



P.O. Box. 6252 Kigali, Rwanda – Tel: (+250) 0788309583
 Toll free: 2641 (to report cases of corruption) – Email: info@tirwanda.org
 Website: www.tirwanda.org

TERMS OF REFERENCE FOR RECRUITING REGIONAL CO-ORDINATORS (RC)– APESA PROJECT

1. Background

Transparency International Rwanda (TI-RW) is a non-profit organization committed to fighting corruption and promoting good governance through enhancing integrity in Rwandan society. In partnership with the Partnership for Transparency Fund (PTF) from Europe, they have secured funds from the European Union (EU) to implement a 36-month project titled **"Alliances and Partnerships for Evidence-led Environmental and Social Safeguarding Accountability (APESA)"**, known in Kinyarwanda as **"Ijwi Ryanjye mu Iterambere Rirambye" – INTERA**.

APESA aims to improve accountability in environmental and social safeguarding across public infrastructure development projects in Rwanda. It prioritises citizen engagement, the strengthening of environmental and social justice services, and scaling up proven accountability mechanisms like the Community Score Card (CSC) approach. The action will be implemented across 13 districts in Rwanda, namely: Nyarugenge, Kicukiro, Bugesera, Rwamagana, Muhanga, Ngoma, Gatsibo, Rulindo, Gicumbi, Gisagara, Nyamagabe, Nyamasheke and Rutsiro divided into 4 regions namely: Eastern, Northern, Southern and Western.

2. Position Summary

Three regional coordinators are to be recruited for the three identified regions:

1. The Regional Coordinator (RC), based in the Eastern Region, will be stationed in Kayonza District and will provide field-based coordination and implementation support in the districts of Ngoma and Gatsibo.
2. The Regional Coordinator (RC), based in Southern Region, will be stationed in Huye district and will provide field-based coordination and implementation support in the Districts of Gisagara and Nyamagabe.

3. The Regional Coordinator (RC), based in Western Region, will be stationed in Karongi district and provide field-based coordination and implementation support in the Districts of Nyamasheke and Rutsiro.

All of them will be under the direct supervision of the APESA Project Coordinator, the RCs will serve as focal persons responsible for coordinating and supervising district-level activities, engaging with downstream partners and ALACs (Advocacy and Legal Advice Centres), and ensuring the integration of environmental and social safeguarding principles in all project components.

3. Key Responsibilities

- **Coordination and Oversight**
 - Lead and coordinate the implementation of APESA activities in the assigned respective districts.
 - Liaise and coordinate with downstream partners, local government officials, and community stakeholders.
 - Ensure smooth collaboration with and between the anti-corruption clubs, CBOs and ALACs to provide timely and relevant environmental and social justice-related services.
- **Monitoring and Reporting**
 - Monitor the performance and progress of project activities at the field level, flag challenges and recommend corrective measures.
 - Compile and submit accurate, timely, and region-specific progress reports (monthly, quarterly, and annually) to the Project Coordinator.
 - Support the collection of field-based data and documentation for evidence generation, case studies, and learning.
- **Capacity Strengthening and Community Engagement**
 - Provide ongoing support and mentorship to local CSOs and community structures.
 - Facilitate training, dialogue sessions, and feedback platforms at the district and sector levels.
 - Promote citizen engagement and accountability in infrastructure projects.
- **Safeguarding, Compliance, and Learning**
 - Promote adherence to environmental and social safeguards across all project processes and stakeholders.
 - Contribute to learning, reflection, and documentation of best practices emerging from fieldwork.
 - Ensure the alignment of field activities with TI-Rwanda's values and safeguarding principles, including inclusion, gender sensitivity, and transparency.

hsc

4. Qualifications and Experience

- Bachelor's degree (or equivalent) in Social Sciences, Environmental Studies, Development Studies, Public Administration, Law, or a related field.
- Minimum 3 years of experience in project coordination, preferably in the areas of governance, accountability, environmental and/or social safeguarding.
- Demonstrated experience working with civil society organizations, community structures, and local government actors.
- Strong knowledge of Rwanda's environmental and social safeguarding frameworks and accountability mechanisms.
- Proven facilitation, training, and community engagement skills.
- Excellent report writing, communication, and interpersonal skills.
- Fluent in Kinyarwanda and proficient in English or French (working knowledge of both is an advantage).
- Willingness and ability to be based in and travel extensively within assigned regions.

5. How to Apply

Interested candidate is invited to submit the following documents:

- Motivation letter addressed to the Executive Director of Transparency International Rwanda.
- Detailed CV including three professional referees, relevant academic and professional certificates.

-Deadline for submission is 13th June 2025 at 5h:00PM. Late applications will not be considered. The requested documents should be submitted either physically at TI-Rwanda Head office located in Remera, near Grand Legacy Hotel, or through TI-RW's email address info@tirwanda.org. With the subject line: "**Application for Regional Coordinator – APESA Project**" with specification of Selected Region (Eastern, Western or Southern). Only shortlisted candidate will be invited for exam. For further clarifications, do not hesitate to contact on +250788309563 during working hours.

Done in Kigali, on 05th /06/2025

Apollinaire Mupiganyu
Executive Director

