



Terms of Reference for the recruitment of a local consultant for Community Engagement

1. Introduction

Rwanda Country Coordinating Mechanism (CCM) is committed to deepening the engagement of civil society, key affected populations, and community representatives in national decision-making. In line with Accelerating and Strengthening Community Engagement in National Decision-making through CCMs Project (ASCEND), the CCM seeks a qualified local consultant to implement specific activities focused on mapping of CSO constituencies, apply the M&E Tools and accountability matrix developed for the ASCEND project, enhancing bi-directional community feedback, improving representation, building technical capacity and strengthening CSO capacity to participate meaningfully during CCM meetings. The consultancy is expected to be completed over a total of 25 working days between 1 June and 30 November 2025.

2. Background

2.1. Country Coordinating Mechanisms (CCMs)

CCMs are multi-stakeholder platforms that form the foundation of decision-making within the Global Fund's grant management architecture. In Rwanda, the CCM comprises representatives from government, civil society, academia, and technical and financial partners. A core mandate of the CCM is to ensure that communities especially those most affected by HIV, TB, and malaria are engaged meaningfully throughout the grant cycle.

2.2. Engagement of Key and Affected Communities

Robust engagement with key populations, people living with or affected by HIV, TB, and malaria, and civil society is essential for designing programs that respond to community needs. To ensure transparency and accountability, CCM membership selection and participation processes must reflect Rwanda's epidemiological, social, and cultural realities.

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2.3. The ASCEND CCMs Project

The ASCEND CCMs initiative (October 2024 – December 2025) is designed to accelerate community engagement within six CCMs, including Rwanda. In Rwanda, the objective is to elevate the CCM engagement score to Level 2 (or higher) on the Integrated Performance Framework. The integrated performance assessment conducted at the end of 2024 and consultations with CSO-CCM members has informed a comprehensive Engagement Strengthening Plan and a costed work plan, which form the basis of this consultancy.

3. Objectives

- (1) Conduct mapping of organizations and networks that represent key and vulnerable groups.
- (2) Develop M&E Tools and accountability matrix to assess performance of CCM members and hold them accountable for the ASCEND project
- (3) Monitor and report on community engagement activities implemented through the ASCEND project
- (4) Build capacity for effective bi-directional feedback and technical knowledge transfer among CCM members.
- (5) Strengthen the capacity of CSO-CCM representatives for meaningful participation in CCM meetings and structures. The Networking, Peaceful Conflict Resolution and Negotiation Skills Training materials could be used and adapted for the CCM-RW
- (6) Support the facilitation and orientation workshops for CSO constituencies

4. Scope of Work

Activity	Tasks	Number of Days	Deliverable
1. Conduct mapping of organizations and networks that represent key and vulnerable groups,	<ul style="list-style-type: none">• Develop stakeholder/organisational mapping tool• Pilot test the mapping tool• Conduct mapping of stakeholder/organisational and reporting	5 days	<ul style="list-style-type: none">• Updated and categorized database of civil society organizations that represent key and vulnerable groups.

Activity	Tasks	Number of Days	Deliverable
	<ul style="list-style-type: none"> • Collate information and develop draft report • Circulate mapping report for input from stakeholders/organisations • Finalise stakeholders/organisations mapping report 		<ul style="list-style-type: none"> • Comprehensive database analysis report with stakeholder feedback.
2. Monitor and Evaluate the ASCEND Project Activities	<ul style="list-style-type: none"> • Develop M&E Tools and accountability matrix to assess performance of CCM members and hold them accountable for the ASCEND project • Orientate the CCM on the M&E Tools and accountability matrix for the ASCEND project 	5 days	<ul style="list-style-type: none"> • Quarterly monitoring and evaluation report.
<ul style="list-style-type: none"> • Capacity Building on Bi-Directional Feedback 	<ul style="list-style-type: none"> • Collaborate with the CCM engagement team to roll out the bidirectional feedback work plan. • Support pilot activities, including setting up mechanisms for regular feedback collection. • Monitor implementation progress and assist in troubleshooting any issues. 	3 days	<ul style="list-style-type: none"> • Interim progress reports on the work plan implementation. • Final summary report with recommendations for sustained feedback mechanisms.



Activity	Tasks	Number of Days	Deliverable
	<ul style="list-style-type: none"> • Compile and submit periodic progress reports and recommendations. 		
3. Strengthen the capacity of CSO-CCM representatives for meaningful participation in CCM meetings and structures. The Networking, Peaceful Conflict Resolution and Negotiation Skills Training materials could be used and adapted for the CCM-RW	<ul style="list-style-type: none"> • Adapt training materials for meaningful participation in CCM meetings and decision-making processes (for e.g. Capacity building materials such as Networking, Peaceful Conflict Resolution and Negotiation Skills) • Train CSO-CCM members on meaningful participation in CCM meetings and decision-making processes. • Support the capacity building workshops 	5 days	<ul style="list-style-type: none"> • Training materials for meaningful participation • Slide deck for Capacity building workshops • Post workshop report
4. Participate and deliver CSO capacity strengthening workshops	<ul style="list-style-type: none"> • Organize and deliver training sessions (using a train-the-trainer approach) on establishing effective bi-directional communication and feedback loops. • Facilitate peer-to-peer learning and ongoing mentorship sessions. 	7 days	<ul style="list-style-type: none"> • Training curriculum and session materials. • Post-training report summarizing feedback, observations, and recommendations for further capacity building.

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Activity	Tasks	Number of Days	Deliverable
	<ul style="list-style-type: none"> • Develop training materials that include case studies, role plays, and best practice guidelines. • Document and share lessons learned during the sessions 		

5. Deliverables Summary

By the end of the consultancy, the consultant will provide:

- An updated, categorized CCM Civil Society Database
- Detailed post workshop reports
- Training materials, facilitation reports, and a capacity building evaluation report on bi-directional feedback.
- Progress and final reports on the implementation of the bidirectional feedback work plan.
- Monitoring report on the ASCEND Project

6. Duration and Timeline

- Consultancy Period:** 1 June to 30 November 2025
- Total Working Days:** 25 days (scheduled flexibly across the engagement period as per the work plan milestones)

7. Consultant Requirements

Candidates must meet the following criteria:

- **Educational Qualification:** A minimum of a master's degree in health, Social Sciences, or a related field.
- **Experience:**
 - Extensive knowledge of the HIV, TB, and malaria landscape in Rwanda, including the role of civil society.

- Demonstrated experience in community and civil society engagement, preferably within the Global Fund context.
- Proven track record working with key and affected populations, ensuring sensitivity to cultural and accessibility needs.
- **Competencies:** Excellent communication (including local languages where applicable), facilitation, data analysis, and report writing skills.

8. Reporting and Coordination

The consultant will report directly to the International Consultant, the CCM Executive Secretary and the CCM Chair.

- **Meetings:** Regular coordination meetings (both virtual and in-country) will be scheduled to review progress and address challenges.
- **Progress Reports:** Weekly updates and milestone-based reports must be submitted.
- **Feedback:** In-country feedback should be provided to the CCM Secretariat, the CCM, and relevant stakeholders in line with the engagement strengthening plan.

9. Application Process

Interested candidates should submit the following documents:

- A cover letter detailing relevant experience and demonstrating an understanding of the Rwanda CCM context.
- A Curricula Vitae (CV) highlighting qualifications, key projects, and achievements.
- Certified copies of relevant academic and professional documents.
- Any additional supporting materials that underscore previous experience with Global Fund CCMs or similar projects.
- Interested candidates should submit their application by **Wednesday May 21st, 2025**, through email to info@ccm.rw.

10. Additional Information

- **Confidentiality:** All data, reports, and discussions undertaken during this consultancy shall remain confidential and be used solely for CCM engagement strengthening purposes.
- **Payment Terms:** The consultancy will be remunerated based on milestone achievements. Payment details will be provided in the final contract.

- **Evaluation:** Performance will be assessed based on the quality and timeliness of deliverables, adherence to the agreed work plan, and overall impact on community engagement.

Approved by: **Zachée NYAKAREMYE**
CCM-RW Chair

