



Terms of Reference (ToR) for the consultancy services for Revising, Designing, and Adapting the AGYW Minimum Package and Developing the AGYW Implementation Plan and Roadmap

1. Background and Context

This ToR outlines the need to revise and adapt the existing AGYW minimum package to align with the current national operational plan and M&E framework and to create a comprehensive roadmap for its implementation plan. This revision will enhance alignment with Rwanda's national development strategies and global commitments, including the Sustainable Development Goals (SDGs).

Adolescent girls and young women (AGYW) are a crucial population for HIV prevention, sexual and reproductive health and mental health issues between the ages of 10 and 24. This is because they have a higher risk of HIV infection, unintended pregnancies, and mental health conditions like anxiety and depression. HIV infection rates among adolescents and young women are still high, with Sub-Saharan Africa having the greatest incidence, despite several programs designed to address these challenges.

Furthermore, it upsets healthcare institutions and raises vulnerability to HIV infection, unintended pregnancies, and mental health problems.

In fact, there are 1.5 million HIV newly infected individuals, 49% of those individuals being women and girls. Adolescent girls and young women (AGYW) (10–24) in Sub-Saharan Africa alone account for 2,372 new HIV infections every week, which is more than triple that of young men, despite notable success in lowering the number of new infections since 2010. AGYW accounts for 27% of all new infections in east and southern Africa, which translates to 3 times more likely to acquire HIV than their male counterparts.

According to the World Health Organization (WHO), significant simultaneous changes in physical, sexual, psychological, and social development occur throughout the 10- to 24-year-old age range that marks the transition from childhood to adulthood. This shift not only presents chances for growth but also endangers their health and well-being. Adolescents do have many public health issues, despite the general belief that this age group is healthy. The majority of whom residing in

low- and middle-income nations, do not have their health needs satisfied among 1.8 billion adolescents and youth (10–24 years old) worldwide.

In Rwanda, despite stable HIV prevalence over the last 15 years, there has been an increase in HIV infections, unintended pregnancies, and STIs among AGYW. Different studies recommended empowering that population with comprehensive HIV prevention and SRH knowledge. Only 59% of young women are fully informed about HIV overall. The prevalence of HIV among adolescents aged 15-19 years was 0.4% for men and 0.6% for women . However, among those aged 20-24 years, the prevalence was three times higher in girls (1.8%) than in boys (0.6%) (RPHIA, 2018-2019). Delivering the complete minimum package of services to AGYW will require health facility and community-based interventions targeting in and out-of-school adolescent girls and young women.

Rwanda Biomedical Center (RBC) is committed to implementing different HIV prevention and SRH interventions, which include and not limited to building the capacity of the workforce involved in the implementation of health programs, namely healthcare providers, Civil Society Organizations, teachers and peer educators.

In this regard, AGYW Technical Working Group (TWG) developed an operational Plan (OP) for 2024 and was validated in March 2024. The plan emphasized the need to implement the minimum package, but the latter is not yet adapted to the OP and lacks a clear implementation roadmap. The AGYW (Adolescent Girls and Young Women) program in Rwanda aims to address key challenges faced by young women, focusing on health, education, economic empowerment, and social protection.

Therefore, USAID IGIRE Implementing Partners implementing DREAMS interventions (AEE Rwanda, DUHAMIC-ADRI, FXB Rwanda and YWCA Rwanda) in collaboration with RBC need to hire an expert for the above activity.

2. Objectives of the Assignment

Adapt the minimum package and elaborate an implementation plan and roadmap for the next five (5) years starting from January 2025 until December 2029 with a midterm review in 2027. More specifically, the expert will:

1. Elaborate an inception report which will be approved by IGIRE IPs and members of AGYW TWG,
2. Revise and adapt the existing AGYW minimum package including evidence from the need’s assessment, to ensure it is effective, relevant, and aligned with the operational requirements in Rwanda and prepare a gap report,
3. Address all gaps and elaborate improved minimum package to present to the multi-sector technical working group (TWG).

4. Develop a detailed five-years multisector implementation roadmap that outlines step-by-step implementation strategies ,
5. Hold a TWG session to develop an updated AGYW minimal package of services that is tailored to the 5-year operation strategy and implementation plan and roadmap.
6. Create and design a detailed AGYW minimum package of services document for multi-sector endorsement.

3. Deliverables

1. Inception report submitted to project stakeholders for review and approval.
2. Gap report and updated AGYW minimal package presented to the TWG,
3. Revised AGYW Minimum Package: Comprehensive documentation that outlines updated program components and interventions reflecting TWG inputs, .
4. A five-year AGYW Implementation Plan and a Roadmap: A strategic document that includes implementation phases, timelines, and monitoring and evaluation (M&E) plans which are aligned with the AGYW programming strategies;
5. Workshop Reports: Summaries of stakeholder consultations and validation meetings. One day workshop!!
6. Final Report: Comprehensive report detailing the methodologies used, key findings,
7. A well-designed, detailed AGYW minimum package document endorsed by all sectors involved.

4. SCOPE OF CONSULTANCY WORK AND TIMELINE

The consultancy work is expected to be concluded during 30 working days as per the table below:

Activities	# Days
Conduct an inception meeting with RBC and IPs	1
Prepare the inception report (IR) with detailed methodology including tools	3
Elaborate the protocol to conduct a data triangulation and design a tool for field visit	1
Conduct field visit and respond to questions from data triangulation	4
Analyze and write the gap analysis report	4
Present draft report to TWG	1
Insert inputs from TWG	2
Finalize the minimum package (MP) using the findings of gap analysis report	2
Conduct a workshop of TWG to validate the final minimum package	1

Activities	# Days
Insert inputs from workshop	1
Development of implementation plan of OP	4
Elaborate the 5-year operation strategy and implementation roadmap	4
Present roadmap to TWG	1
Insert inputs from TWG and submit operation final strategy with PPT presentation and implementation roadmap	1
Total	30

5. Reporting Requirements

- **Progress Reports:** Submit bi-weekly progress updates.
- **Draft Reports:** Submit draft versions of the revised minimum package and roadmap for review.
- **Final Report:** Submit a comprehensive final report at the end of the assignment.

6. Compliance and Ethical Considerations

- **Ethical Standards:** Adhere to ethical research and program design practices, ensuring confidentiality and respect for AGYW participants.
- **Cultural Sensitivity:** Maintain culturally appropriate and sensitive approaches throughout the engagement.

7. Required Qualifications and Competencies

- **Expertise:** Proven expertise in public health, youth development, gender programming, and operational planning.
- **Experience:** Demonstrated experience in designing, adapting, or evaluating large-scale social programs.
- **Skills:** Strong analytical, facilitation, and communication skills.

8. Cost

The proposed cost should include all related taxes and any other associated cost with the assigned mission.

9. Composition of the technical proposals

The technical proposal must include the following but no limited:

- A motivation letter addressed to DUHAMIC-ADRI Executive Secretary;
- RDB registration certificate;
- RRA tax clearance certificate;
- VAT Certificate;
- Proof of use of EBM (electronic billing machine) for invoice;
- RSSB certificate of clearance
- Team composition and responsibilities of its members;
- CV of the team leader for intended service and a commitment of availability;
- Provide a detailed description of the company's proposed methodology and approaches that would be used in carrying out the mandate.
- Provide at least 3 certificates of good completion of similar services performed
- Include other client references (names, phone numbers and email addresses) who may be contacted to confirm the satisfactory delivery of service by key team member(s) on previous assignments.

10. Opening of Proposals:

10.1. Technical Proposal Opening

- The technical proposals (Envelope A) will be opened first in a public session on 26th November 2024 at DUHAMIC-ADRI OFFICE 2:30 pm.
- During this session, only the technical proposals will be evaluated based on the criteria outlined in the section 11 of this tender and the financial proposal will remain sealed and returned in the bid box in the presence of every participant.

10.2. Financial Proposal Opening:

- Only bidders whose technical proposals meet the required standards and with 80% minimum of the score in the technical proposal will be invited to the opening of the financial proposals (Envelope B).
- The financial proposals of the eligible bidders for financial evaluation will be opened in a separate public session. The date, time, and location of the financial proposal opening will be communicated to the shortlisted bidders.
- Bidders who failed in the technical evaluation will not have their financial proposals opened, and their financial proposals will be returned unopened.

11. Evaluation process and criteria

The evaluation process to determine the successful bidding company (s) will involve both qualitative and quantitative elements. Proposals will be reviewed and ranked according to the following criteria and scored out of a total of 100 points as follows:

Technical Ranking Criteria	Percentage
Administrative documents (Company registration certificates, RSSB and RRA valid tax clearance, EBM generated invoice issuance)	10%
Methodology and approaches	10%
Expertise and experience of the team leader	10%
Team composition: expertise and relevant experience	20%
Three certificates of similar performed services	10%
Reasonable workplan	10%
Total Technical	70%

Financial Ranking Criteria	Percentage
Total and breakdown cost	30%
Total Financial	30%

To qualify technically, bidders must achieve at least 80% of technical scores.

Technical score will be brought back to 70% then financial evaluation will be 30%

In the end, the Technical and Financial Points will be added. Company with highest combined marks will be selected for award of consultancy.

12. Submission of the bids

Bidders are required to submit their offers in one main sealed envelope. This main envelope must contain two separate sealed envelopes:

- Envelope A: Technical Proposal
- Envelope B: Financial Proposal

The technical and financial proposals shall be received at DUHAMIC-ADRI secretariat no later than Tuesday **November 26, 2024 at 2:00PM** for immediate official opening session in which company representatives are also encouraged to participate.

DUHAMIC-ADRI reserve its right to negotiate the price reduction or reject all offers for unreasonable costs or beyond available resources.

Done at Kigali, November 15, 2024

MUHIGIRWA Benjamin

Executive Secretary