



TERMS OF REFERENCE

THE DEVELOPMENT OF NATIONAL CERVICAL CANCER TREATMENT GUIDELINES

1. Background and Purpose

Cervical cancer is the most frequently diagnosed cancer among women in Rwanda¹, with an incidence rate of 42 cases per 100,000 women annually. In 2023, there were an estimated 866 new cases of cervical cancer, resulting in an age-standardized incidence rate of 18.9 per 100,000 women. Additionally, approximately 609 women died from the disease, leading to an age-standardized mortality rate of 13.8 per 100,000 women.² Notably, significant strides have been made in raising awareness, improving prevention strategies, and increasing access to treatment.

In February 2025, Rwanda launched an ambitious national plan to eliminate cervical cancer by 2027, aligned with the WHO 90-70-90 targets. The country aims to reach 90% HPV vaccination coverage among 15-year-old girls, achieve 70% screening coverage among eligible women aged 30–49 years, and ensure that 90% of women diagnosed with precancerous lesions or cervical cancer receive appropriate management and treatment.

In light of these intensified screening and prevention efforts and the anticipated increase in the number of women requiring timely management, there is a critical need to develop National Cervical Cancer Treatment Guidelines. These guidelines will help standardize care and ensure high-quality, evidence-based treatment for all women diagnosed with cervical cancer.

2. Justification

The overall objective of this consultancy is to support the Cancer Unit within the Rwanda Biomedical Center (RBC) to develop a comprehensive Cervical Cancer Treatment guidelines document that will serve as the gold standard in treatment efforts carried out nationwide. These guidelines will ensure aligned and evidence-based practices that will support the country's goal of achieving cervical cancer elimination by 2027.

¹ Ruzigana G, Bazzet-Matabele L, Rulisa S, Martin AN, Ghebre RG. Cervical cancer screening at a tertiary care center in Rwanda. *Gynecol Oncol Rep.* 2017;21:13–16. doi: 10.1016/j.gore.2017.05.005

² Ferlay J, Ervik M, Lam F, et al. Global Cancer Observatory: Cancer Today [Internet]. Lyon, France: International Agency for Research on Cancer; 2024.

3. Specific Objectives

- a. Conduct a comprehensive review of existing national policies and current treatment practices and compare them with international guidelines to promote alignment with global best practices.
- b. Analyze the current treatment landscape, including available modalities, provider capacity, infrastructure and identify gaps the national guidelines should address.
- c. Develop an evidence-based draft of the National Cervical Cancer Treatment Guidelines, covering diagnosis, treatment of invasive disease, follow-up care, and referral systems, tailored to Rwanda's context.
- d. Facilitate stakeholder consultations and technical review meetings with RBC, MOH, clinicians and partners, and ultimately integrate feedback into the guideline revisions.
- e. Produce the final validated National Cervical Cancer Treatment Guidelines, inclusive of treatment algorithms, flowcharts, and job aids.
- f. Provide recommendations to support national dissemination and capacity-building efforts, including training needs and strategies for guideline roll-out and implementation.

4. Tasks

The Consultant is expected to carry out the following tasks:

- Conduct a comprehensive desk review of national policies, clinical protocols, and current treatment practices, and benchmark them against international and regional cervical cancer treatment guidelines.
- Assess the current cervical cancer treatment landscape, including available treatment modalities, provider competencies, infrastructure, referral systems, and existing gaps that need to be addressed in the national guidelines.
- Develop the draft National Cervical Cancer Treatment Guidelines, incorporating evidence-based recommendations for diagnosis, management of invasive lesions, follow-up care, and referral pathways aligned with Rwanda's health system context.
- Lead and facilitate stakeholder engagement, including technical consultations and review meetings with RBC, MOH, clinicians, partners, and relevant professional bodies, and integrate their inputs into the guideline document.

- Finalize the National Cervical Cancer Treatment Guidelines, ensuring the inclusion of treatment algorithms, clinical flowcharts, referral pathways, and practical job aids to support implementation.

5. Key deliverables

- Desk review report summarizing findings from national policy analysis, benchmarking against international guidelines, and key gaps identified.
- Draft National Cervical Cancer Treatment Guidelines (comprehensive draft for stakeholder review).
- Stakeholder consultation summary, documenting feedback received and how it was incorporated.
- Final National Cervical Cancer Treatment Guidelines, inclusive of algorithms, flowcharts, and job aids.
- Implementation and dissemination recommendations report, detailing proposed training needs, roll-out strategies, and capacity-building considerations.

6. Duration

All deliverables under this consultancy will be finalized and submitted within a **4-week** implementation timeline:

Deliverables	Timeline/Due date
A road map with specific timeline for implementation of assignments	Day 2
Assessment of treatment landscape and gap analysis/ Assessment of treatment landscape and gap analysis	Week 1
Draft National Cervical Cancer Treatment Guidelines	Week 2-3
Stakeholder consultations and revisions	Week 3
Final guidelines and implementation recommendations	End of week 4

7. Eligibility

The selection of a successful Consultant will be based on the following criteria:

- a) Advanced degree in medicine, public health, oncology, or a related field, with strong technical expertise in cancer treatment pathways.
- b) At least 5 years of relevant professional experience, including developing clinical guidelines or protocols and working with ministries of health or national programs.
- c) Familiarity with WHO and international cervical cancer treatment guidelines, as well as knowledge of health systems preferably Rwanda.
- d) Strong analytical, writing, and facilitation skills, with experience leading stakeholder consultations.

8. Conditions of the consultancy

The consultant's assignment will be considered as fully completed upon the satisfactory acceptance of the final report by the Rwanda Biomedical Center. Payment will be made based on the contract and deliverables.

9. Supervision arrangements

The contract will be executed through the RBC /Cancer Unit. The Consultant will be ultimately responsible to the Director of Cancer Unit/RBC and will work in close consultation with other stakeholders who will provide technical advice and endorse the project deliverables.

10. Application Requirements

The application document should contain the following:

- A detailed CV outlining relevant experience, including at least 3 references with their contacts and addresses.
- Motivation letter
- A technical proposal containing detailed methodology, an understanding of ToRs, a clear timeframe detailing how the deliverables will be achieved,
- Evidence of the consultant's experience in a similar assignment: Two Copies of evidence for satisfactory completion of similar assignments
- Financial offer that details the unit and total costs associated with the delivery of the tasks

11. Evaluation Criteria

Technical proposal

- Relevant professional experience, including developing clinical guidelines or protocols and working with ministries of health or national programs proven by CV, academic qualification, and previous work certifications, "at least two completion certificates" **(40pts)**
- Familiarity with WHO and international cervical cancer treatment guidelines, as well as knowledge of health systems, preferably in Rwanda **(20pts)**
- Understanding the ToR and methodology to be used **(30pts)**
- Minimum of 1 year previous experience working with RBC /Cancer Unit in a technical, advisory, or program implementation capacity **(10pts)**

Financial proposal

- The consultant will submit a separate detailed financial bid detailing costs in man-days.
- All costs must include all taxes and must be in Rwandan Francs.

From the technical evaluation, the financial proposal of consultants who obtained at least 80% will be evaluated, and the weight of the financial proposal will be **(20%)**.

12. Timeline

The assignment should be completed within **4 weeks** of the date of signing a contract.

14. Application procedure

Interested candidates should email the application requirements outlined above to rwandaprocurement@clintonhealthaccess.org with “CHAI Rwanda: consultancy for the development of the Cervical Cancer Treatment guidelines” in the subject line. The deadline for applications is **December 12th, 2025 not later than 05:00PM local time**. Only shortlisted candidates will be contacted.

Note:

- **Data Protection and Consent:**
"By submitting a proposal in response to this Request for proposals (RFQ), you hereby consent to the collection and use of your personal and company data by the Clinton Health Access Initiative (CHAI) for the sole purpose of facilitating the tendering process, in accordance with the data protection laws of Rwanda."
- **Conflict of Interest Declaration:**
"By responding to this Request for proposals (RFP), you confirm that no conflicts of interest exist between your organization and any CHAI staff involved in the procurement or evaluation process, nor with any members of the leadership team at CHAI's Rwanda country office."