

## **TERMS OF REFERENCE (ToR)**

### **CALL FOR PROPOSAL FOR**

### **TRAINER FOR ENTREPRENEURSHIP, LIFE SKILLS, AND MINDSET CHANGE TRAINING FOR REFUGEE AND HOST COMMUNITY YOUTH**

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Prepared by:  
Impact Hope Rwanda  
Kigali, Rwanda  
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## 1. Introduction and Background

Impact Hope Rwanda (IHR) is a non-profit and non-governmental organization registered under the Rwanda Governance Board (RGB). It is a locally led organization operating in both development and humanitarian settings with a mission to empower youth to become economically and socially self-reliant. Impact Hope Rwanda currently delivers livelihood interventions across six refugee-hosting districts: **Kirehe, Gatsibo, Nyamagabe, Karongi, Gisagara, and Nyabihu**. These interventions support both refugee and host community youth to foster social, economic, and psychological transformation in alignment with the National Strategy for Transformation.

In pursuit of sustainable livelihoods, Impact Hope Rwanda seeks to engage qualified trainers to equip youth with entrepreneurship, life skills, and mindset transformation. This ToR provides a standardized framework to be used whenever the organization recruits trainers for livelihood-focused programs.

## 2. Purpose of the Assignment

The purpose of this assignment is to contract a qualified trainer or training institution to deliver capacity-building sessions on entrepreneurship, life skills, and mindset change for refugee and host community youth. This ToR is designed to remain adaptable and reusable across various livelihood projects implemented by Impact Hope Rwanda.

## 3. Objectives of the Training

- i. Build youth capacities in entrepreneurship, business planning, and financial literacy.
- ii. Strengthen life skills, including leadership, communication, teamwork, resilience, and decision-making.
- iii. Promote mindset change from dependency to innovation, self-reliance, and problem-solving.
- iv. Encourage identification of local livelihood opportunities and development of business or cooperative ideas.
- v. Support youth in designing sustainable action plans for income-generating activities.

## 4. Scope of Work

- i. Develop a training curriculum aligned with Impact Hope Rwanda's livelihood objectives.
- ii. Deliver participatory and youth-sensitive training sessions in refugee camps and host communities.
- iii. Prepare and distribute training materials, handouts, and practical tools for participants.
- iv. Facilitate group activities to develop business plans and cooperative models.
- v. Conduct pre- and post-training assessments to measure changes in attitudes, skills, and knowledge.
- vi. Submit a comprehensive training report with recommendations and lessons learned.

## 5. Duration and Key Dates

The initial training will be conducted over 10 days (5 days in one location and 5 days in another). Additional refresher sessions may be scheduled based on program needs.

### Key Dates:

- i. Submission of applications: 4th November 2025
- ii. Review and approval of trainer: 5th – 7th November 2025
- iii. Contract signing: 10th – 11th November 2025



- iv. First phase of training: Dates to be set within the first 10 days following contract signing.

## 6. Target Group

The training targets youth aged 18–35 years from refugee camps and host communities across operational districts. Participants may include individuals engaged or interested in entrepreneurship, agribusiness, vocational skills, or cooperative development.

## 7. Expected Deliverables

- i. Training curriculum and methodology approved by Impact Hope Rwanda.
- ii. Training materials and handouts shared with participants and IHR.
- iii. Attendance sheet and participation records.
- iv. Pre- and post-training evaluation reports.
- v. Business plans or cooperative concepts developed by participants.
- vi. Final narrative and financial report with recommendations.

## 8. Required Qualifications

- i. Bachelor's degree in Business, Education, Development Studies, or a related field.
- ii. Minimum of 3 years of experience conducting entrepreneurship or life skills training.
- iii. Experience working with youth, refugees, or vulnerable communities.
- iv. Strong facilitation and communication skills in English and Kinyarwanda.
- v. Ability to deliver training in low-resource environments.

## 9. Application Procedure

Interested candidates should submit the following documents:

- i. Technical proposal (understanding of the assignment, methodology, and work plan)
- ii. Financial proposal (daily rates and total cost)
- iii. Updated CV and at least two references

Applications should be sent to: [blambert@impacthope.org.rw](mailto:blambert@impacthope.org.rw)

Cc: [judith@impacthope.org.rw](mailto:judith@impacthope.org.rw) , [ibosco@impacthope.org.rw](mailto:ibosco@impacthope.org.rw) , [kmaurice@impacthope.org.rw](mailto:kmaurice@impacthope.org.rw) ,  
[nrene@impacthope.org.rw](mailto:nrene@impacthope.org.rw) , [bange@impacthope.org.rw](mailto:bange@impacthope.org.rw)

For further explanation or clarification, applicants may contact the following phone numbers: **Bikorimana Lambert: 0782878000**

Done in Kigali, on 27th October 2025

  
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Executive Director

Impact Hope Rwanda