

RWANDA EDUCATION NGO COORDINATION PLATFORM TERMS OF REFERENCE FOR A SURVEY TO IDENTIFY CAPACITY NEEDS OF LOCAL EDUCATION NGOs IN RWANDA

Background

The Rwanda NGO Coordination Platform (RENCP) was launched on 24th June 2010. The RENCP is a gathering of international and local umbrella NGOs active in the education sector. This platform brings together International NGO's as well as national umbrella non government organizations active in education, through regular information sharing, coordination and representation. It endeavours to bring together major non financing education actors. The platform is open to individual organizations or groups of organizations which are invited to be part of the NGO Platform and may benefit from its services. The platform provides opportunities for NGO effective engagement in the education sector through collaboration and complementarities amongst the members. The SNV Netherlands Development Organisation is the current leader of the platform. SNV is the Netherlands based international non-government organisation, with over 40 years of experience in development activities. It is present in 33 countries all over the world, where professional development staff provide advisory and capacity development services to nearly 2000 local organizations involved in poverty reduction and promotion of governance

In its current annual workplan, the RENCP has planned to seek meaningful involvement in national level education planning processes. It has scheduled joint lesson learning sessions, thematic national seminars and enhanced information sharing through its website www.rencp.org.

Records held by the Ministry of Education indicate that there are many registered NGOs with an education mandate. It is believed that local NGOs can help raise education standards through their participation in governance, local monitoring and community mobilisation activities. Unfortunately in Rwanda, the registered NGOs seem not to be that visible on the ground. This raises questions on their roles and mandates. The RENCP therefore wishes to help build the capacity of the local NGOs so that they can start efficiently and effectively contributing to the development of the education sector in Rwanda and to secure:

- Increased communication, cooperation, strategic planning, and joint action between NGOs and INGOs
- Increased interaction between NGO's in Education with emphasis on content and geographical complementarities
- Joint monitoring & experience sharing

In order to identify the appropriate NGO capacity building interventions, the platform is intending to commission a survey of local education NGOs registered in Rwanda.

Overall objective of the study

Identify local NGOs intervening in education sector in Rwanda. The findings will help the RENCP to develop capacity strengthening interventions so that they can better inform evidence based policy and strategy within the education sector.

Specific Objectives

- To identify local NGOs intervening in education sector, their mandates and their respective major partners
- Assess and determine the capacity needs of the identified local NGOs
- Propose a sustainable mechanism to support local NGOs

Approach

The RENCP will hire one Consultant who will work closely with a VSO Volunteer Consultant. Together the Consultant and the Volunteer Consultant will constitute the Survey Team. The Survey Team will conduct the survey using a methodology approved by the RENCP and provide a report of the survey including but not limited to:

- 1) Executive summary
- 2) Description of the methodology used
- 3) A list of all registered NGOs with education mandate
- 4) Description of respondent NGOs, their mandates, activities, partners and contact information
- 5) Presentation and analysis of factors affecting NGO functioning in the education sector
- 6) Assessment of the NGO capacity needs for improving their visibility and functionality
- 7) Recommended NGO capacity development interventions

Duration

The survey will be conducted for **28 working days** between 14th March and 22nd April and will include:

- Desk research: 1 day
- Design of survey instruments and sampling criteria: 2 days
- Presentation of methodology and proposed sample to MINEDUC representatives and RENCP NGO Survey committee: ½ days
- Field work: 17 days
- Report preparation: 5 days
- Validation workshop – MINEDUC, Donors, RENCP, respondents etc: ½ day
- Report finalisation: 2 days

Timeline

Jan. 27 th – Feb. 12 th	The Consultant job opportunity will be advertised by SNV, posted on the RENCP website and circulated by RENCP members. VSO will nominate a Volunteer Consultant. Consultant applications and the nominated VSO's CV will be submitted to the RENCP NGO Study Task Team.
Feb 14 st – Feb. 21 th	NGO Study Task Team will analyse submissions, interview Consultant applicants and the Volunteer Consultant nominated by VSO and propose a Survey Team to the RENCP.
Feb 22 st – Feb. 24 th	NGO Study Task Team will circulate the CV and key qualifications of the chosen candidates of the Survey Team to all RENCP members for approval.
Feb. 25 th – Mar. 4 th	Final candidates selected by the NGO Study Task Team, approved by the RENCP and contracts signed.
Mar. 14 th - April. 13 st	The Survey Team presents proposed survey instruments and methodology to Task Team, including Mineduc representatives and conducts & completes the study
Date to be determined.	The Survey Team will present the completed report to the validation workshop to be organised by the NGO study Task Team involving Mineduc, donors, NGOs and a cross section of other education stakeholders

Budget

The survey will be funded by the RENCP using funds provided by UNICEF. Funds will be provided to cover the living stipend and housing expenses of the Volunteer Consultant. A salary for the Local Consultant will be agreed upon at the time of hire.

Consultant and VSO Volunteer Profile

Any interested Local Consultant must have:

- Proven experience in conducting surveys
- Minimum of first degree in any social science discipline (masters degree an advantage)
- Good command of English and French. (Note: the report shall be written in English)
- Tools in research methodologies
- Competencies: communications, analytical, organizing and negotiating skills; good interpersonal skills; Ability to produce clear and concise reports, ability to work in multicultural environment

Any interested VSO Volunteer must have:

- Strong, cross-cultural leadership and teamwork skills
- Proven experience in conducting surveys
- Minimum of first degree in any social science discipline (masters degree an advantage)
- Good command of English and French. (Note: the report shall be written in English)
- Tools in research methodologies
- Competencies: communications, analytical, organizing and negotiating skills; good interpersonal skills; Ability to produce clear and concise reports, ability to work in multicultural environment

Call for proposals

Interested local consultants should apply by 12:00 on Friday 11th February 2011. The complete set of the Terms of Reference for this study can be accessed from the Publications section of www.rencp.org. The application should present clear proposals (not more than 6 pages) showing the methodology to be used and demonstrating: proof of experience in conducting surveys; good command of English and French (Note: the report shall be written in English); familiarity with research methodologies; good communications, analytical, organizing and negotiating skills; good interpersonal skills; ability to produce clear and concise reports and to work in a multicultural setting. The proposal should also indicate the proposed fee rates. The complete CV of the consultant must be appended to the proposal.

VSO Consultant volunteer

VSO will recruit a volunteer for this project to be approved by the NGO Study Task team. CV of volunteers should be sent to Ruth Mbabazi at ruth.mbabazi@vsoint.org and they will be shared with the RENCP NGO Task Team up for approval.

How to apply

Please send applications to euwera@snyworld.org with copies to mupenzi2000@yahoo.co.uk and nathan.c.hamilton@gmail.com. Only short-listed candidates will be contacted.