



*B.P.2030/KIGALI*

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## **Consultant Terms of Reference for Umuhuza brochure**

### **1. OBJECTIVES:**

Umuhuza is seeking to contract with a Consultant to Design and produce the communication brochures aiming the advocacy and visibility of the organization

### **2. BACKGROUND:**

Umuhuza is a national NGO that strives to create a culture of peace across Rwanda through peaceful conflict management. The organisation has been working since 2005 in Ngororero District and Kigali City on a community outreach programme, focussing on peace education and family literacy especially educating parents of young children to promote improved childhood development and create peaceful citizens. Umuhuza wants to develop a brochure highlighting its vision, mission, objectives and the core values focused on achievements and perspectives in the future.

### **3. SCOPE OF WORK AND EXPECTED OUTPUT:**

The maximum period of the contract will be thirty days (30) working days.

The Consultant will be required to:

- Collect data relating to Umuhuza's vision, mission, achievement testimonies , planning and attractive photos to support the production process of brochures;
- Identify the key information from existing brochures, reports and design for fulfilling the UMUHUZA's communication brochures;
- Produce brochures, print and share the sample with Umuhuza member and staff for validation;
- Produce a complete/final brochures as Umuhuza communication tool.

#### **4. DELIVERABLES:**

The Consultant will be required to :

- Select relevant data to produce brochures;
- Present sample of brochure with the maximum information for validation;
- Put all necessary details of information for communicating to the public and audiences;
- Produce a visually attractive final brochures .

#### **5. CAPACITIES/QUALIFICATIONS**

1. Eligible consultants must be formally qualified in mass communication/ public relations/ advertising;
2. The individual consultant, or leader of the consultancy team must have a minimum of three (3) years work experience in this field;
3. The consultant must have experience in producing of communications tools/brochures and brochures design.

#### **6. How to apply**

If you are interested in the above mentioned opportunity, please submit your application including the technical, financial offers and CV on line by September 05<sup>th</sup> , using the following email address : **Umuhuza\_organisation@yahoo.com**

Done at Kigali August 19<sup>th</sup> 2013

Mathilde Kayitesi

Executive secretary