

Purpose of the study

RENCP wishes to help build the capacity of the local NGOs so that they can start efficiently and effectively **in** 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.

Methodology

We shall combine interdisciplinary qualitative methods and approaches in the collection and analysis of data. The bulk of the data to be collected shall be through fieldwork carried out in Kigali and upcountry.

- 1) Focus Group Discussions (FGDs) with various categories of target groups and participants associated with RENCP
- 2) In-depth key interviews (KII) with various stakeholders associated with RENCP

This shall be supplemented by participant discussions of their challenges and observations.

The two methods of data collection are, in our view, most suitable qualitative approaches for the study because people we shall interview are active participants who can make their own observations and point out some of the challenges and constraints as well as opportunities in the fulfillment of their mandates.

Final product

A sustainable mechanism that helps NGOs efficiently and effectively contributing to the development of the education sector in Rwanda.

Formal necessary information

- ✚ Name of the NGO
- ✚ Address
- ✚ Phone
- ✚ Fax
- ✚ E-mail address
- ✚ Website
- ✚ (Main donors?)
- ✚ Active as an NGO as from
- ✚ Registered as an NGO as from
- ✚ Registration number
- ✚ Number of board members
- ✚ Name of the current director/manager
- ✚ Number of employees
- ✚ Duties of employees
- ✚ Target Groups
- ✚ Main objectives
- ✚ Mandate

Start with phone call with director/manager NGO

- ✓ State purpose of phone call.
- ✓ State purpose of the study.
- ✓ End up with making an appointment.
- ✓ Send copy of introduction letter and summary of the study via e-mail (if possible).

Introduction of the interview

- ✓ Start with introduction of both researchers.
- ✓ Role of the RENCIP: explanation about RENCIP, background etc.
- ✓ Role of Mineduc: explanation of the Education Sector Strategic Plan 2010-2015.
- ✓ Possibilities and limitations of the outcomes of the study.
- ✓ What could be the benefits for the local NGO when cooperating with this study?
- ✓ Do you foresee any constraints/obstacles/problems in responding to this study?
- ✓ Are there any questions from interviewee before starting interview?

Start with the questionnaire

1. What are your main objectives/mandate?
 - Science, technology and ICT in education
 - Girls' education
 - Special needs education
 - School health including HIV and AIDS prevention and sports
 - Education for children affected by emergencies.
 - Others
2. Level of education:
 - Basic education (pre-primary, primary, lower secondary and adult literacy)
 - Post-basic education (upper secondary, teacher education, TVET and higher education)
 - Others
3. Over the period you have been operational, have you been able to fulfill your mandate?
 - If not why?
 - If yes what facilitated this?
4. What kind of education activities do you undertake with regard to these objectives?
5. How and where do you provide these activities?
6. What means are you using to achieve the said objectives?
7. What are the results of these educational activities?
8. Do you keep records of these educational results?
 - If yes, can provide us with a copy?
 - If not, is there any reason why you **do not** keep records of the results?
9. Who are your major partners?
 - Do you share your education knowledge and experience with your major partners?
 - If yes: how do you share your knowledge and experience?
 - If not: What reasons do you have for that?
10. What challenges are you facing and where would you need support?
11. What kind of technical support would you need?
 - If yes: what kind of capacity do you need to be reinforced?
 - If not: do you have reasons for not requiring this help?
12. Do you have further suggestions of what sustainable mechanism can be used to you and other local NGOs?

Timeline

Date	Activities	Follow-up
21 March	Get list of local NGO from MINALOC Prepare draft questionnaire Compare list from MINALOC with existing lists of NGOs Discuss draft questionnaire Prepare next steps in project	Oscar Ineke Oscar + Ineke Oscar + Ineke Oscar + Ineke
22 March	Prepare list of NGO's to be interviewed depending on numbers of local NGOs	Oscar + Ineke Oscar + Ineke
23 March	Present results questionnaire to RENC + Go/No Go Make phone calls with NGOs in Kigali and appointments: dates and hours Arrange logistic means with SNV Make presentation of the inception report including discussion of tools etc.. at 11.00am at SNV	Oscar + Ineke Oscar Ineke Oscar + Ineke
24 March	Interviews with local NGOs in Kigali (3)	Oscar + Ineke
25 March	Interviews with local NGOs in Kigali (3)	Oscar + Ineke
28 March	Interviews with local NGOs in Kigali (3)	Oscar + Ineke
29 March	Interviews with local NGOs in Kigali (3)	Oscar + Ineke
30 March	Interviews with local NGOs in Kigali (3)	Oscar + Ineke
31 March	Prepare summary of the interview results	Oscar + Ineke
1 April	Meeting with RENC representatives about first results	Oscar + Ineke
4 April	Interviews with local NGOs in Kigali (3)	Oscar + Ineke
5 April	Interviews with local NGOs in Kigali (3)	Oscar + Ineke
6 April	Interviews with local NGOs in Kigali (3)	Oscar + Ineke
7 April	Interviews with local NGOs in Kigali (3)	
8 April	Incorporate interviews in draft report	
11 April	Interviews with local NGOs in Kigali and the East (3)	
12 April	Interviews with local NGOs Rwanda (drive + 2) North	Stay overnight
13 April	Interviews with local NGOs Rwanda (2 drive back) North	
14 April	Interviews with local NGOs Rwanda (drive + 2) South	Stay overnight
15 April	Interviews with local NGOs Rwanda (2 drive back) South	
18 April	Incorporate interviews in draft report	
19 April	Incorporate interviews in draft report	
20 April	Presenting results of the study RENC and MINADUC	Oscar + Ineke
21 April	Add recommendations	Oscar + Ineke
22 April	Good Friday	
25 April		
26 April	Present final report	Oscar + Ineke
27 April	Personal evaluation discussion with VSO	Ruth + Ineke
28 April		

NB We can interview a maximum of 29 NGOs in Kigali and 9 NGOs in Provinces of Rwanda.