

**Terms of Reference:**

**Baseline and Endline Surveys and analysis of existing services**

**Summary sheet**

<b>Location of the activity :</b>	15 sectors of Nyamasheke district and 13 sectors of Rutsiro district
<b>Type of activity:</b>	Project Baseline/ Endline and analysis of existing services
<b>Author of the ToR</b>	Disability Inclusion Officer
<b>Requested by</b>	Project Manager
<b>Name of the Project</b>	Promoting Inclusive Access to Services and Economic Opportunities for Persons with Disabilities in Rwanda
<b>Dates of the activity</b>	November-December 2018 ; November-December 2020
<b>Funding :</b>	<b>US Department of State</b>
<b>Budget line</b>	H41-022/TA36/FH41-064/4.1.3

**1. Context and Justification**

With the financial support from the Department of State of the United States of America, Federation Handicap International which is running its programs under its operational name Humanity & Inclusion (HI) is implementing the project entitled “Promoting Inclusive Access to Services and Economic Opportunities for Persons with Disabilities in Rwanda (PIASO)” for a period of 24 months starting from 1<sup>st</sup> October 2018. The project is implemented in collaboration with the National Council of Persons with Disabilities (NCPD), the National Union of Disability Organisations in Rwanda (NUDOR) and the African Initiative for Mankind Progress Organization (AIMPO).

This project aims at promoting the rights of persons with disabilities (PWDs) supported by political willingness expressed by the Government of Rwanda as observed in the law N° 01/2007 promulgated on the 20<sup>th</sup>/01/2007 on protection of PWDs. Though considerable efforts were made, access to services remains a critical gap since the majority of PWDs are sidelined. Indeed, PWDs do not have adequate access to information, services and opportunities; a situation defying the UN Convention on the Rights of Persons with Disabilities (UNCRPD) ratified by the Government of Rwanda in 2008; especially due to lack of a referral system which is compliant with the UNCRPD. Moreover, some other factors still impede the full enjoyment of rights and active participation of

PWDs notably discrimination, low quality of services and insufficient representation of PwDs; meaning that Organizations of Persons with Disabilities (DPOs) are not able to fully advocate for the rights of PWD.

In an effort to assess the situation of available services and quality of delivery, particularly research on existing referral system for services provided to PWDs by ascertaining to what extent they are compliant with the UNCPRD, the project is seeking for a consultant who will conduct a project baseline study in November – December 2018 and endline survey at the end of the project. The survey is coupled with the assessment of services that are readily available for PwDs in the project catchment area.

## **2. Project presentation**

This project will tackle four main issues, all contributing to prevailing direct and indirect discrimination and negative perceptions against PWDs. These include:

1. Lack of adequate quality services and CRPD compliant referral system,
2. Stigmatization of PWDs.
3. Insufficient collaboration between local DPOs, NUDOR Platforms, NCPD committees and authorities
4. Limited livelihood opportunities for PWDs

The project's overall goal is to improve the realization of socio-economic rights of persons with disabilities in the districts of Nyamasheke and Rutsiro and share best practices at the national level. To improve access to service for PWDs, it is of crucial importance to build a functioning model referral system towards quality services for PWDs in the two districts. This will start by conducting an analysis of the existing justice, health and education services in Nyamasheke district and justice services in Rutsiro district, since this exercise was conducted in the health and education services by current ILD/CBR project in Rutsiro in November and December 2017. Therefore, the analysis of the services will permit the project team to identify and map the services delivered whilst their levels of disability inclusion will be determined.

Specific objectives and related activities

Objective 1: Increase capacity of major local actors (sector officials, representatives of public justice stakeholders and legal associations, local DPOs members of NUDOR platforms, representative of AIMPO, members of NCPD branches) to refer PWDs to adequate quality service in Nyamasheke and Rutsiro districts

Activity 1.1 Develop a model referral system for services

- a. Conduct a baseline survey of existing services.
- b. Develop model referral system for services for PWDs based on the U.N. Convention on the Rights of PWDs compliant referral system.

c. Work with public authorities and NCPD to validate the proposed model referral system.

Activity 1.2 Train the trainers of disabled people organizations (DPOs) and organizations advocating for disability rights as Focal Inclusion Points: Train members of DPOs and disability organizations such as NUDOR and other selected DPOs, NCPD and AIMPO on the model referral system and inclusive access to quality services.

Activity 1.3 Train sector officials and local justice stakeholders on the referral system

Conduct trainings on disability rights, model referral system, and legal services/component of PWDs for sector social affairs officials and representatives of public local justice stakeholders.

Activity 1.4 Train local DPOs and legal associations to support PWD on the referral system

Conduct trainings on disability rights, the model referral system, and legal support for DPOs. The trainings shall include district members of NUDOR, members of NCPD sector branches, and legal associations.

Activity 1.5 Facilitate exchanges between Nyamasheke and Rutsiro districts; between Nyamasheke and Rutsiro districts and the national level targeting NCPD and Ministry of Local Government-Minaloc central-level representatives; and between NUDOR, AIMPO, and regional organizations. Conduct regular exchanges on model referral system to facilitate information sharing and best practices between districts and regional organizations such as the Eastern Africa Federation of the Disabled and the Africa Disability Forum.

Objective 2: Expand community mobilization for the inclusion and autonomy of persons with disabilities as well as their families

Activity 2.1 Train Volunteers of Inclusion Activists (VIAs)

a. Train VIAs on the situation of PWDs, social attitudes towards PWDs, barriers, disability rights, and awareness. The training shall include VIAs identified by sector authorities and NCPD committees.

b. Develop, jointly with key sector officials, the scope of work for VIAs considering target audiences and geographical coverage.

Activity 2.2 Implement two public awareness raising events per semester on economic participation of PWDs in Nyamasheke and Rutsiro districts

a. Develop strategies and annual action plans to raise awareness to include priorities, relevant topics, and target audience per each semester.

b. Conduct public awareness campaigns through TV and radio shows.

Activity 2.3 Implement community awareness events

a. Develop 4 types of awareness materials to distribute during various local community events at the cell and sector levels, including (1) 56 copies of posters for 28 inclusive schools and 28 parents self-help groups, (2) 142 copies of picture symbols for people

b. Work with VIAs to engage and participate in community meetings, economic stakeholder meetings, and PWDs groups.

Activity 2.4 Organize two major events around the International Day of Persons with Disabilities at the national level

Attend meetings and participate in ceremonies at the national and district levels on or before the International Day of Persons with Disabilities December 3.

Objective 3: Increase the capacity of PWDs to engage in livelihood activities through support of cooperatives of PWDs

Activity 3.1 Conduct an organizational capacity assessment of cooperatives and provide management and livelihood training to promote inclusion

a. Conduct participatory organizational capacity assessment for 12 cooperatives to identify weakness and challenges.

b. Develop and implement an initial management and livelihood training plan.

Activity 3.2 Elaborate a tailor-made action development plan for PWDs cooperatives for a period of one year

a. Assist PWDs cooperatives with elaborating a tailor-made action development plan that includes specific objectives and milestones for each cooperative.

b. Conduct monitoring and follow up per quarter.

Activity 3.3 Provide sub-grants to PWDs cooperatives

a. Provide each cooperative with a sub grant (\$4,100) based on the priorities identified in the development plan.

b. Provide technical support to implement the action plan and improve social and financial performance.

c. Identify local support organizations willing to work with the cooperatives in the medium and long term.

Activity 3.4 Provide training/coaching related to livelihood activities targeting PWDs cooperative members:

Conduct key-topic workshops to share best practices and improve technical capacities in managing livelihood activities at the district level.

### **3. Objectives of the the Baseline and Endline Surveys and the analysis of services**

The baseline survey and the Endeline survey aim at assessing the project situation at the beginning and at the end in order to analyze the level of baseline and target indicators as well as the achievement of the project's impact.

By focusing more on health, education and justice, the baseline and endline surveys will answer the main questions related to:

- the availability of justice, health and education services in Nyamasheke district and Justice services in Rutsiro district
- The level of inclusion and accessibility of the existing justice, health and education services in Nyamasheke and Rutsiro districts
- The level of community fulfillment in realizing socio-economic rights of PWDs for the inclusion and autonomy of persons with disabilities and their families as well
- The capacity of persons with disabilities to engage in livelihood activities through support to persons with disabilities cooperatives

#### **4. Expected Results of the Baseline and Endline Surveys and the analysis of services**

- Existing services in Rutsiro and Nyamasheke are identified and mapped.
- The levels of inclusion and accessibility of the existing services in Nyamasheke and Rutsiro are assessed.
- The level of community fulfilment in realizing socio-economic rights of PWDs for the inclusion and autonomy of persons with disabilities and their families is assessed.
- The capacity of PWDs to engage in inclusion action and livelihood activities through support to persons with disabilities cooperatives is assessed.

#### **5. Proposed Methodology**

Research based, participatory and inclusive methods should be used to allow different actors (including PwDs) to actively participate and express their opinions.

#### **6. Duration of the mission**

The duration is 10 days for the baseline and analysis of services in 2018 and 10 days for the endline and analysis of services in 2020. A schedule will be developed in consultation with the consultant and HI.

#### **7. Budget**

The total budget will include, among other things, the consultant and enumerators' fees, transport costs and purchase of tablets to capture the collected data.

## **8. Roles and responsibilities of HI and the consultant**

Overall assignment coordination: by HI

A part from coordination, HI is responsible for (1) the elaboration of the questionnaire for assessment of the levels of inclusion and accessibility of selected services, (2) the recruitment of the consultant and (3) the co-facilitation of the training session for the enumerators.

The hired consultant will carry out the following activities:

- 1) Co-facilitate the training of enumerators on key concepts and the use of the data collection tools
- 2) Elaborate data collection tools related to project indicators
- 3) Integrate the data collection tools into the survey CTO software where appropriate
- 4) Identify and map existing service delivered in justice, education and health in the 15 sectors of Nyamasheke district and services of justice in the 13 sectors of Rutsiro district.
- 5) Analyze the levels of inclusion and accessibility to PWDs for the mapped services.  
A specific focus will be given to justice services.
- 6) Conduct the pre-test of the survey questionnaire at least in 3 service providers
- 7) Collect the baseline and endline on each project's indicator
- 8) Assist in information gathering preparation (schedule meetings, contact and logistics)
- 9) Support the review of the data collection tool for the analysis of the existing services
- 10) Accompany and supervise the collection of data
- 11) Ensure quality of data collection, analysis and interpretation
- 12) Presentation of the final results to HI and partners for validation
- 13) Elaborate the provisional and final reports.

## **9. Skills and qualifications of the consultant**

Application for this opportunity will be open to national consultants, either individually or as a company.

The main consultant must be a health professional, educationalist, legal, sociologist, public health specialist, and any other related field with a minimum qualification of a bachelor degree. In addition, the consultant must possess the following:

- Proven experience of at least 3 years in quantitative research with supporting documents.



- Experience in qualitative and quantitative data analysis supported by documents
- Proven experience with supporting documents in using GPS, SurveyCTO software and tablets.
- Experience in analysis of services and conducting baseline / endline studies
- Knowledge about the concepts of access to services and disability inclusion is an asset.

Proven excellent writing skills in English language. Applications will consist of a technical proposition and a financial proposition.

### **10. Technical proposition**

The technical proposition must include the following elements:

- A technical note presenting in 1 to 5 pages; the methodological approach proposed for the execution of the aforementioned duties with a schedule highlighting the main phases of the mission and an estimate of the number of days for completing each phase.
- A sample of documents and reports of similar consultancy services provided recently
- CV (s) highlighting the experiences and skills related to this consultancy opportunity
- Certified copies of degrees and certificates of completion for previous assignments.
- Certificate of non-clearance issued by RRA

### **11. Financial proposition**

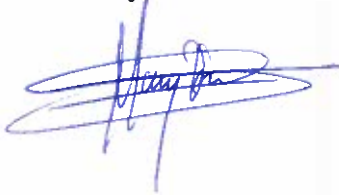
The financial proposition must include costs for the service to be delivered in Rwandan francs and all taxes included, the number of days estimated and the daily rate including travel expenses and any other expenses related to the realization of benefits.

### **12. Monitoring**

Monitoring visits will be conducted by the project staff (Disability Inclusion Officer) who will be involved in this activity on a daily basis throughout the consultancy period, from the beginning to completion.

Prepared by :

**MUNYANDAMUTSA Omer**  
Disability Inclusion Officer



Approved by :

**NYIRANSENGIMANA Odette**  
Project Manager

