and food systems into agricultural policy development and implementation.

Annex 7: Interview Guide –KIIs at national level

General information

Names of Respondents:

Position of Respondent/Organisation or institution:/.....

Telephone number/Email:/.....

What is your contribution/role in engaging female farmers in planning, implementation and decision making of agriculture policies?

From your knowledge, what are the existing channels/opportunities to enable small-scale women farmers' knowledge and views on agricultural practices and food systems into agricultural policy development and implementation

From your opinion, are there differences between men and women in the production farming systems?

How do you appreciate the existing policy framework in enabling women farmers' knowledge and views on agricultural practices and food systems into agricultural policy development and implementation?

What do you see as factors that can make female farmers (challenges) not being involved in decision making and governance processes related to sustainable agriculture and food security in Rwanda

How do you work with local authorities and agriculture committees as a link of female farmers and the government towards planning, implementation and decision-making?

What can be done in order to enhance the capacity and participation of small scale female farmers in decision making and governance processes related to sustainable agriculture and food security in Rwanda

Annex 8: Guiding questionnaire for focus group discussions (female farmers)

Introduction

I am..... from CCOAIB. I am collecting information on Valuing and integrating women farmers' knowledge and views on agricultural practices and food systems into agricultural policy development and implementation. The purpose of this research is to perceive the knowledge and views on agricultural practices and food systems into agricultural policy development and implementation targeting women farmers and factors associated with the perceived level of views and knowledge. The outcome of your interview will never be attributed to you individually but rather will be put together with the views of other citizens countrywide. This therefore serves to remove any fear that might constrain you from giving your views.

Explain in details how you are involved in decisions related to agricultural practices and food systems into agricultural policy development and implementation

Do women' ideas on agriculture practices and food systems considered equally with those of men in cooperatives and agriculture committees. Explain.

Any good lessons/ Best practice to keep; and/or any bad experience to avoid in valorizing female farmers' views in relation to agriculture practices and food systems.

What do you see as factors that can make female farmers (challenges) not being involved in decision making and governance processes related to sustainable agriculture and food security in Rwanda

What should be the specific role of men in facilitating women' voices to be considered in the design and implementation of agriculture related policies

What do you suggest to improve Valuing and integrating women farmers' knowledge and views on agricultural practices and food systems into agricultural policy development and implementation?

Annex 9: Terms of Reference (TOR) for the Research

Terms of Reference (TOR) for research on ‘Valuing and integrating women farmers’ knowledge and views on agricultural practices and food systems into agricultural policy development and implementation’

1. Organizational details

Organization	C C O A I B (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, International Airport Road KN 5 RD , Building №18 Email : ccoibr@gmail.com ; Site Internet: www.ccoaib.org
Project title	Enhancing the capacity and participation of small-scale farmers and civil society organizations in decision making and governance processes related to sustainable agriculture and food security
Funding modalities	Funded at 75% by EU and 25% by Trócaire
Reference	Request for Bids (RFB) sought from suitably qualified consulting firms and individual consultants
Assignment	Research
Release date	27 August 2020
Due date	16 September 2020

2. Introduction

Bids are invited to be considered for a suitably qualified consultant to provide consulting services to CCOAIB for research.

3. Confidentiality

CCOAIB will treat the content of all bids as strictly confidential and information provided in the bids will be used solely for the purpose of deciding on the award of a contract as described in this document.

4. 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 national NGOs in development, CCOAIB has continued to grow and counts today 42 member organizations operating countrywide across all 30 districts. CCOAIB has an extensive experience of more than 30 years. 70% of its member organizations are actively involved in livelihoods, with a distinct focus on supporting grassroots farmers and CBOs (Community Based Organizations).

CCOAIB has conducted several researches and studies that it uses to carry out evidence-based advocacy especially in agriculture and Good governance sectors.

Effective from August 2018, CCOAIB, in partnership with IPFG and Caritas Gikongoro and with the financial support of the European Union and Trócaire is implementing a 3 years project entitled: *Enhancing the capacity and participation of small-scale farmers and civil society organizations in decision making and governance processes related to sustainable agriculture and food security in Nyaruguru, Nyamagabe and Nyagatare Districts*; aiming at *'Promoting the effective participation of small-scale farmers (particularly women) and civil society organizations in the development, implementation, and monitoring of agricultural policies and strategies'*.

5. The rationale for the Research

Following on what is mentioned above, CCOAIB wishes to hire the services of a consultant /firms to carry out a research on *Valuing and integrating women farmers' knowledge and views on agricultural practices and food systems into agricultural policy development and implementation* to be done in 3 targeted districts; namely Nyagatare, Nyamagabe, and Nyaruguru. The report on the findings would be produced in English.

6. Purpose and scope of the assignment

The purpose of this research is to perceive the knowledge and views on agricultural practices and food systems into agricultural policy development and implementation targeting women farmers and factors associated with the perceived level of views and knowledge.

7. Methodology

The researcher should collaborate with the Trócaire and CCOAIB team composed of the Executive Secretary of CCOAIB, the EU Grant Project Coordinators, the M&E Officer, and the executive secretaries and field officers of other two Sub-Implementing partner organizations of the project (Caritas Gikongoro and IPFG). It is expected that the Research for *Valuing and integrating women farmers' knowledge and views on agricultural practices and food systems into agricultural policy development and implementation* will seek to apply a participatory approach and will include different stakeholders to gain a deep insight into the key research questions. A sample size of 1000 persons for the project research will be selected among the key audience below from the 3 mentioned districts:

- ✓ District Agriculture Committees (DAC): 30 members
- ✓ Sector Agriculture Committees (SAC): 405 members
- ✓ Cell Agriculture Committees (CAC): 322 members
- ✓ Village Agriculture Committees (VAC): 460 members
- ✓ 30 Civil society organizations members engaged in Agriculture and Food Security
- ✓ 11,040 small scale farmers
- ✓ Relevant directors in Rwanda Agricultural Board, Ministry of Agriculture and Animal Resources and Gender Monitoring Office; and
- ✓ Trócaire and implementing partners' technical and leadership teams (Executive Secretaries and Project Coordinators in CCOAIB, Caritas Gikongoro, and IPFG).

8. Roles and Responsibilities

CCOAIB will establish a Research Management Team (RMT) to oversee the research exercise. This will consist of the Project Coordinator, the Country Resource Rights Technical Advisor at Trócaire, the EU Grant Project Coordinator at Trócaire, the Executive Secretary of CCOAIB, and MEAL Advisor at Trócaire. They will be responsible for:

- ❖ Providing guidance to the consultant and stakeholders (Trocaire, CCOAIB, Caritas Gikongoro and IPFG) throughout the research process;
- ❖ Approval of all deliverables; and,
- ❖ Overall responsibility and accountability for the research.
- ❖ In consultation with partners, the RMT will also undertake the following tasks:
 - ❖ Identify key sources of secondary information that can be used to supplement primary information gathered;
 - ❖ In collaboration with the consultant, conduct fieldwork to gather data; and
 - ❖ In collaboration with the consultant, select sample communities based on a clear sampling strategy.

The consultant/s will be expected to:

- Participate in briefing and consultative meetings on the assignment,
- Develop a work plan and inception report that will operationalize and direct the research,
- Develop a research framework and methodology,
- Collect data and analysis,
- Work scheduling and reporting,
- Develop data collection tools such as research questionnaires, focus group discussion, questions and key informant interview questions in collaboration with the RMT and project partners,
- Train data collection officers (enumerators),
- Train partners (Trocaire, CCOAIB, Caritas Gikongoro and IPFG) and the RMT on the tools to be used,
- Carry out fieldwork, analyze data, and draft a preliminary report for feedback from the RMT,

- Finalize the data analysis and submit a final report setting out the baselines key findings,
- Present the information formally at a workshop with partners and key stakeholders; and,
- Produce all agreed deliverables.

9. Deliverables

The following services and outputs are expected:

- ◆ A detailed research inception report;
- ◆ Detailed and comprehensive research tools to be used in data collection;
- ◆ Training of partner staff (Trocaire, CCOAIB, Caritas Gikongoro and IPFG) and the RMT on use of the research tools and on the conduct of the exercise;
- ◆ Debrief session with the RMT following the completion of the fieldwork;
- ◆ Workshop to present and validate the findings of the research with partners;
- ◆ Comprehensive draft and final research reports (Booklets, PowerPoint presentation on the findings);
- ◆ Soft copies of all datasets and tools used in data collection;
- ◆ The draft and final reports should be submitted in soft copy to CCOAIB in line with the timeframe; which will be agreed upon during the signing of the consultancy contract.

10. Timeframe

The research will ideally commence on 25th September 2020 and the final report should be available by 30th November 2020. It is expected that the planned work will require not more than 30 consultancy/ working days. Those consultancy days may be distributed in the above set period accordingly (25th Sept - 30th Nov 2020).

11. Selection Criteria

The successful candidate/s will have relevant and demonstrable experience in the following areas:

- a) Conducting research and evaluation exercises;
- b) Participatory research techniques especially in Participatory Rural Approaches (PRA);
- c) Training of local development actors to engage in primary research processes;
- d) Developing high-quality monitoring, research and evaluation systems for similar programs;

- e) Knowledge of relevant thematic programme (e.g. Agriculture, Governance and Human Rights, Policy and Budget, Monitoring);
- f) Understanding and knowledge of CCOAIB's work;
- g) Producing high-quality reports;
- h) Working to demanding deadlines;
- i) VAT and other tax registration certification and should be invoicing using EBM (Electronic Billing Machine) approved by RRA.

The consultant/s will be responsible for the overall management of the assignment and the production of the final report. The consultant/s will be assisted by the RMT throughout the whole exercise. The consultant will be selected according to the following criteria:

- Understanding the Terms of Reference.
- Proposed methodology and planning of the assignment.
- Experience in carrying out research on similar programmes.
- Past experience of working on research on EU funded projects.
- The overall quality of the proposal.
- Cost.

Only Registered national and regional consulting firms are encouraged to apply. Applicants are required to submit current CVs of all individuals engaged in the research (including CVs of junior staff and of any associates sub-contracted to work on the research). The work plan must clearly outline which individual (Team Leader) will actively lead and deliver on each component. Senior consultant's/team leaders will be responsible for the successful and timely delivery of each component of the assignment.

12. Required Expertise

The consultant/ consultancy firm will have:

- ✓ Extensive experience in conducting qualitative research related to agricultural domain;
- ✓ Familiarity with agricultural policy advocacy initiatives in Rwanda;
- ✓ Familiarity with Rwanda's policy framework, context, and budgeting process, and calendars;

- ✓ Practical knowledge on policy & budget monitoring issues, governance, and accountability, with hands-on experience in agriculture policy process analysis and advocacy for at least five (3) years;
- ✓ Experience of working with CSOs in the area of agricultural policy formulation is an added advantage;
- ✓ Good communication, facilitation, and analytical skills, and proficiency in English and Kinyarwanda;
- ✓ Teamwork skills; and
- ✓ Hold a Masters' Degree in Economics, Political Sciences, Development Studies, Agriculture or related field.

13. Conflict of interest

Any conflict of interest involving an applicant must be fully disclosed to CCOAIB. Failure to disclose a conflict may disqualify an applicant or invalidate an award of the contract. Applicants are required to declare any current or past work which might reasonably be considered to represent a conflict of interest. It will be for CCOAIB to decide if any material conflict of interest exists and applicants in doubt in this regard should seek the advice of CCOAIB.

14. Safeguarding

CCOAIB is committed to safeguarding Programme participants from any form of exploitation or abuse as a result of our programmes or activities. Anyone working for or on behalf of CCOAIB must share this commitment. CCOAIB's Position Statement on Exploitation and Abuse and CCOAIB's Child Safeguarding Policy Summary document outline expectations in this regard, including a Code of Conduct. All consultants, representatives, and volunteers of CCOAIB will be expected to sign these documents along with a Declaration and a Self-Declaration Forms.

15. Intellectual property

Any concepts, guidelines, or other material developed during the contract will be considered as the property of CCOAIB and may be used by CCOAIB.

16. Submission of proposals

All interested and qualified consultants should submit financial and technical proposals by 16 September 2020 at 15:00 hours by email to ccoaiibr@gmail.com, with the Subject: 'Application to conduct research on Valuing and integrating women farmers' knowledge and views on agricultural practices and food systems into agricultural policy development and implementation'.

The financial proposal should be inclusive of tax and quoted in Rwandan Francs (RWF). Demonstrable experience and Value for Money (VFM) will be key considerations in evaluating proposals submitted. Only suitable qualified consultants will be considered. Any questions regarding this consultancy should be directed to the same email addresses.

Kigali, 27 August 2020

Jean Claude NGENDANDUMWE

Executive Secretary of CCOAIB

