



AWF Rwanda Country Office | Empowering Youth for Climate-Resilient Conservation and Sustainable Livelihoods in Volcanoes Region, Rwanda Project

REQUEST FOR PROPOSALS (RFP)

Consultancy service for undertaking EU Project Mid Term Evaluation

Reference No.	RFP/AWF/RW/004-26
Issuing Authority	African Wildlife Foundation (AWF) — Rwanda Country Office
Date of Issue	16 September 2026
Submission Deadline	09 October 2026
Submission Method	Online upload to the Smartsuite link
Partner	European Union (EU)

Kigali, Rwanda | 2026

SECTION 1: BACKGROUND AND CONTEXT

1.1. Background

The Volcanoes National Park (VNP) landscape is one of Rwanda’s most important conservation areas and supports globally significant biodiversity, including the critically endangered mountain gorilla. The landscape also supports communities whose livelihoods are closely linked to agriculture, natural resources and local economic opportunities. The EU-funded project “Empowering Youth for Climate-Resilient Conservation and Sustainable Livelihoods in the Volcanoes National Park Landscape” was designed to strengthen youth participation in conservation, promote climate-resilient livelihoods and nature-positive economic opportunities, improve community engagement in conservation and strengthen local capacities for sustainable natural resource management.

The project is being implemented in collaboration with Rwanda Development Board (RDB), local authorities, conservation Partners, youth groups and other stakeholders. As the project reaches its mid-implementation stage, AWF intends to commission an independent midterm evaluation to assess progress against the approved project design, results framework, targets and implementation plan. Evaluation will provide evidence on achievements to date, identify implementation challenges and lessons learned, assess the relevance and effectiveness of the project approach, and provide practical recommendations for the remaining implementation period. This is a three-year project started in December 2024 and will close December 2026.

The project is structured around three outcomes mainly enhanced capacity of youth organizations to lead climate and conservation actions in the Volcanoes Region, improved biodiversity conservation and ecosystem health in the buffer zones of Volcanoes National Park and increased awareness and adoption of nature-based solutions (NBS) among local communities for ecosystem protection and sustainable resource management.

SECTION 2: OBJECTIVES OF THE ASSIGNMENT

2.1. General Objectives

The overall objective of the assignment is to conduct an independent midterm evaluation of the EU-funded project to assess progress towards intended results, identify achievements and challenges, generate lessons learned, and provide practical recommendations to strengthen implementation and achievement of project objectives during the remaining project period.

2.2. Specific Objectives

The consultant shall:

- Evaluate progress towards project outputs, outcomes and indicators against the approved results framework and implementation plan.
- Examine the effectiveness of interventions in strengthening VNP community and youth participation and leadership in conservation and climate-resilient development.
- Assess the extent to which interventions are contributing to sustainable livelihood opportunities for targeted youth and communities.
- Analyse the contribution of the project to conservation, climate resilience, sustainable natural resource management and community engagement.
- Determine the efficiency of implementation, including use of financial, human and technical resources and timeliness.
- Assess partnerships and coordination among AWF, government, local authorities, communities, youth organisations and other stakeholders.
- Evaluate integration of gender, social inclusion, youth participation, climate change and environmental sustainability.
- Identify implementation challenges, good practices, innovations and lessons learned.
- Assess the likelihood of sustainability of project results and provide prioritized recommendations for the remaining implementation period.

SECTION 3: SCOPE OF SERVICES

The consultant shall undertake the following tasks:

3.2 Progress towards results

- Progress against outputs, outcomes, indicators and targets.
- Quality and sustainability of achievements; factors behind success or underperformance.
- Verification of selected reported results.

3.3 Youth empowerment and participation

- Youth knowledge, skills, leadership, participation and decision-making.
- Access to livelihood, entrepreneurship and employment opportunities.

3.4 Climate-resilient conservation and livelihoods

- Contribution to climate resilience and adoption of climate-smart practices.
- Diversification and sustainability of income-generating activities.
- Links between livelihoods and conservation outcomes.

3.5 Conservation and community outcomes

- Contribution to biodiversity conservation and sustainable natural resource management.
- Community conservation awareness, engagement and behaviour.
- Contribution to reducing pressures on natural resources.

3.6 Efficiency and resource use

- Timeliness, adequacy and efficiency of human, financial and technical resources.

- Progress against budget and expenditure; value-for-money considerations where feasible.

3.7 Partnerships and coordination

- Effectiveness of collaboration with government, partners, communities, youth groups and private sector.
- Coordination, communication, learning and knowledge sharing.

3.9 Cross-cutting issues

- Gender equality, social inclusion, youth inclusion, climate resilience, environmental sustainability and safeguarding.

SECTION 4: METHODOLOGY

The consultant proposes a detailed methodology in the inception report, the technical proposal should demonstrate a robust mixed-methods approach that integrates primary data collection with secondary data analysis.

- Desk review: Review and analyze the approved project proposal and logical/results framework, theory of change, baseline, M&E framework, workplans and progress reports, financial records, monitoring databases, training and activity records, partnership documentation, and relevant national policies and contextual documents.
- Data collection: Collect and analyze primary data from beneficiaries and other relevant respondents, using an appropriate sampling approach and sample size, clearly defined data collection tools, and appropriate data analysis methods.
- Conduct key informant interviews and focus group discussions with AWF staff, government and local authorities, youth, community members, partners, and other relevant stakeholders to gather in-depth qualitative information on project implementation, outcomes, challenges, and lessons learned.
- Field verification: Visit selected project sites to verify reported achievements, observe implemented interventions, assess the quality and progress of activities, and consult beneficiaries and other relevant stakeholders.
- Analyze and compare information from project documents, quantitative data, field observations, and stakeholder interviews to verify findings, identify any inconsistencies or gaps, and distinguish evidence-based findings from stakeholder views and perceptions.
- Stakeholder validation: Present preliminary evaluation findings to AWF and relevant stakeholders for review and factual verification, incorporate appropriate comments and clarifications, while maintaining the evaluator's independence and professional judgement.
- Develop an evaluation matrix that links evaluation questions with relevant indicators and evidence, data sources, data collection methods, respondents, and analytical

approaches to ensure a systematic and transparent assessment. This matrix should be submitted for review and approval by AWF Rwanda.

SECTION 5: DELIVERABLES

The consultant shall submit the following deliverables, in accordance with the agreed scope of work, subject to AWF's review and approval.

#	Deliverable	Description	Due Date	Format
D1	Inception Report	Workplan and timeline, methodology, Sampling Strategy, data collection tools, stakeholder list, Evaluation framework and indicators, list of interviewees and key informants, and preliminary literature review, reporting structure, questionnaire. Confirmation of the consultant's understanding of the ToR.	5 days from contract signing	Word + PDF
	Review and Validation of inception report	Consultant submit the inception report to AWF for review and validation	5 days from submission date	Word
D2	Draft Midterm Evaluation Report	Executive summary, Project performance against objectives, outcomes, outputs and indicators, comparison of baseline, targets, and progress results, analysis of challenges, success factors, and lessons learned and good practices, conclusions and prioritized recommendations and proposed Performance Improvement Plan, Financial performance	25 days from approval date of inception report.	Word + Excel
	Validation workshop for Draft midterm evaluation report	AWF prepares validation workshops and invite key stakeholders	10 days after submission of draft midterm report	Word
D3	Final midterm Evaluation Report and Presentation	Incorporation of comments and recommendations from stakeholders, final edited and	10 days after receipt of	Word, PDF and

		formatted evaluation report, Executive summary highlighting key findings, conclusions, lessons, and recommendations, Results/achievement matrix comparing baseline–target–progress values, final presentation of findings to AWF and/or project stakeholders and submission of all supporting datasets and evaluation tools	comments and recommendations	PowerPoint presentation
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SECTION 6: EXPECTED DURATION

The assignment is expected to be completed within 40 calendar days, spread over a period of two months from the date of contract signing. This timeframe includes sufficient time for the review, incorporation of comments, and validation of the deliverables and final report.

Activity	Indicative Duration
Inception report preparation	5 days
Review and approval of inception report	5 days
Drafting midterm evaluation report including data collection and analysis	25 days
Validation workshop	10 days
Final Endline Evaluation Report and Presentation	10 days

SECTION 7: ELIGIBILITY AND QUALIFICATION REQUIREMENTS

The consultant should possess:

- Master's degree in Monitoring & Evaluation, Statistics, Development Studies, Natural Resource Management, Environmental Sciences, Environmental Economics and Natural Resource Management, Economics, or a related field. Provide academic certificate.
- At least 5 years of experience conducting evaluations of donor-funded projects. Provide CV and 2 similar assignments.
- Demonstrated experience in environmental conservation, biodiversity, community development, tourism, livelihoods, climate resilience or natural resource management projects.
- Strong research skills in environment, conservation and climate change resilience.
- Experience in designing and implementing surveys and impact evaluations.

- Experience conducting field-based evaluations in Rwanda or similar contexts.
- Fluency in English is required; knowledge of Kinyarwanda is an advantage.
- Independence and absence of conflict of interest with the project.

SECTION 8: MANAGEMENT AND REPORTING

The consultant will report to the Project Manager and work closely with the Monitoring, Evaluation and Learning (MEL) team.

The contracting organization will:

- Facilitate access to project documents.
- Support coordination with stakeholders.
- Review and provide feedback on deliverables.

The consultant shall be responsible for all technical aspects of the evaluation.

SECTION 9: ETHICAL CONSIDERATION

The consultant shall:

- Obtain informed consent from participants.
- Ensure confidentiality and data protection.
- Adhere to professional evaluation standards.
- Ensure participation of women, youth, and vulnerable groups.
- Comply with applicable safeguarding policies.

SECTION 10: PROPOSAL SUBMISSION REQUIREMENT

Technical Proposal

- Understanding of the assignment
- Proposed methodology;
- Work plan and timeline;
- Relevant experience proven by CV;
- least 2 similar assignments conducted

Financial Proposal

- Detailed budget in RWF
- Professional fees
- Travel and logistics costs
- Taxes and other applicable costs

Supporting Documents

- CV(s) of proposed consultant(s)

- Completion certificates of 2 similar assignment conducted
- Tax clearance certificate

SECTION 11: EVALUATION CRITERIA AND SELECTION METHODOLOGY

11.1. Evaluation criteria

The Proposals will be evaluated using the following criteria:

Criteria	Weight (%)
Understanding of Assignment	5
Proposed Methodology	20
Relevant Experience	30
Qualifications	15
Financial Proposal	30
Total	100

11.2 Selection Process

- Administrative review: All submissions are checked against mandatory eligibility criteria. Non-compliant submissions are excluded.
- Technical evaluation: Compliant proposals are scored by a tender committee.
- Financial evaluation: Proposals scoring at least 70/100 on the Technical Proposal criterion proceed to financial scoring (criterion C).
- Best-value award: The contract is awarded to the bidder with the highest combined score (A + B + C) delivering the richest experience within budget.
- Clarifications: AWF Rwanda reserves the right to request written clarifications from any bidder during evaluation. Responses must be submitted within 48 hours of the clarification request.

SECTION 12: PROPOSAL SUBMISSION REQUIREMENT

All proposals must be submitted exclusively through the designated online Box.com submission portal. Physical or email submissions will not be accepted.

12.1 Submission Portal

Submission Platform	https://sites.google.com/view/awfrwanda/home
Submission Deadline	09 th October 2026
File Format	PDF
File Naming Convention	Please Use a simple and consistent file-naming structure for easy identification

12.2 Technical Proposal — Required Content

1. Cover letter confirming understanding of and commitment to the full scope of the assignment.
2. Consultant profile: CVs
3. Academic document
4. Proof of experience records
5. Detailed technical proposal including methodology to undertake the assignment

12.3 Financial Proposal — Required Content

1. Completed Financial Proposal with detailed cost breakdown per activity
2. Total aggregated program cost inclusive of all taxes.
3. Financial proposal validity: minimum 60 days from the submission deadline.

All financial proposals must be denominated in Rwandan Francs (RWF), inclusive of all applicable taxes and levies.

SECTION 13: CONTRACT TERMS AND CONDITIONS

The selected Consultant will enter into a Fixed-Price Service Contract with AWF Rwanda for the validated midterm evaluation report as described in this document. The total contract value shall will be fixed at the agreed amount with no cost escalation permissible.

SECTION 14: INDICATIVE PROCUREMENT TIMELINE

Activity	Indicative Date
Publication and Issuance of RFP on Box.com Portal	11/09/2026
Proposal Upload Deadline (Box.com)	26/09/2026
Technical Evaluation by AWF Rwanda Committee	30/09/2026
Financial Evaluation	30/09/2026
Notification of Selected individual	02/10/2026
Contract Negotiation and Signing	07/10/2026
Submission of inception report	13/10/2026
Review and validation of inception report	19/10/2026
Submission of draft report	19/11/2026
Validation workshop	26/11/2026
Submission of final validated report	04/12/2026

SECTION 15: CONTACT INFORMATION AND ENQUIRIES

All enquiries related to this RFP must be submitted in writing to the contact details below. Oral or telephone enquiries will not be entertained. Only written responses issued formally by AWF Rwanda will be binding. All clarifications and responses will be shared via the Box.com portal link and/or by email to all registered bidders.

Organization	African Wildlife Foundation (AWF) — Rwanda Country Office
Programme	Volcanoes Conservation and Development Program (VCDP)
Contact Person	Hyacinthe Uwamaliya, Administrative and finance assistant
Physical Address	Rwanda Country Office, 49KG 647ST Kigali, Rwanda
Email Address	Contact: rwprocurement@awf.org
Telephone	+250790008820/+250788414323
Clarification Deadline	Written requests only, within 15 days calendar days of RFP issuance

AWF Rwanda reserves the right to amend this RFP, cancel the procurement process, or reject any or all proposals at any stage without incurring liability to bidders. This RFP does not constitute a binding commitment to award a contract. All submitted proposals become the property of AWF Rwanda and will not be returned.

END OF REQUEST FOR PROPOSALS

ANNEX I: FINANCIAL PROPOSAL TEMPLATE

Bidders must complete this template for their financial proposal. Add rows as needed. All amounts in RWF, inclusive of all applicable taxes. Sign and date at the end.

#	Description	Price Unit	Quantity	Total Price
1				
2				
3				
		SUBTOTAL A		

Total Before Taxes	
Taxes (if tax-exclusive)	
GRAND TOTAL	
Currency of Prices	☐ RWF ☐ USD

Confirmation: All prices above are fixed for the duration of the assignment.

Signature: _____ **Date:** _____