



Terms of Reference of YVLEAD strategic plan 2026-2030 development

1-Introduction:

Youth Voice in Leadership Equality and Development (YVLEAD) is a community-based youth led organization which is committed to empower and amplify the voices of girls, boys and youth for leadership, Gender equality, inclusion and meaningful participation in decision making spaces and development.

It is operating in Rwanda specifically in Nyaruguru, Bugesera, and Gatsibo districts and comprising 31 active members 26 girls/young women and 5 young men, men in majority from Nyaruguru, Gatsibo and Bugesera districts.

YVLEAD has been established by youth in majority girls and young women who are participants in Plan International youth led campaign called Girls Get Equal campaign from March 2019 to 30 June 2024 and most importantly participants on the Girls Takeover initiative which is roll-out in Rwanda from October 2016 up to now. The Girls Takeover aimed at amplifying girls/young women confidence/self-esteem and empowering girls and young women to lead through learning from various men and women leaders and lead key spaces.

YVLEAD is in the process to development a long-term strategic plan for 5 years for informing key programs, activities and collaboration/partnership for implementing and promoting its mission and vision,

2-General objective:

To develop YVLEAD strategic plan referring to the voice of girls, boys and youth including from vulnerable group, parents and leaders and key government of Rwanda priorities for guiding YVLEAD work for the upcoming 5 years 2026-2030.



2-1 Specific objectives:

1-Conducting the situation analysis referring to the voice of adolescents and youth, parents , leaders and key government of Rwanda strategy, priorities. Research for informing the situation on the thematic areas below and make choice on the program to implement from 2026-2030. Those thematic areas are:

- girls and youth leadership and participation/engagement in decision making spaces,
- youth activism on gender-based violence and gender equality
- development especially on education, economic empowerment focusses on decent jobs and climate change.

2-Conducting YVLEAD SWOT analysis particularly referring to previous existing work/program implemented, human resources and system/policies in place for implementation of the strategic plan.

3-Writing the YVLEAD strategic plan including the program, theory of change, log frame, location and participants to reach and projection of fund to mobilize for proper implement of the strategic plan.

3-Methodology:

3.1-Who and key role on the strategic plan

YVLEAD will hire a consultancy firm to facilitate the development of the strategic plan of 5 years and most importantly with existing experience in carrying out the same work including consultation with adolescent, youth and leaders from Nyaruguru and Bugesera district.

YVLEAD key leadership team and program team will highly support the consultancy firm along the development including in providing information on key work done, documents and actively participate on the strategic choice of program to implement and as well as on theory of change and Monitoring and Evaluation log frame.



3.2 Location

The YVLEAD strategic plan will be focusing on 2 district Bugesera and Nyaruguru Districts. The consultancy firm consultations with adolescent, youth, parents and leaders will be majority from the two districts and different sectors in.

3.3 Key requirement to follow by the consultancy firm on the development of strategic plan

During the development of YVLEAD strategic plan the consultancy firm will prioritize these below requirements while developing the technical proposal comprising the situation analysis, the inception report and drafting on the strategic plan:

- To make sure data are disaggregated by sex, age, vulnerability and location.
- To make sure that on the situation analysis the primary data particularly voice of girls, boys and youth including from vulnerable groups, parents, leaders is highly privileged for better inform YVLEAD choice on program to implement. The consultancy firm must design and utilized participatory methodology, tool friendly for youth and suitable for leaders particularly at community level and district level.
- To make sure the consultancy team considered gender ethical particularly having in place a gender balance team comprising both by women and men for facilitating safe space for adolescent and youth, parent both females and males to share their opinions.
- During the writing of the strategic plan to not exceed maximum 30 pages including:
 - maximum 5 pages for situation analysis,
 - 2 pages for SWOT analysis,
 - maximum 15 pages for organization program, objective, Theory of Change, monitoring and evaluation log frame, reach per program and location and key intervention....
 - Maxim 7 page for executive summary, table of contents and reference.
 - Make sure the whole work is done maximum in 40 days between 21stJuly 2025 to 12 September 2025.



4-Criteria for the consultancy firm to apply and selection

- Be legally registered consultancy firm in Rwanda
- Having at least 10 years of existing experience in the development of organizational strategic plan, situation analysis, youth engagement strategy and with proof of certification of completion from contractors particularly NGOs.
- Experience in utilizing participatory tools, friendly to youth and including gender, age and inclusion aspect.
- Experience in utilizing tools contextualized or translated in Kinyarwanda for effective adolescent, youth and parent engagement.
- Existing experience on triangulation of data and inform program and strategic decision making.
- Existing work in the 2 districts and good collaboration with community and district leaders preferably on similar exercise.
- Complying with Rwanda Revenue Authority and RDB obligation.

5-Budget for the YVLEAD strategic plan and Modality of Payment:

Installment	Percentage
Installment one (1) after selection and inception report	33,44%
Installment Two (2) for Situation analysis, SWOT consultations and writing of strategic plan	62,62%
Installment three (3) Finalization of writing and presentation to YVLEAD for approval	3,94



6-Selection and marks dedicated to key part on applicants' submission;

#	Areas	Marks
1	Technical proposal including all the requirement to follow, sample and tools	50
2	Year of experience on similar work including in the 2 districts and certificate of completion from various contractors (NGOs, Government institutions, Private sectors, UN agency)	15
3	Workplan in line with the required dates	10
4	Technical team and gender requirement	15
5	Proposed budget	10

7-How to Apply:

For all interested consultancy firms, kindly submit your application with the title “**Application to develop YVLEAD Strategic Plan 2026-2030**” not later on **Sunday 20th July 2025 at 02:00 PM** on

youthvoicelead.rwanda@gmail.com.



YANSONEYE Solange

YVLEAD Chairperson