



AWF Rwanda Country Office | Community-Based Ecological Monitoring in the Volcanoes National Park, Rwanda Project

REQUEST FOR PROPOSALS (RFP)

Consultancy service for undertaking TUI Project endline evaluation

Reference No.	RFP/AWF/RW/005-26
Issuing Authority	African Wildlife Foundation (AWF) — Rwanda Country Office
Date of Issue	16 September 2026
Submission Deadline	09 th October 2026
Submission Method	Online upload to the designated smartsuite link (see Section 6)
Partner	TUI Care Foundation

Kigali, Rwanda / 2026

SECTION 1: BACKGROUND AND CONTEXT

1.1. Background

The African Wildlife Foundation (AWF) in collaboration with the Rwanda Development Board (RDB) with funding from the TUI Care Foundation, developed a two-year project titled *"Enhancing Community-Based Ecological Monitoring in the Volcanoes National Park, Rwanda."* This initiative aimed to transform wildlife protection and adaptive management capacity into the VNP through the integration of advanced monitoring technologies and capacity building. The project represents a significant shift toward a more comprehensive and integrated landscape approach to protected area monitoring, combining biomonitoring of park habitat, threat monitoring, and assessment of socio-economic conditions of surrounding communities using the One Health approach. This is a two year project started in February 2025 and will close in January 2027.

The project is structured around four interconnected outcomes aimed at strengthening conservation and improving the relationship between protected areas, wildlife, and surrounding communities. These outcomes focus on increasing biodiversity and habitat protection and restoration, strengthening the conservation of endangered animal species, enhancing support and sustainable livelihood opportunities for communities living adjacent to protected areas, and increasing the participation of people in nature-based tourism experiences. Together, the four outcomes contribute to improved conservation of key ecosystems and wildlife while promoting community engagement, sustainable development, and greater appreciation and use of nature-based tourism opportunities.

As the project approaches completion, an independent endline evaluation is required to assess the extent to which the project has achieved its intended objectives and outcomes. The evaluation will also document key lessons learned and best practices, assess the prospects for sustainability of project results and interventions, and provide evidence-based recommendations to inform future programming. Accordingly, AWF Rwanda invites qualified individual consultants to submit competitive proposals to undertake the project endline evaluation in accordance with the requirements outlined in this Request for Proposals.

SECTION 2: OBJECTIVES OF THE ASSIGNMENT

2.1. General Objectives

The overall objective of this assignment is to engage a qualified and experienced independent consultant to conduct a comprehensive endline evaluation of the TUI Care Foundation-supported project in the Volcanoes National Park landscape

2.2. Specific Objectives

The consultant shall:

- Assess extent to which the project has achieved its intended objectives and outcomes,
- Examine the relevance, effectiveness, efficiency, impact, and sustainability of the interventions,
- Measure changes achieved during the project implementation period and compare endline results with the baseline and other available monitoring data
- Assess the contribution of project interventions to improved biodiversity and habitat protection and restoration, conservation of endangered animal species, and sustainable livelihoods and well-being of communities adjacent to protected areas.
- Document key lessons learned, successful approaches, innovations, and best practices that can be replicated or scaled up in future conservation and community development programmes.
- Assess the sustainability of project achievements, including institutional, financial, environmental, and community-level sustainability beyond the project period
- Identify challenges, gaps, and factors that facilitated or constrained the achievement of project results.
- Provide practical, evidence-based recommendations to AWF, TUI Care Foundation, partners, and relevant stakeholders to guide future programming, investment, and interventions in the Volcanoes National Park landscape.

SECTION 3: SCOPE OF SERVICES

The consultant shall undertake the following tasks:

- Review project documents, baseline data, monitoring reports, logical framework, and other relevant project records.
- Assess achievement of the four project outcomes: biodiversity and habitat protection/restoration, endangered species conservation, community support, and participation in nature-based tourism.
- Assess the project's relevance, effectiveness, efficiency, impact, coherence, and sustainability.
- Measure changes achieved against baseline information, indicators, targets, and planned results.
- Assess the benefits and changes experienced by target communities, conservation stakeholders, youth, schools, and other beneficiaries.
- Assess the effectiveness of partnerships, stakeholder engagement, and project implementation approaches.
- Identify key challenges, enabling factors, lessons learned, innovations, and best practices.

- Assess the sustainability and potential for scaling up or replicating successful project interventions.
- Conduct field visits, interviews, focus group discussions, and consultations with key stakeholders and beneficiaries.
- Develop practical, evidence-based recommendations to guide future AWF and TUI Care Foundation programming.

SECTION 4: METHODOLOGY

While the consultant is expected to propose a detailed methodology in the inception report, the technical proposal should demonstrate a robust mixed-methods approach that integrates primary data collection with secondary data analysis. The methodology should be structured around four key components: desk review, primary data collection, financial modelling, and stakeholder consultation and validation

The methodology should also include:

- Development and validation of evaluation matrix
- Comprehensive desk review and analysis of project documentation;
- Quantitative primary data collection through beneficiary surveys;
- Qualitative data collection through key informant interviews, focus group discussions, and field observations;
- Baseline–endline comparison and assessment of progress against project targets and indicators;
- Outcome and impact assessment
- Presentation of lessons learned and good practices
- Gender-sensitive and inclusive approaches
- Data analysis plan
- Data interpretation and reporting tools;
- Financial, efficiency, outcome, and sustainability analysis;
- Stakeholder consultation, triangulation, and validation of findings.
- Recommendations and forward-looking analysis

SECTION 5: DELIVERABLES

The consultant shall submit the following deliverables, in accordance with the agreed scope of work, subject to AWF’s review and approval

#	Deliverable	Description	Due Date	Format
D1	Inception Report	Workplan and timeline, methodology, Sampling Strategy, data collection tools, stakeholder list, Evaluation framework and indicators, list of interviewees and key informants, and preliminary literature review, reporting structure, questionnaire. Confirmation of the consultant's understanding of the ToR.	5 days from contract signing	Word + PDF
	Review and Validation of inception report	Consultants submit the inception report to AWF for review and validation	5 days from submission date	Word
D2	Draft endline evaluation report	Executive summary, Project performance against objectives, outcomes, outputs and indicators, Assessment of impact and sustainability, comparison of baseline, targets, and endline results, analysis of challenges, success factors, and unintended results, lessons learned and good practices, conclusions and actionable recommendations and proposed strategic actions for scaling up the project. Financial performance and efficiency	30 days from approval date of inception report.	Word + Excel
	Validation workshop for Draft endline evaluation report	AWF prepares validation workshops and invite key stakeholders	10 days after submission of draft endline report	Word
D3	Final Endline Evaluation Report and Presentation	Incorporation of comments and recommendations from stakeholders, final edited and formatted evaluation report, Executive summary highlighting key findings, conclusions, lessons, and recommendations,	5 days after receipt of comments and recommendations	Word, PDF and PowerPoint presentation

		Results/achievement matrix comparing baseline–target–endline values, final presentation of findings to AWF and/or project stakeholders and submission of all supporting datasets and evaluation tools		
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SECTION 6: EXPECTED DURATION

The consultancy is expected to be completed within 40 working days, spread over a period of two months from the date of contract signing. This timeframe includes sufficient time for the review, incorporation of comments, and validation of the deliverables and final report.

Indicative schedule:

Activity	Duration
Inception report	5 days
Review and approval of inception report	5 days
Draft endline evaluation report	30 days
Validation workshop for Draft endline evaluation report	10 days
Final Endline Evaluation Report and Presentation	5 days

SECTION 7: ELIGIBILITY AND QUALIFICATION REQUIREMENTS

The consultant should possess:

- Master's degree in Monitoring & Evaluation, Statistics, Development Studies, Natural Resource Management, Environmental Sciences, Environmental Economics and Natural Resource Management, Economics, or a related field. Provide academic certificate.
- At least 5 years of experience conducting evaluations of donor-funded projects. Provide CV and 2 similar assignments.
- Demonstrated experience in conservation, biodiversity, community development, tourism, livelihoods, or natural resource management projects.
- Strong quantitative and qualitative research skills.

- Experience in designing and implementing surveys and impact evaluations.
- Excellent analytical and report-writing skills.
- Experience working in Rwanda and familiarity with local contexts is an added advantage.

SECTION 8: MANAGEMENT AND REPORTING

The consultant will report to the Project Manager and work closely with the Monitoring, Evaluation and Learning (MEL) team.

The contracting organization will:

- Facilitate access to project documents.
- Support coordination with stakeholders.
- Review and provide feedback on deliverables.

The consultant shall be responsible for all technical aspects of the evaluation.

SECTION 9: ETHICAL CONSIDERATION

The consultant shall:

- Obtain informed consent from participants.
- Ensure confidentiality and data protection.
- Adhere to professional evaluation standards.
- Ensure participation of women, youth, and vulnerable groups.
- Comply with applicable safeguarding policies.

SECTION 10: PROPOSAL SUBMISSION REQUIREMENT

Technical Proposal

- Understanding of the assignment
- Proposed methodology;
- Work plan and timeline;
- Relevant experience proven by CV;
- least 2 similar assignments conducted

Financial Proposal

- Detailed budget in RWF
- Professional fees
- Travel and logistics costs
- Taxes and other applicable costs

Supporting Documents

- CV(s) of proposed consultant(s)

- Completion certificates of 2 similar assignment conducted
- Tax clearance certificate

SECTION 11: EVALUATION CRITERIA AND SELECTION METHODOLOGY

11.1. Evaluation criteria

The Proposals will be evaluated using the following criteria:

Criteria	Weight (%)
Understanding of Assignment	5
Proposed Methodology	20
Relevant Experience	30
Qualifications	15
Financial Proposal	30
Total	100

11.2 Selection Process

- Administrative review: All submissions are checked against mandatory eligibility criteria. Non-compliant submissions are excluded.
- Technical evaluation: Compliant proposals are scored by a tender committee against criteria A and B above.
- Financial evaluation: Proposals scoring at least 70/100 on the Technical Proposal criterion proceed to financial scoring (criterion C).
- Best-value award: The contract is awarded to the bidder with the highest combined score (A + B + C) delivering the richest experience within budget.
- Clarifications: AWF Rwanda reserves the right to request written clarifications from any bidder during evaluation. Responses must be submitted within 48 hours of the clarification request.

SECTION 12: PROPOSAL SUBMISSION REQUIREMENT

All proposals must be submitted exclusively through the designated online Box.com submission portal. Physical or email submissions will not be accepted.

12.1 Submission Portal

Submission Platform	https://sites.google.com/view/awfrwanda/home
Submission Deadline	09 th October 2026
File Format	PDF
File Naming Convention	Please Use a simple and consistent file-naming structure for easy identification

12.2 Technical Proposal — Required Content

1. Cover letter confirming understanding of and commitment to the full scope of the assignment.
2. Consultant profile: CVs
3. Academic document
4. Proof of experience records
5. Detailed technical proposal including methodology to undertake the assignment

12.3 Financial Proposal — Required Content

1. Completed Financial Proposal with detailed cost breakdown per activity
2. Total aggregated program cost inclusive of all taxes.
3. Financial proposal validity: minimum 60 days from the submission deadline.

All financial proposals must be denominated in Rwandan Francs (RWF), inclusive of all applicable taxes and levies.

SECTION 13: CONTRACT TERMS AND CONDITIONS

The selected Consultant will enter into a Fixed-Price Service Contract with AWF Rwanda for the validated endline report as described in this document. The total contract value shall will be fixed at the agreed amount with no cost escalation permissible.

SECTION 14: INDICATIVE PROCUREMENT TIMELINE

Activity	Indicative Date
Publication and Issuance of RFP on Box.com Portal	11/09/2026
Proposal Upload Deadline (Box.com)	26/09/2026
Technical Evaluation by AWF Rwanda Committee	30/09/2026
Financial Evaluation	30/09/2026
Notification of Selected individual	02/10/2026
Contract Negotiation and Signing	07/10/2026
Submission of inception report	13/10/2026
Review and validation of inception report	19/10/2026
Submission of draft report	19/11/2026
Validation workshop	26/11/2026
Submission of final validated report	04/12/2026

SECTION 15: CONTACT INFORMATION AND ENQUIRIES

All enquiries related to this RFP must be submitted in writing to the contact details below. Oral or telephone enquiries will not be entertained. Only written responses issued formally by AWF Rwanda will be binding. All clarifications and responses will be shared via the Box.com portal link and/or by email to all registered bidders.

Organization	African Wildlife Foundation (AWF) — Rwanda Country Office
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Programme	Volcanoes Conservation and Development Program (VCDP)
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Contact Person	Uwamaliya Hyacinthe, Administrative and finance assistant
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Physical Address	Rwanda Country Office, 49KG 647ST Kigali, Rwanda
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Email Address	Contact: rwprocurement@awf.org
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Telephone	+250790008820/0788414323
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Clarification Deadline	Written requests only, within 15 days calendar days of RFP issuance
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AWF Rwanda reserves the right to amend this RFP, cancel the procurement process, or reject any or all proposals at any stage without incurring liability to bidders. This RFP does not constitute a binding commitment to award a contract. All submitted proposals become the property of AWF Rwanda and will not be returned.

END OF REQUEST FOR PROPOSALS

ANNEX I: FINANCIAL PROPOSAL TEMPLATE

Bidders must complete this template for their financial proposal. Add rows as needed. All amounts in RWF, inclusive of all applicable taxes. Sign and date at the end.

#	Description	Price Unit	Quantity	Total Price
1				
2				
3				
		SUBTOTAL A		

Total Before Taxes	
Taxes (if tax-exclusive)	
GRAND TOTAL	
Currency of Prices	☐ RWF ☐ USD

Confirmation: All prices above are fixed for the duration of the assignment.

Signature: _____ Date: _____