



## UMBRELLA OF ORGANIZATIONS OF PERSONS WITH DISABILITIES IN THE FIGHT AGAINST HIV AND FOR HEALTH PROMOTIONS (UPHLS)

### TERMS OF REFERENCE FOR CONSULTANCY OF ENDLINE EVALUATION, ENDLINE REPORT, AND ADVOCACY RECOMMENDATION REPORT FOR THE MUB PROJECT

#### 1. Evaluation summary

|                      |   |
|----------------------|---|
| <b>Type of study</b> | Endline survey – with the development of 2 reports; endline report and recommendation report on lobby and advocacy for OPDs (Organizations of People with Disabilities)   |
| <b>Content scope</b> | <p>The evaluation will cover all three project outcomes: (1) OPD capacity strengthening for advocacy;</p> <p>(2) improved disability-inclusive services in health centers and TVET institutions; and</p> <p>(3) enhanced engagement of duty-bearers. It will assess both process and results, including relevance, effectiveness, efficiency, impact, and sustainability of interventions.</p> <p>The advocacy documentation will focus specifically on lobby and advocacy activities co-developed with OPDs.</p> |

#### 2. Project summary

|                            |   |                          |
|----------------------------|---|--------------------------|
| <b>Name of the project</b> | Menya Ukorane Ubuzima Bwiza (MUB) Project |                          |
| <b>Project locations</b>   | <b>District</b>                           | <b>Sectors</b>           |
|                            | Rubavu                                    | Kanama and Rugerero      |
|                            | Musanze                                   | Busogo and Musanze       |
|                            | Gatsibo                                   | Kiramuruzie and Kabarore |
|                            | Huye                                      | Maraba and Mukura        |



## UMBRELLA OF ORGANIZATIONS OF PERSONS WITH DISABILITIES IN THE FIGHT AGAINST HIV AND FOR HEALTH PROMOTIONS (UPHLS)

|   |  |
|---|--|
| <b>Thematic area</b>                    | Disability Rights, Inclusive Service Delivery, and Capacity Building for Organizations of Persons with Disabilities  |
| <b>Overall objective of the project</b> | To promote the Rights of Persons with Disabilities leading to their active citizenship, self-reliance and independence with Organisations of People with a Disability (OPDs).  |
| <b>Project specific objective</b>       | Improved equality, inclusion, and respect for persons with disabilities, including women and youth, in the spheres of public and private life.   |
| <b>Project outcomes</b>                 | <p><b>Outcome 1:</b> OPDs increased engagement opportunities to collaborate, participate and consult in the policy decision-making process to promote and defend the Rights of Persons with Disabilities.</p> <p><b>Outcome 2:</b> Women and girls with a disability are empowered to access health services, communicate and self-advocate for their Sexual Reproductive Health and Rights.</p> <p><b>Outcome 3:</b> Youth with a disability are integrated into inclusive employment schemes through technical vocational skills acquisition and psychosocial support.</p> |

### 3. About the Consortium

The MUB Project is implemented by a consortium of three organizations combining international expertise, national-level advocacy, and a broad grassroots network.

See You Foundation (SYF) brings over 40 years of experience in disability mainstreaming and inclusion services across seven countries, including Rwanda. SYF maintains strong partnerships with the Dutch Ministry of Foreign Affairs and ensures all programs meet rigorous quality standards. Its competitive advantages include cross-country learning, co-creation with OPDs, and the ability to co-fund long-term initiatives.

Rwanda National Union of the Deaf (RNUD) contributes 34 years of specialized experience advocating for deaf and hard-of-hearing persons nationwide. A full member of





## UMBRELLA OF ORGANIZATIONS OF PERSONS WITH DISABILITIES IN THE FIGHT AGAINST HIV AND FOR HEALTH PROMOTIONS (UPHLS)

---

the World Federation of the Deaf, RNUD has successfully advocated for the recognition of Rwanda Sign Language as an official language and has received funding from UNDP and the Disability Rights Fund.

The Umbrella of Organizations of Persons with Disabilities in the Fight against HIV/AIDS and for Health Promotion (UPHLS), established in 2006, UPHLS is a national umbrella organization legally registered with the Rwanda Governance Board, bringing together thirteen OPDs with operational offices in each province. UPHLS works to ensure that persons with disabilities, women, youth, and other marginalized groups actively participate in community decision-making, access public services equitably, and hold duty bearers accountable.

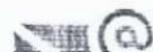
### BACKGROUND

The *Menya Ukorane Ubuzima Bwiza (MUB) Project*, funded by the European Union, aims to promote the rights of persons with disabilities, leading to their active citizenship, self-reliance, and independence. The project is implemented by UPHLS in partnership with See You Foundation/Netherlands (as the lead organization) and the Rwanda National Union of the Deaf (RNUD).

While Rwanda has made significant strides in promoting disability rights, youth with disabilities continue to face challenges, including limited access to inclusive education, employment, and healthcare. Furthermore, service providers often lack adequate knowledge of disability-specific needs, rights, and effective communication methods. The MUB Project directly addresses these gaps by strengthening the capacity of Organizations of Persons with Disabilities (OPDs), improving disability-inclusive service delivery, and fostering evidence-based advocacy at district and national levels.

Throughout its two-year implementation in the Rubavu, Musanze, Huye, and Gatsibo Districts, the project has generated substantial data through baseline assessments, monitoring, stakeholder engagements, and learning exchanges involving OPDs, TVET institutions, health centers, and local authorities.

As the project enters its third and final year, there is a critical need to:





## UMBRELLA OF ORGANIZATIONS OF PERSONS WITH DISABILITIES IN THE FIGHT AGAINST HIV AND FOR HEALTH PROMOTIONS (UPHLS)

---

- Measure its impact and sustainability through a final external evaluation that objectively assesses results against the initial objectives and baseline data.
- Consolidate advocacy learnings by producing a dedicated recommendation report that captures successful strategies, outcomes, and knowledge from the project's lobby and advocacy activities with OPDs.

This consultancy is commissioned to fulfil these two needs, ensuring accountability for project outcomes and creating practical resources to inform future disability-inclusive programming and advocacy efforts

### 4. Purpose of the consultancy

The purpose of this consultancy is twofold:

- ✦ To conduct a final project evaluation, including a structured endline survey, that assesses the MUB Project's overall performance, impact, and sustainability against its objectives and baseline data.
- ✦ To document the impact of the project by capturing the differences between the baseline and endline survey in an Endline Report and capture the lessons learned and successful activities of the project.
- ✦ To document and analyze the project's advocacy component, producing a standalone Advocacy Recommendation Report to capture lessons learned for future programming.

### 5. Objectives

1. To assess the extent to which the MUB Project achieved its planned objectives, outcomes, and outputs, measuring impact, relevance, efficiency, effectiveness, and sustainability (Endline Evaluation Report).
2. To document, analyze, and synthesize the processes, successes, challenges, and lessons learned from the lobby and advocacy activities undertaken by and with OPDs under the project (Advocacy Recommendation Report).



## UMBRELLA OF ORGANIZATIONS OF PERSONS WITH DISABILITIES IN THE FIGHT AGAINST HIV AND FOR HEALTH PROMOTIONS (UPHLS)

---

3. To disseminate the final Advocacy Recommendation Report in English and a synopsis and the lessons learned in Kinyarwanda.

### 6. Scope of work & Key deliverables

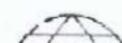
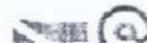
The consultant will be responsible for the following activities and outputs:

#### Activity 1: Endline evaluation

- 1) Conduct a desk review of project documents (proposal, baseline, monitoring reports).
- 2) Design and implement a mixed-method study (quantitative and qualitative) aligned with the baseline framework to measure both intended and unintended change (to be validated by the MUB project team).
- 3) Design and implement a mixed-method study measuring the impact of the MUB project, identifying contributing factors and collecting the processes, successes, challenges, and lessons learned (to be validated by the MUB project team).
- 4) Assess project effectiveness, efficiency, relevance, sustainability, and impact.
- 5) Collect data from key stakeholders, including OPDs, service users, district authorities, TVET institutions, and health centers.
- 6) A visually engaging, concise infographic summarizing the project's key achievements, remaining gaps, and key recommendations
- 7) Deliverable 1: A comprehensive Endline Evaluation Report (see Annex 2 for the reporting format for the Endline Evaluation Report).

#### Activity 2: Advocacy Recommendation Report

- 1) Document and analyze the lobby and advocacy processes, activities, and outcomes achieved by/with OPDs during the project.
- 2) Identify success factors, challenges, and replicable strategies in disability advocacy.





## UMBRELLA OF ORGANIZATIONS OF PERSONS WITH DISABILITIES IN THE FIGHT AGAINST HIV AND FOR HEALTH PROMOTIONS (UPHLS)

---

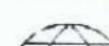
- 3) Synthesize findings into practical recommendations for OPDs, civil society, and policymakers.
- 4) **Deliverable 2:** A well-structured Advocacy Recommendation Report (in English and a synopsis and the lessons learned in Kinyarwanda) (see Annex 3 for the reporting format for the Advocacy Recommendation Report).

### **Activity 3: Online validation workshop of the Endline Evaluation Report and the Advocacy Recommendation Report**

- 1) **Presentation of Preliminary Findings:** The consultant will deliver a structured presentation summarizing the key findings, conclusions, and draft recommendations from both reports.
- 2) **Facilitated Stakeholder Feedback Sessions:** Following the presentation, the consultant will facilitate breakout discussions to gather structured feedback.
- 3) **Consolidation and Validation of Recommendations:** The workshop will conclude with a participatory session focused specifically on the draft recommendations. The consultant will guide stakeholders through each proposed recommendation, assessing its feasibility, relevance, and ownership.
- 4) **Deliverable 3:** Stakeholder validation feedback report.

### **7. Expected results**

- 1) A clear, evidence-based understanding of the MUB Project's impact, sustainability, and areas for improvement.
- 2) A practical, well-structured knowledge product detailing effective disability advocacy models and strategies for replication.
- 3) The Advocacy Recommendation Report, widely disseminated to OPDs, CSOs, government entities, and development partners.
- 4) Actionable recommendations generated from both reports to inform UPHLS's and partners' future strategic planning and programming.





## UMBRELLA OF ORGANIZATIONS OF PERSONS WITH DISABILITIES IN THE FIGHT AGAINST HIV AND FOR HEALTH PROMOTIONS (UPHLS)

---

### 8. Methodology

The consultant(s) will propose a detailed methodology in their inception report, which must include:

- Evaluation design and data collection tools for the endline study.
- Approach for capturing and analyzing advocacy experiences and outcomes.
- Stakeholder engagement strategy, ensuring the inclusion of diverse OPD voices.
- Ethical considerations, with specific measures for the accessibility and meaningful participation of persons with disabilities.

### 9. Expected timeline

The consultancy is expected to follow the timeline below:

- **March 2026:** Consultant inception, finalization of methodology, and research design.
- **April 2026:** Data collection for both the endline evaluation and advocacy research.
- **May 2026:** Data analysis, report writing, and submission of draft reports.
- **June 2026:** Integration of feedback, validation with stakeholders, finalization of both reports, and completion of publication tasks.

### 10. Coordination and management

- The consultant will work under the direct supervisor of UPHLS Executive Director and particularly the MUB Project Manager and M&E team.
- UPHLS will provide necessary support, facilitate access to relevant stakeholders, and ensure coordination with project partners.
- The consultant is expected to maintain open communication with UPHLS and other relevant stakeholders throughout the consultancy.



## UMBRELLA OF ORGANIZATIONS OF PERSONS WITH DISABILITIES IN THE FIGHT AGAINST HIV AND FOR HEALTH PROMOTIONS (UPHLS)

---

- Timely submission of reports and deliverables is critical and will be coordinated through UPHLS.

### 11. Consultant profile

#### Academic qualifications:

- A Master's degree in Social Sciences, Project Management, Development Studies, Statistics, Monitoring & Evaluation, Disability Studies, Public Policy, or a related field.

#### Professional experience:

- Proven experience in conducting external project evaluations, including endline/baseline studies.
- Demonstrated expertise in qualitative and quantitative research methods.
- Strong background in working with OPDs and on disability rights and inclusion programs.
- Experience in documenting advocacy, lobby, or policy-influencing processes is a distinct advantage.

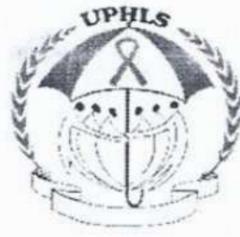
#### Technical skills & Language:

- Excellent analytical, writing, and synthesis skills in English.
- Proficiency in Kinyarwanda is essential for fieldwork, translation quality control, and dissemination.
- Strong facilitation and communication skills for stakeholder engagement.

### 12. Ethical Standards and Safeguarding

UPHLS has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the organization, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UPHLS also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and





## UMBRELLA OF ORGANIZATIONS OF PERSONS WITH DISABILITIES IN THE FIGHT AGAINST HIV AND FOR HEALTH PROMOTIONS (UPHLS)

principles and will therefore undergo reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

### 13. Application process

Interested and qualified consultants should submit the following to UPHLS:

- 1) A cover letter expressing interest and relevant expertise addressed to the UPHLS Executive Director
- 2) A detailed CV or company profile.
- 3) A technical proposal outlining the understanding of the TOR, proposed methodology, work plan, and team composition.
- 4) A separate financial proposal with a detailed budget.
- 5) Contact details of at least two professional referees, with the following details about the references: (a) name, (b) position, (c) organization, (d) phone number, (e) email address
- 6) At least two examples of similar work are complete (certificate of completion)

### 14. How to apply

Interested candidates are requested to submit their technical and financial proposals combined in one PDF document on UPHLS email at [infos@uphls.org](mailto:infos@uphls.org) on 09<sup>th</sup> March 2026 at 5:00 pm Rwandan Time.

Done at Kigali on 24<sup>th</sup> February 2026

Francois Xavier KARANGWA

Executive Director of UPHLS

