

## **Terms of Reference – Rwanda Playground Architect & Local Consultant**

**Closing Date:** Open until filled  
**Organization:** Right To Play Rwanda  
**Department/Division:** Programs

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Right To Play (RTP) is a global organization committed to improving the lives of children and youth affected by conflict, disease, and poverty. Established in 2000, RTP has pioneered a unique play-based approach to learning and development which focuses on quality education, life skills, health, gender equality, child protection and building peaceful communities. With programming in 18 countries, RTP transforms the lives of more than one million children each week, both inside and outside of the classroom. In addition to our work with children, RTP advocates with parents, local communities, and governments to advance the fundamental rights of all children.

RTP is headquartered in Toronto, Canada and has operations in North America, Europe, the Middle East, Africa, and Asia. Our programs are facilitated by more than 550 international staff and 15,800 local volunteer Coaches. To learn more about who we are and what we do, please visit our website at [www.righttoplay.com](http://www.righttoplay.com)

The Rwanda Country Office is currently searching for a qualified Rwanda-based Playground Architect Consultant.

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**Aim:** Completing playground elements in outdoor areas of 20 schools in Rwanda, which stimulate children to play and are a direct reflection of the children’s own ideas.

**Background:** Under the Power of Play (POP) project, funding by the Netherlands Post Code Lottery, RTP is building playgrounds in 20 public schools in Bugesera, Ruhango and Kayonza district. RTP has previously consulted the children in these 20 schools on what their dream playground would look like, and now intends to hire a construction firm to build them. Therefore RTP seeks to hire a consultant architect to oversee the finalization of designs from the children’s ‘wish list’ of playground elements into a professional Bill of Quantities and structural design which can match the budget and be constructed with locally available materials into play elements which are safe and well-built. The architect will not only convert the children’s vision into professional engineering designs, but will assist RTP to select a firm to construct the playgrounds and then supervise the work, in partnership with RTP staff and the District Engineers.

**Final output:**

20 School areas with interventions and play elements, stimulating different types of play as proposed by the children.

**Division of tasks:**

All tasks in relation to the catalogue development / design of the play elements are done by Renet Korthals Altes, an experienced Dutch playground architect. The more technical tasks (those related to the construction works) are done by a local consultant who will be in close contact with the Dutch architect, RTP Rwanda, the district engineers and the selected building contractor(s).

Task	Time (days)	
	Dutch playground architect	Local consultant
1. <b>Meeting with RTP Rwanda to get a good understanding of the project's aim and process</b> to get a good understanding of the project and to discuss the timeframe of the process. This includes reviewing the required project's information documents.		1
2. <b>(skype) Meeting with RTP Rwanda</b> to discuss the collected input from the schools: their masterplans and play functions wish-lists, gain understanding and background information on each school from RTP staff.	0,5	
3. <b>Develop preliminary catalogue</b> , based on gained input from the schools and by making use of <a href="http://www.playgroundideas.org">www.playgroundideas.org</a> (as an inspiration), <b>plus</b> own creativity <b>plus</b> experience regarding availability and costs of local materials.	5	
4. <b>Study preliminary catalogue to gain understanding and be able to judge the feasibility, building requirements, possibilities regarding technical details, connections, etc.</b>		1
5. <b>(skype) Meeting between Dutch playground architect, local consultant and RTP Rwanda</b> to discuss feasibility, safety, materialization and the quality of the proposed elements in the catalogue.	0,5	0,5
6. <b>Finalization of the catalogue</b> , based on recommendations of local consultant and RTP Rwanda. Include <b>general safety recommendations</b> and <b>maintenance recommendations</b> .	2	
7. Development of <b>timeframe</b> for tenders and construction, discuss it with RTP Rwanda and finalize timeframe.		1
8. <b>Set up tender</b> for the production and construction of the play elements from the catalogue, asking for costs, technical details, experience, guarantee on durability, safety standards and timeframe. Prices including manpower, materials, transport and construction on site.		2
9. <b>Evaluation of bids</b> from construction companies together with district engineer and RTP tender committee, be part of tender committee.	0,5	1
10. <b>Specify catalogue: Divide play elements in 5 categories</b> based on estimated costs. Going from one star * (cheaper elements) to five stars ***** (most expensive element), final lay out of catalogue (according to division based on costs and play functions) in collaboration with playground architect.	0,5	2
<b><i>Playground architect not involved anymore</i></b>		
11. RTP staff make a <b>selection of play elements</b> based on the children's wish list/masterplan /costs per element and communicate selection to consultant and district engineer.		0,5
12. <b>Design final masterplan per school</b> , exact <b>locations</b> + safety requirements of elements, <b>planning</b> and <b>budgeting</b> , in close collaboration with district engineer.		10

13. Define <b>exact assignments</b> per school (elements, location, materials, district engineer, and time frame) <b>and communicate these to selected construction companies.</b>		2
14. <b>Monitor the construction of play elements within factories or building companies. Monitor construction details and connections.</b>		2
15. <b>Supervision of construction</b> of play elements on school areas, in accordance with the agreed timeframe, the safety requirements and the district engineers' recommendations.		40
16. Submit <b>weekly reports on progress of construction works</b> to RTP focal point, including pictures.		2
<b>TOTAL DAYS</b>	<b>9</b>	<b>65</b>
<i>RTP Rwanda organizes a festive opening, handing over the responsibility over the play area, including maintenance agreements, to the schools.</i>		

### Technical expertise and requirements

- Has experience in landscape architecture/urban design.
- Has experience in (supervision of) construction and/or fabrication of elements.
- Is able to judge the technical aspects/quality of connections and materials.
- Has experience in writing tenders for construction or building works.
- Is able to value bids and make realistic budget calculations.
- Has experience in preparing for construction works, including planning.
- Has experience in monitoring constructing works (preferably in the field of playgrounds).
- Is able to take the lead in the construction phase to successfully complete the playground within the planned timeframe and budget and according to the safety regulations.
- Fluent in Kinyarwanda and English (for coordination with the Dutch consultant and with the contractors/district engineers),

### Deliverables per person:

#### Key Deliverables for Dutch playground architect

1. **Catalogue:** children's wish lists + their landscape masterplans translated into a **list of simple but diverse play elements**, stimulating diverse types of play. Per element:
  - Functions
  - Design
  - Capacity of children
  - Possible materialization
  - Cost estimation → division of elements into 5 cost-groups
 General **safety requirements** and suggestions for **maintenance** of diverse elements

#### Key Deliverables for local consultant

2. **Timeframe for tender**
3. **Finalized tenders** for the elements from the catalogue (for builders/construction companies/factories) on which they can bid for the construction and placing per play element, including specifications of materials, transport and construction on site, costs and time needed.
4. **Final masterplan per school**
5. **Assignments for construction companies**
6. **Weekly reports including pictures to RTP focal point on construction works progress**
7. **20 successfully completed play areas in 20 schools within agreed budget and timeframe.**

**How To Apply:**

If you are interested in applying for this position, please send your application in a sealed envelope to: [RwandaHR@righttoplay.com](mailto:RwandaHR@righttoplay.com) and kindly include “Rwanda-based Playground Architect Consultant” in the subject line. Please make sure the application include:

- The company profile.
- The technical proposal.
- The financial proposal.
- The proof of tax clearance.
- The TIN Number.
- 3 references from previous relevant work.

While we thank all applicants for their interest, only those selected for interviews will be contacted. Right To Play is a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs.