



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 fifteen days (15) 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 December 09th , using the following email address : **Umuhuza_organisation@yahoo.com**

Done at Kigali December 2nd 2013

Mathilde Kayitesi

Executive secretary