



Urunana Development Communication (Urunana DC)

CONSULTANCY TO CONDUCT A PARTICIPATORY VULNERABILITY ANALYSIS TO IDENTIFY GAPS IN KNOWLEDGE, ATTITUDES, MINDSET, SOCIAL NORMS AND PRACTICES IN REGARD TO INCLUSIVE AND SAFE EDUCATION IN THE DISTRICTS OF GICUMBI, GAKENKE AND BURERA IN RWANDA

TERMS OF REFERENCE

Introduction and Background

Urunana Development Communication (Urunana DC) is a registered national Non-Government organization with legal entity **N°138/11 of 27th December 2006**. The organization deals in public interest interventions specifically in development communication for improving and promoting health and the social welfare of the population in Rwanda. The **mission** of the organization is to contribute to the development of Communities through Creative communication and engagement. Urunana DC **envision**s to be a leader in development communication for a dignified life. The **core values** of Urunana DC include: Professionalism, Integrity, Creativity, Gender Equity, Partnership, Diversity & Inclusivity. Urunana DC and Chance for Childhood Rwanda recently concluded a partnership agreement to implement strategic social behaviour change communication interventions under the Realising Inclusive and Safe Education (RISE) Project. In Rwanda, the project is implemented by Chance for Childhood in three districts of Gicumbi, Gakenke and Burera.

Chance for Childhood Rwanda (CfCR) is a child-focused International Non-Government Organization (INGO), dedicated to supporting excluded children, including those with disabilities. It has been operating in 22 districts across Rwanda since 2009 and has experience collaborating with MINEDUC, and its subsidiary institutions; Rwanda Basic Education Board (REB) and the National Examination and School Inspection Authority (NES). CfCR's work in the RISE project include training teachers, school leaders, DEOs, parents, and communities on inclusive education and improving early identification and assessment of children with disabilities (CwDs) while also advising on referral mechanisms and provision of assistive devices to (CwDs). During the implementation of the RISE project, CfCR leads the identification and assessment of CwDs.

The RISE project aims to enhance support for Children with Disability (CwDs), particularly girls, by ensuring they have access to safe and quality education. It will assist in the identification and assessment of CwDs, and the provision of assistive devices for CwDs in need. Additionally, the project will strengthen teachers, school leaders, and local leaders' training in gender and IE, while engaging communities to improve the support for CwDs. The project is implemented in 57 government primary schools located in three districts of the Northern Province namely Burera, Gakenke, and Gicumbi.

The total number of learners in the three districts is 100,035, of whom 5,130 are children with disabilities.

Urunana DC in collaboration with Chance for Childhood Rwanda (CfCR), wish to conduct a Participatory Vulnerability Analysis (PVA) with the aim to identify gaps in knowledge, attitudes, mindset, social norms and practices which affect the provision of inclusive and safe education in the three project districts. Findings of the PVA will inform the development of the social behaviour change communication (SBCC) strategy that will guide the implementation of strategic SBC interventions towards addressing the identified gaps thus increasing school enrolment and improving quality education for children with disability.

Objectives of the Assignment

The overall objective of PVA is to identify gaps in knowledge, attitudes, mindset, social norms and practices which affect the provision of inclusive and safe education in the three project districts.

Specific objectives of the PVA:

- To identify gaps in knowledge among parents/guardians and teachers in the intervention districts, on inclusive and safe education of children with disabilities.
- To identify gaps in attitudes and mindset among parents/guardians and teachers in the intervention districts, in regard to inclusive and safe education of children with disabilities.
- To identify negative practices among parents/guardians and teachers in the intervention districts, which affect the provision of inclusive and safe education to children with disabilities
- To identify any social norms among parents/guardians and teachers which negatively affect the provision of inclusive and safe education to children with disabilities in the target districts of the project;

Scope of Work and Time frame

The consultant will be required to develop an inception report, presenting clearly, the methodology, data collection tools and the timeline, which will be approved by Urunana DC in collaboration with CfCR. The consultant will also develop and submit the report of the PVA to Urunana DC for review and will be validated by all key stakeholders. The assignment should be accomplished by the consultant in not more than **37** working days.

Deliverables/Expected Outputs/Timelines

The set of specific deliverables, and timelines are presented in the following table:

Output	Timelines
Develop and submit an inception report for undertaking the PVA	At the signing of the individual consultancy contract by both parties – within 4 days – during week 1
Prepare and develop online data collection tools	Immediately after final revision of the instruments - are in place available in 2 days after signing the contract (Week 1)
Primary and Secondary Data collection	To be done in 10 days (week 1 & week2)

Primary and Secondary Data analysis	To be done in 10 days (week2 and Week 3)
First set of preliminary results	4 days following data analysis (Week 4)
Draft report and presentation to Urunana DC	2 days following preliminary results (Week 4)
Presentation of final report to Urunana DC and the technical team at CfCR	1 day workshop following 1 st draft report (Week4)
Validation workshop	1 day workshop following inclusion of comments from and Urunana DC and the technical team from CfCR (Week 5)
Submission of final report well printed and well bound in 2 copies and CD Room/Soft copy	3 days after presentation to CfCR Management and incorporation of the comments (Week 5 & Week 6)

Methodology and Approach

The consultant will carry out the PVA in clearly sampled sites and will use both qualitative and quantitative methods of data collection. Data collectors should be well trained in use of the agreed upon data collection tools and should ensure quality of the data collected. Data from the PVA should carefully be analyzed using known and acceptable analytical tools to ensure reliability of the findings. The consultant should ensure that respondents formally consent prior to data collection.

Reporting

For all contractual issues, the individual consultant will report to Urunana DC. For technical issues, the individual consultant will work with PVA focal team from Urunana DC and CfCR.

Specific Technical Requirements

The Consultant must be familiar with education system in Rwanda as well as policies and strategies on inclusive and safe education in Rwanda, with the following key skills and competencies;

- Good communication and interpersonal skills
- At least 3 years' relevant experience in conducting Participatory Vulnerability Analyses or other similar assessments
- Experiences in conducting similar assessments with Proof/testimonial certificate of completion
- Professional experience for training in data collection and analysis
- Experience in working with development partners including local and or intentional organizations will be an added value/Advantages
- Fluency in English; working knowledge of French and Kinyarwanda will be an advantage
- Strong analytical and report writing skills.
- Strong and proven evaluation/assessment research and analytical skills
- Proven ability to deliver outputs while working under tight deadlines.
- Be flexible and responsive to changes as part of the PVA and feedback process

Payment Modality

The Consultant will be paid in three instalments as follow: First instalment will be **25%** upon approval of the inception report. Second payment will be **35%** after the validation and submission of the Draft report and last payment will be **40%** after validation and submission of the final report accompanied with all supporting documents and 2 copies of hard and CD Room/Soft copy to Urunana DC.

Required Qualifications

- A consultant must possess at least a Master's Degree in Education, development studies, project management, Public Health with strong background in research and statistics.
- Proven experience of at least 2 similar assignments previously conducted.
- Demonstrated experience with quantitative and qualitative research methods, database management and statistical data analysis.
- Have experience in conducting surveys in the field of inclusive and safe education in Rwanda.
- Proven and demonstrated experience of working with Government Institutions or Development Partners (NGOs or Civil Societies)

Submission requirements, terms of performance and Evaluation Criteria

Application requirements

The application file will be comprised of;

- Letter expressing interest to carry out the consultancy service required;
- Detailed CV (maximum 3 pages) of the individual consultant
- A brief proposal written in English describing the background, methodology and timeline (maximum 5 pages)
- Price quotations for the consultancy service required.
- Certified copies of academic and professional qualifications
- Copy of national Identity card/ or Passport of the consultant
- Valid proof for completion of similar assignments

Terms of Performance

- The effective date of the terms of reference and statement of work will be the date of contract signature by Urunana DC
- Quality of deliverables must be ensured by the consultant;

The evaluation criteria are stated below:

- Demonstrated experiences in carrying out similar assignments/same field
- Educational qualification of the consultant
- Demonstrated experience working with Government Institutions or Development Partners (NGOs or Civil Societies) with proof/Certifications
- Comparably good price quotation as per the required deliverables

Details about the PVA report to be submitted by the consultant

The final report of the assessment should be a maximum 30 pages, excluding annexes, and should be written in English. It should contain an executive summary of a maximum 2 pages. The report should follow the following format:

- Title page (max 1 page)
- Table of contents (1 page)
- Short description of reviewers (1/2 page)
- Acronym list (1/2 page)

- Executive Summary (2 pages)
- Introduction/context (1 page)
- Objectives (½ page)
- Rationale (½ page)
- Methods (2 pages)
- Constraints (½ page)
- Findings (12 pages)
- Implications of the findings/discussions (3 pages)
- Conclusions and recommendations (3 pages)
- References (2 pages)
- Annexes

The Final report of the assessment will be submitted to the Managing Director of Urunana DC within the limits of the agreed upon timelines.

1. Deadline for application

The Technical and financial proposals (in a Zip folder) should be submitted via email: urunananadc2004@gmail.com not later than the 9th of October 2025 at 3:00 pm Kigali Time, with the title “***Consultancy to conduct Participatory Vulnerability Analysis on Inclusive and Safe Education***” in the subject of the email. For any clarification you can send an email to the following e-mail addresses: urunananadc2004@gmail.com

Note:

- Only shortlisted candidates will be contacted
- Only soft versions of the bid SHALL BE accepted

Done at Kigali on 25th September 2025



Management
Urunana Development Communication