

TERMS OF REFERENCE FOR A CONSULTANT TO TRAIN WOMEN AND YOUTH FARMERS ON COMMUNITY SCORE CARD AND SUPPORTING THEM CARRY OUT COMMUNITY SCORE CARD AND REQUEST FOR THE RESPONSIVE GOVERNMENT COMMITMENTS IN ADDRESSING NEEDS AND CHALLENGES FACING SMALL HOLDER WOMEN AND YOUTH FARMERS

1. Background and Context

ActionAid Rwanda (AAR) is an affiliate member of the ActionAid International (AAI) global federation, an anti-poverty organization working with communities living in poverty and exclusion. AAR has been operating in Rwanda since 1982 focusing on addressing the root causes of poverty and promoting social justice and sustainable development. Its programming is anchored on a Human Rights Based Approach (HRBA) that places the agency of women, youth and other excluded groups at the center of change according to theory of change and while strengthening the accountability of duty bearers to fulfil their obligations.

ActionAid Rwanda (AAR) is implementing the Transformative impact fund (TIF) Project across 7 Local Rights Programs (LRPs) to strengthen sustainable livelihoods and climate resilience. The project focuses on three main objectives: (1) increasing agroecological food availability within refugee host communities and neighboring refugee camps, (2) strengthening resilient food production systems by supporting women smallholder farmer's cooperatives to increase productivity, reduce post-harvest losses and improve access to profitable markets and (3) advocating for government policies and public financing that promote agroecology and climate resilient livelihoods. Overall, the project is expected to benefit approximately 37,400 women and youth who are the primary right holders.

A key gap identified through AAR's ongoing community engagement is the limited use of participatory social accountability tools by women and youth producer groups to track service delivery, assess the responsiveness of local government commitments and engage duty bearers in evidence-based dialogue. The community score card is a proven community driven social accountability tool that brings together service users and service providers to jointly assess performance, identify gaps and agree on an action plan for improvement. When used effectively by organized women and youth farmer groups, the community score card strengthens their collective voice, builds their confidence to engage local authorities and creates a structured evidence-based platform for holding government accountable for commitments made to the agriculture sector.

ActionAid Rwanda through TIF Project proposes to train women and youth farmers in their all 7 LRPs which are in Nyanza, Musanze, Karongi, Gisagara and Nyaruguru district on the community score card methodology and to support them to conduct community score card processes at the community level. This intervention will build the capacity of right holders to independently assess public service delivery, generate community owned evidence and use this evidence to demand responsive government commitments that address the specific needs and challenges facing smallholder women and young producers.

2. Purpose of the Training

The purpose of this training is to equip right holders with the knowledge, skills and confidence to use the community score card as a social accountability monitoring tool and be able to implement social accountability in their communities.

3. Specific Objectives

The training aims to:

- I. Build the knowledge and skills of beneficiaries on the Community Score Card methodology.
- II. Support women and youth to apply the process and engage local duty bearers in constructive dialogue.
- III. Facilitate the development of joint community government action plans to improve agricultural service delivery.
- IV. Empower them to participate effectively in local accountability and decision-making processes.
- V. Collect feedback and recommendations to inform future decision making.

4. Expected Outcomes

By the end of the training, the following outcomes are expected:

- i. improved knowledge and skills in applying the community score card methodology.
- ii. Priority agricultural service delivery gaps are identified and documented by the right holders of TIF project
- iii. Joint action plans are developed between beneficiaries and local government to address identified challenges.
- iv. Increased participation, confidence and voice among rights holders of TIF project.
- v. Strengthened collaboration and accountability between service providers and beneficiaries.
- vi. Documented feedback, lessons learned, and best practices from beneficiaries.

5. Methodology

The training will adopt a participatory and inclusive approach to ensure active engagement of all participants. Methods will include:

- i. Interactive presentations on community score card processes.
- ii. Group discussions and community mapping exercises.
- iii. Practical community score card simulations and role play exercises.
- iv. Interface dialogue and joint action planning sessions with local stakeholders.
- v. Simple participatory tools (e.g: SWOT analysis, storytelling)

6. Expected Participants

- i. 40 participants from Nyanza District
- ii. 30 participants from Musanze District
- iii. 30 participants from Karongi District
- iv. 30 participants from Gisagara District
- v. 20 participants from Nyaruguru District

Location: In all 7 LRPs of AAR. Shingiro, Muko, Murundi, Gitesi, Nyanza, Gisagara and Ruheru .

Participants: 150 participants

7. Duration

The training will be conducted for 2 days in each location, Nyanza, Musanze, Karongi, Gisagara, and Nyaruguru Districts.

8. Expected Outputs

- i. Two joint beneficiaries and government action plans developed, signed and distributed.
- ii. Community generated scorecards documenting the status of service delivery and government commitments to smallholder women and young producers.
- iii. A training and community score card report including documentation, lessons learned and recommendations.

9. Expected requirements of the trainer/Minimum Qualifications Required

- i. The trainer must have bachelor's degree (minimum) and a strong knowledge of the CSC methodology and should be able to show it either through certificate of completion or by experience in a workplace
- ii. The trainer should have at least 2 years and above of training and field experience working with grassroots communities, cooperatives or local government structures.
- iii. The trainer must understand Human Rights Based Approach (HRBA) principles since CSC is fundamentally an accountability and rights tool not just a data collection exercise. Having a certificate of completion is an added advantage.
- iv. The trainer must be able to speak fluent Kinyarwanda for direct community engagement with working proficiency in English for reporting.
- v. The trainer must understand local social norms especially around gender dynamics so he or she can create space for women and youth to speak freely in mixed groups. Field of study of the trainer Proven by certificates)
- vi. Good completion certificates for similar activity (at least three)
- vii. Valid administrative documents (RDB and VAT certificates, Tax clearance certificate, RSSB certificate, certificate off current standing)
- viii. Proof of EBM invoice

Responsibilities of ActionAid Rwanda,

- The participants of the training will be facilitated with transport from their communities and coordinated by ActionAid Rwanda.
- The venue of the training for the participants will be facilitated by Action Rwanda

Responsibilities of the Trainer

- The trainer must provide the training Report and well elaborated in English
- The trainer will provide training materials for the participants

The **financial proposal** should be submitted in FRW with sufficient details to facilitate cost comparison and assessment. The candidate must specify the cost of:

- Consultant fees, Per diem.
- Travel/transportation (Accommodation/Transport)
- Other direct costs.

The financial proposal of the selected candidate will be reviewed during analysis to determine the final contract price. The contract will be drawn up during the negotiation stage. All taxes shall be included.

10. Submission of Proposals

Well prepared bids technical and financial proposals written in English, properly bound in sealed envelopes will be submitted to ActionAid Rwanda Head offices in Remera, KG 178 ST, 5 Amahoro Village, RUKIRI II Cell, Remera Sector, Gasabo District, Near Amahoro National Stadium next to RSSB/CSS Building on **Monday, 14/09/2026 not later than 3:00 PM**. Late submissions shall not be considered.

N.B: ActionAid Rwanda reserves the right to cancel this procurement process at any time without obligation to provide justification or compensation for any costs incurred by applicants.

Done at Kigali on 3/09/2026.

Assoc. Prof. Jeanne N. KAGWIZA
Executive Director
ActionAid Rwanda