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Terms of Reference (ToRs)

Recruitment of a Consultancy Firm to Conduct Trainings on Agricultural Decentralization Framework and Climate Policy Advocacy

Project Title: Citizens Action for Climate Resilient (CACR)

I. Background to Tubibe Amahoro (TA)

Tubibe Amahoro Association (TA) is a community-based organization working in human rights and community development, founded in 1995 after the Genocide against the Tutsi in Rwanda by survivors and human rights defenders. TA was granted legal personality by Ministerial Order No. 04/2012 of 17/02/2012, in compliance with Law No. 058/2024 of 20/06/2024 and related regulations.

Tubibe Amahoro envisions a society of equity in which laws and human rights are respected by everyone. Its mission is to promote respect for human rights and the integral socio-economic development of the Rwandan population through civic participation, access to justice, sustainable community livelihoods and gender promotion.

TA implements programs aligned with four strategic pillars: Civic Participation, Access to Justice, Environmental Protection and Rural Community Development, and Gender Promotion.

Through these pillars, TA supports citizens to participate in governance processes, strengthens accountability mechanisms, promotes climate resilience, and empowers vulnerable communities. Currently, TA operates in 11 districts (Karongi(Head Office), Rutsiro, Ngororero and Nyamasheke in Western province; Burera, Musanze in Northern Province; Nyaruguru, Nyamagabe, Gisagara, Nyanza, Ruhango in Southern Province) and works closely with grassroots structures, local authorities and national institutions to advance its mandate.

Under the Citizens Action for Climate Resilient (CACR) project, Tubibe Amahoro aims to strengthen citizen participation and multi-stakeholder engagement in climate governance and climate-resilient development at the local level.



The project focuses particularly on strengthening decentralized service delivery systems, promoting climate-resilient agricultural policies, and enhancing the capacity of civil society organizations and local actors to engage in climate policy advocacy.

In this context, Tubibe Amahoro plans to recruit a qualified consultancy firm to facilitate two capacity-building training courses in the districts of Rutsiro, Ngororero, Nyamagabe and Nyaruguru.

2. Activity Significance

Agriculture remains the backbone of Rwanda's economy and a key sector for livelihoods in rural communities. However, the sector faces increasing challenges related to climate change, limited citizen participation in policy implementation and gaps in decentralized service delivery.

Strengthening the capacity of local agronomists, civil society organizations and private sector actors is essential to improve the implementation of decentralized agricultural services and climate policies.

The planned training courses will contribute to:

- Enhancing the understanding of agriculture decentralization frameworks among local service providers.
- Strengthening collaboration between local authorities, civil society organizations (CSOs) and the private sector.
- Promoting citizen participation in climate governance and climate-resilient agricultural initiatives.
- Increasing awareness and advocacy capacity on climate policies, including Rwanda's Nationally Determined Contributions (NDC2).

Through these activities, the CACR project aims to strengthen inclusive and climate-responsive local governance systems that support sustainable agricultural development and climate resilience.

3. Objectives of the Consultancy

The overall objective of this consultancy is to strengthen the capacity of local stakeholders to promote climate-resilient agricultural governance and citizen participation in climate policy implementation.

Specific Objectives

- ❖ To build the capacity of district and sector agronomists and private sector representatives on the Decentralization Assessment Framework (DAF) in Agriculture and its role in improving service delivery.
- ❖ To strengthen the knowledge and advocacy skills of CSOs and private sector actors on climate policies, including Rwanda's NDC2.



- ❖ To promote multi-stakeholder collaboration in climate governance and climate-resilient development.

4. Scope of the Consultancy

The selected consultancy firm will facilitate the implementation of the following two activities:

➤ Activity I.2

Conduct a two-day training course on the DAF for district and sector agronomists and private sector representatives.

Participants:

40 participants per district from the following districts: Rutsiro, Ngororero, Nyamagabe and Nyaruguru

➤ Activity I.3

Conduct a two-day training on Climate Policy, NDC2 and Climate Advocacy for CSOs and private sector representatives working on climate resilience.

Participants:

20 participants per district from the following districts: Rutsiro, Ngororero, Nyamagabe and Nyaruguru

Note: The two activities are independent of each other and will be implemented separately. The consultancy firm is therefore required to prepare and deliver each activity as a standalone assignment, including separate planning and facilitation.

5. Expected Outputs

The implementation of these activities will lead to the following outputs:

- A total of 160 agronomists and private sector actors trained in the DAF and climate-resilient service delivery.
- A total of 80 representatives of CSOs and private sector actors trained on climate policy, NDC2 and advocacy strategies.
- Improved understanding among stakeholders of decentralized agricultural governance systems.
- Increased capacity of CSOs to advocate for climate-resilient policies and inclusive governance.
- Strengthened collaboration between local government institutions, CSOs and private sector actors in promoting climate resilience.

6. Deliverables



The consultancy firm will be expected to deliver the following:

- ✓ Develop training materials and modules tailored to the Rwandan context covering:
 - Decentralization Assessment Framework (DAF) in Agriculture.
 - Climate policy and governance
 - Rwanda's Nationally Determined Contributions (NDC2)
 - Climate advocacy strategies
- ✓ Facilitate the two training sessions in each district according to the project plan.
- ✓ Prepare training methodologies that include participatory approaches such as
- ✓ group discussions, case studies and practical exercises.
- ✓ Provide training reports for each activity summarizing:
 - Participants' attendance
 - Key discussions
 - Lessons learned
 - Recommendations
- ✓ Submit a final consultancy report summarizing the overall outcomes of the training.

7. Approach to be Used

The consultancy firm will apply a participatory and practical training approach, ensuring active engagement of participants.

The approach should include:

- Interactive presentations
- Group discussions and sharing experiences
- Case studies on decentralization and climate governance
- Practical exercises on climate advocacy strategies

Training materials should be prepared in English and/or Kinyarwanda, depending on participants' needs.

8. Timeline

The training will be conducted according to the CACR project implementation schedule **during April 2026** in the districts mentioned above.

Each activity will consist of two days of training per district.

9. Technical and Financial Proposals

Detailed Technical and Financial proposals must be submitted in English in a PDF document.

Technical Proposal: The technical proposal should include



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- Understanding of the assignment
- Proposed methodology and work plan
- Relevant experience in similar assignments
- CVs of key experts

Financial Proposal: The financial proposal should include

- Breakdown of professional fees
- Training facilitation costs per district

Administrative Documents to be Submitted

- Company registration certificate
- TIN/VAT certificate
- Proof of EBM invoice
- Tax clearance certificate
- Rssb clearance certificate

NB: Withholding tax of 15% will be applied if the consultant is not registered with the Rwanda Revenue Authority (RRA).

10. How to Apply

Proposals must be addressed to TUBIBE AMAHORO and submitted no later than **Thursday, April 2nd, 2026 at 5:00 PM.**

Applicants should submit their proposals via email. To ensure proper identification, please use the following subject line:

“Application for Consultancy to Conduct Trainings on Agricultural Decentralization and Climate Policy Advocacy under CACR Project.”

All proposals must be sent to: **sowpeace@gmail.com**

Applicants may apply individually or as a consultancy firm.

Tubibe Amahoro strongly encourages qualified women and persons with disabilities to apply, promoting inclusivity in our processes and outcomes.

Note: Late submissions will not be considered.

Done at Karongi, 18/03/2026.

Pierre Célestin KABANO

Executive Secretary of TUBIBE AMAHORO

