



P.O. Box. 6252 Kigali, Rwanda Tel: +250 (0)788309583

Toll-free: 2641 (to report cases of corruption), E-mail: [info@tirwanda.org](mailto:info@tirwanda.org)

Website: [www.tirwanda.org](http://www.tirwanda.org)

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## CALL FOR PROPOSAL

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### RECRUITMENT OF SUB-GRANTEE PARTNER COMMUNITY-BASED ORGANIZATIONS (CBOS) FOR IMPLEMENTATION OF THE APESA PROJECT

#### 1. BACKGROUND

Transparency International Rwanda (TI-Rw), in partnership with the Partnership for Transparency Fund (PTF) Europe under European Fund, is implementing a 36-month action titled **“Alliances and Partnerships for Evidence-led Environmental and Social Safeguarding Accountability (APESA)”,** also referred to in Kinyarwanda as **“Ijwi Ryanje mu Iterambere Rirambye - INTERA.”**

APESA aims to promote environmental and social justice by strengthening accountability and compliance with safeguards in public infrastructure development. The action will be implemented in **13 selected districts** across Rwanda and seeks to work closely with **6 sub-grantee Community-Based Organizations (CBOs).**

#### 2. PURPOSE OF THE RECRUITMENT

This recruitment sets the framework and criteria for the **competitive selection** of 6 qualified CBOs to serve as **local implementing partners** in the APESA project for a maximum funding of **60,000 Euros each.** Selected CBOs will be responsible for **community-level implementation** of activities that foster environmental and social safeguarding accountability, citizen engagement, and policy dialogue.



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### 3. SCOPE OF WORK FOR SELECTED CBOs

The selected CBOs will work under the guidance of TI-Rw to:

- Mobilize and sensitize local communities on environmental and social safeguards.
- Facilitate citizen engagement with duty bearers and project implementers.
- Support local data collection, monitoring, and feedback mechanisms.
- Identify and document unmet safeguarding liabilities.
- Conduct community score card processes and social audits.
- Support research, citizen-led audits, and safeguard training sessions.
- Disseminate information materials and track responses of duty bearers.
- Host dialogue platforms between project initiators and affected communities.
- Contribute to local ownership, sustainability, and accountability outcomes.

### 4. TARGET DISTRICTS

APESA will be implemented in 13 selected districts namely; Kicukiro, Nyarugenge, Ngoma, Gatsibo, Rwamagana, Gicumbi, Rulindo, Muhanga, Ruhango, Nyamagabe, Rusizi, Nyamasheke and Rutsiro. Each sub-grantee CBO will be responsible for activities in **at least 2 districts**, based on proximity and operational capacity.

### 5. Eligibility Criteria

To qualify as a sub-grantee, a CBO must:

- Be legally registered with the Rwanda Governance Board (RGB) and have an official collaboration letter from the selected districts.
- Have an operational office and active presence in at least **one** of the APESA intervention districts.



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- Be capable of deploying a team to **a second geographically proximate district** under the APESA coverage.
- Demonstrate experience in community mobilization, citizen participation, and environment and climate change governance.
- Have functioning governance structures (e.g., Board of Directors, Executive Committee).
- Show no record of financial mismanagement or malpractice.
- Possess sound financial and management systems.
- Have a strategic plan.
- Commit to principles of transparency, accountability, and inclusion.
- Be ready to participate in a due diligence and capacity assessment process.

## 6. EXPECTED DELIVERABLES

Each selected CBO will be expected to:

- Develop a localized implementation plan aligned with the APESA project log frame.
- Submit regular narrative and financial reports to TI-Rw.
- Participate in capacity-building sessions, training, and coordination meetings.
- Provide evidence of activities (photos, meeting reports, audit results, etc.).
- Contribute to knowledge generation, case documentation, and success stories.

## 7. SELECTION PROCESS

The selection will follow a **two-stage process**:

- **Concept Note Submission:** Interested CBOs will submit a concept note outlining their interest, relevant experience, and implementation strategy.



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- **Full Proposal Stage:** Shortlisted CBOs will be invited to submit a detailed proposal and undergo a due diligence review and institutional assessment.

All applications will be evaluated based on:

- Relevance and experience (30%)
- Technical capacity (20%)
- Local presence and reach (15%)
- Governance and financial systems (20%)
- Innovation and sustainability approaches (15%)

## 8. DURATION OF PARTNERSHIP

The sub-grant agreement will cover the **implementation period of up to 24 months**, depending on availability of funds, and mutual agreement.

## 9. APPLICATION INSTRUCTIONS

Interested and eligible CBOs are invited to:

Submit a **Concept Note (max 2 pages)** detailing: organizational background, relevant experience, proposed districts of implementation, and preliminary ideas for community engagement in climate change and environmental related issues.

Attach copies of:

- Registration certificate and district collaboration letters
- Latest strategic plan (if available)
- Latest audited financial statements or financial report
- Organizational profile

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All documents must be submitted to **TI-Rw through [info@tirwanda.org](mailto:info@tirwanda.org)**, using the email of the organization by **15<sup>th</sup> February 2026**. Only shortlisted applicants will be contacted. For further clarification, do not hesitate to contact TI Rwanda on +250788309563 during working hours.

**Done in Kigali, on 19<sup>th</sup> /01/2026**

**Apollinaire Mupiganyi**  
Executive Director



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