



INITIATIVE FOR SOCIAL DEVELOPMENT ORGANIZATION

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TERMS OF REFERENCE (ToR) FOR CONSULTANT TRAINER FOR THE TRAINING 80 PARENTS OF CHILDREN WITH DISABILITIES TO ENGAGE IN LIVELIHOOD ACTIVITIES AND SUPPORT THEIR COOPERATIVES/ASSOCIATIONS.

1. Background and Context

The “Turengere Abafite Ubumuga Project” is a European Union-funded initiative aimed at enhancing the capacity of Civil Society Organizations (CSOs) and local leaders to support the inclusive participation of Persons with Disabilities (PWDs) in Rwandan society. Despite legal frameworks that protect PWDs, Rwanda faces significant barriers to their full inclusion, particularly in terms of education, employment, and access to social protection.

The project seeks to empower PWDs and their caregivers, especially parents of children with disabilities (CWDs), by providing targeted training, financial support, and organisational development. This initiative will facilitate socio-economic inclusion, ensuring the active participation of these individuals in livelihood activities and improving their socio-economic conditions. The project is being implemented by 4 partners: HIHD, ISDO, OIPPA, and AIMPO within 8 districts .

Activity Goal:

The activity which is going to be spearheaded by ISDO with support of AIMPO aims to empower 80 parents of children with disabilities (PWD parents) by improving their livelihoods and economic participation through the formation of cooperatives, capacity-building, and providing financial support. Specifically on training 80 parents of children with disabilities (CWDs) to engage in livelihood activities and strengthen their cooperatives/associations across four districts: Gicumbi, Bugesera, Muhanga, and Karongi. This activity aims to increase the technical, managerial, and financial capabilities of these parents so that they can build sustainable livelihoods and generate income, thereby improving their socio-economic inclusion. This will enable them to reduce dependency, and foster a sense of community solidarity in four targeted districts (Muhanga, Karongi, Gicumbi, and Bugesera).

2. Objective of the Consultancy

The consultant trainer will be responsible for delivering training and capacity-building programs to 20 parents of children with disabilities as T.oTs selected from within 4 groups, with the goal of enhancing their technical, managerial, and financial capacities to engage in sustainable livelihood activities. And be empowered to pass on skills to other members of their cooperatives. This will ensure the success of their cooperatives/associations and empower them to generate sustainable income, contributing to their socio-economic inclusion.

3. Scope of Work

The consultant trainer will undertake the following tasks:

i. Market Assessment and Identification of Livelihood Opportunities

- a) Conduct a market assessment in the four target districts (Gicumbi, Bugesera, Muhanga, and Karongi) to identify viable livelihood opportunities that align with the skills and resources available to the parents of children with disabilities (PWDs).
- b) Provide recommendations on which livelihood sectors are most feasible for the target population, such as agriculture, arts and crafts, IT services, and small businesses.

ii) Design and Develop Training Materials and Curriculum

Based on the market assessment, develop a customised training curriculum that includes modules on:

- i. Budgeting, saving and loans, and financial reporting for livelihood activities.
- ii. Price negotiation, product promotion, and market strategies.
- iii. Technical skills training related to identified livelihood activities (e.g., carpentry, tailoring, small-scale agriculture, animal rearing).
- iv. Governance, team management, and developing by-laws.
- v. Creating sustainable income-generating activities.

iii) Training Delivery

- i. Conduct capacity building (Trainers of Trainees) to 20 selected parents from within the 4 districts in a centralized place
- ii. Engage the participants using interactive methods such as group discussions, role-playing, and case studies.
- iii. Ensure the training includes practical, hands-on sessions tailored to the participants' capacities and needs, incorporating real-world scenarios and activities.



iv) Cascading Knowledge/training others

- i. Assist the participants in passing on the knowledge gained to other members within their associations.
- ii. Encourage peer-to-peer learning and establish a culture of continuous improvement and knowledge sharing among the parents.

v) Facilitate the Development of Action Plans

- i. Support each parent association in developing action plans based on organizational capacity assessments, addressing weaknesses in governance, finance, market engagement, and technical skills.
- ii. Help associations set smart goals (Specific, Measurable, Achievable, Relevant, Time-bound) for their livelihood activities, with realistic timelines for execution.

4. Deliverables

The consultant will be responsible for submitting the following deliverables:

- i. Detailing the approach, methodology, and work plan.
- ii. Providing recommendations for feasible livelihood activities.
- iii. Including modules, handouts, and presentation slides.
- iv. After each session, including attendance, content covered, participant feedback, and outcomes.
- v. Summarising the outcomes, lessons learned, and recommendations for future activities

5. Duration of the Consultancy

Phase 1: Market assessment and curriculum design

Phase 2: Delivery of training sessions

Phase 3: Ongoing mentorship supporting Trainees to pass on knowledge

Final Deliverables: Final report within 2 weeks of completing the last training session.

6. Required Qualifications and Expertise

The consultant should possess the following qualifications:

- i) A degree in Business Administration, Social Sciences, or a related field.



- ii) At least 5 years of experience in training, capacity-building, or consultancy, particularly in livelihood development, cooperative management, and inclusive economic empowerment for persons with disabilities.
- iii) Proven experience in developing and delivering training programs in financial literacy, entrepreneurship, cooperative management, or livelihood activities.
- iv) Familiarity with the challenges faced by PWDs, particularly parents of children with disabilities, and the socio-economic barriers they face.
- v) Proficiency in Kinyarwanda and/or English.
- vi) Evidence of prior work with marginalized communities or organizations supporting PWDs is highly desirable

7. Consultant's Role and Reporting

- a) The consultant will report directly to ,the director and coordinator of ISDO
- b) The consultant will work closely with project partners (ISDO and AIMPO) to ensure effective coordination of the training activities.
- c) Regular progress meetings will be scheduled to track milestones and address challenges during the consultancy period.

9. How to Apply

Interested consultants should submit the following documents:

- i. A detailed CV with relevant experience.
- ii. A cover letter explaining their qualifications and approach to the assignment.
- iii. A technical proposal outlining the methodology for conducting the market assessment, designing training, and delivering capacity-building activities.
- iv. A financial proposal with detailed costs for the consultancy.

All applications should be sent by the 14th and the final deadline is 23th of April 2025 to the following email address: isdoorganization@gmail.com for any inquiries, please contact +250 789104975 ISDO EXECUTIVE DIRECTOR/+250 0788862794 ISDO PROJECT COORDINATOR and you can also hand deliver the application at our office in kimironko Street KG 38 St after REG Office

Done at Kigali on 10 April 2025

MIHIGO Bienvenu

EXECUTIVE DIRECTOR

