



TERMS OF REFERENCE FOR HIRING A CONSULTANT FOR JOB READINESS TRAINING

Background and Introduction

BEAUTIFUL WORLD CANADA FOUNDATION is a philanthropic organization that has a scholarship program whose objective is to support vulnerable but bright girls acquire education. FAWE Rwanda has previously partnered with BWCF for the last 10 years and has supported at least 100 females to acquire and complete education at University level. These scholars out of 100 scholars, 21 have studied computer science whereas 79 scholars have studied Land Administration Management from INES Ruhengeri University.

A big number of FAWE Rwanda/Beautiful world Canada/Global Affairs Canada scholars have all completed their University and are transitioning to the world of work hence some are employed and others are not employed. Evidence shows that nowadays having a degree, is important and rewarding, but it is no longer sufficient to differentiate one from all the other graduate trying to enter the job market and the higher numbers of skilled graduates are competing for fewer jobs.

As part of its continued commitment to empowering alumni and facilitating their transition from education to the workforce, FAWE Rwanda is organizing a two-day Job Readiness Training for 100 scholars where 30 graduated last year and 70 will be graduating in October this year. Despite having academic qualifications, many young people still face barriers in accessing meaningful employment due to limited exposure to practical job search skills, workplace expectations, and soft skills development. This training seeks to bridge that gap by equipping participants with essential employability skills, enhancing their competitiveness in the job market, and building their confidence to navigate the job search process and succeed in the workplace.

Therefore, FAWE Rwanda is organizing a job readiness training for the unemployed alumni. This 2-Day Job Readiness Skills Training is designed to equip 100 participants with essential employability skills, boosting their confidence and competitiveness in the job market.

2. Objectives of the Assignment

The primary objective of this assignment is to deliver a high-impact, interactive, and practical job readiness training program that will:

- Enhance key employability of participants.
- Gain Job search and application skills
- Improve participants' understanding of workplace expectations.
- Introduce participants to soft skills relevant to professional settings.
- Increased networking opportunities and connections.
- Enhanced understanding of industry trends and job market requirements

3. Scope of Work

The Consultant will be expected to:

- Develop a 2-day training program tailored to the needs of recent graduates and unemployed alumni.
- Prepare training materials, handouts, and practical exercises.
- Facilitate all training sessions, using engaging and participatory methods.
- Cover key topics such as: Understanding the Labor Market & Employer Expectations, Self-Awareness and Career Planning, CV and Cover Letter Writing, Job Search Strategies & Using LinkedIn, Interview Preparation and Mock Interviews, Workplace Etiquette and Professional Conduct, Communication & Soft Skills for the Workplace, Basic Financial Literacy for First-Time Earners, Personal Branding, Career Growth and Continuous Learning
- Provide a brief report summarizing the training outcomes, participant feedback, and recommendations for future training.

4. Deliverables

Training agenda and methodology (at least 3 days before training).

Soft and hard copies of all training materials.

Delivery of 2-day in-person training for ~100 participants.

Certificate for participants

Pre- and post-assessment tools and results.

Final training report (max 5 pages), including: Summary of training conducted, Participant evaluation

And Recommendations

5. Timeframe

Total Duration: 2 days of training, plus 2-3 days for preparation and reporting.

Proposed Training Dates: 11th and 12th October 2025.

Final report submission: Within 5 days after completion of training.

7. Reporting and Supervision

The consultant will report to the program officer at FAWE Rwanda in charge of the workshop and work closely with the organizing team for logistical arrangements.

8. Required Qualifications, Skills, and Experiences

- The lead of the training firm should have a minimum of bachelor's degree in education, human resource management, career guidance, social sciences or related fields of study;
- Demonstrate availability of at least two more trainers;
- Proven experience in delivering job readiness or employability skills training.
- Excellent facilitation and communication skills.
- Ability to engage large groups and manage interactive sessions
- A minimum of 2 years of work experience in developing training guidelines or manuals; as well as conducting trainings;
- Proven capacity to develop practical training guidelines and programme; experience in documentation, reporting and evaluation of training programmes;
- Have strong knowledge of the labor market in Rwanda.
- Demonstrate methodology they will use to provide for quality training.
- Work plan demonstrating understanding of the assignment.
- Expression of interest letter.
- At least certificates of similar work executed.
- RDB certificate.
- Tax clearance.
- Evidence of having TIN number.
- Work plan demonstrating understanding of the assignment

9. Submissions technical and financial Proposals

Interested eligible bidders shall submit their proposals both in 2 separate sealed inner envelopes (one containing the technical offer and the other one the financial offer in Rwandan Francs). The following physical address of FAWE Rwanda Address: REB premises, Remera, B.P 6703, Kigali-Rwanda shall be written on the outer envelope containing the 2 offers and submitted by 2nd October 2025 at 3pm.

The total amount for this assignment is two million five hundred thousand Rwanda francs (2,500,000RWF) tax inclusive.

Done on Sept 24rd 2025
Alice Mutesi Buhinja
FAWE Rwanda National coordinator

