

On 1st August 2022

TENDER FOR CONSULTANCY IN TRAINING ON VOLUNTARY SAVING LOAN (VSL) METHODOLOGY

I. BACKGROUND

AVEGA is a non-profit organisation established in 1995 in the aftermath of the Genocide against the Tutsi in Rwanda. The organisation is rooted in the belief that unity makes strength. Only through our combining efforts can successfully overcome challenges and move towards a brighter future.

AVEGA seeks a nation of optimism where vulnerable women, children and families lead a dignified life free from all forms of conflict

AVEGA is working to foster social justice for widows of the 1994 Genocide against the Tutsi as well as other vulnerable women, children and families affected by conflict. We do this through improving access to healthcare, socio-economic opportunities and by enhancing gender parity, allowing members to transform and rebuilding their lives.

AVEGA with the funds from UN Trust Fund to end violence against women is currently implementing a project with aim to prevent GBV and response to GBV survivors in order to be reintegrated in the society and also strengthening GBV screening, prevention and response in health facilities.

With this scope, AVEGA-AGAHOZO is seeking services of individual consultants to develop training module and facilitate training of project staffs on VSL methodology.

II. SCOPE OF WORK AND SPECIFIC TASKS

The consultant will develop a training module and facilitate training of project staffs on VSL methodology.

The consultant will work closely with AVEGA team to perform the following tasks:

- Prepare and submit the **inception report** for the assignment detailing the methodology, tools, content of the training manual, the timeframe, etc.
- **Assess the training needs** in the preparation of training content-wise to ensure that participants learn the useful information
- Develop **training module and tools** on VSL methodology for the UN trust Fund Project staffs. The module shall be in English language with animated images.
- **Facilitate the 5-day training workshop** on VSL methodology for the 10 UN trust Fund Project staffs.
- Prepare and conduct a high-quality standard **training workshop**

III. DELIVERABLES

The consultant must deliver the following deliverables within the timeframe set

- Inception report showing the understanding of the assignment, detailing the training methodology, agenda, timeframe and content;
- Report of the training workshop for UN Trust Fund Project staffs on VSL methodology.

IV. QUALIFICATIONS AND EXPERIENCE

- Minimum 3 years of experience in conducting and facilitating training for professionals, especially related to VSL methodology, saving group, financial literacy and entrepreneurship;
- Extensive technical knowledge and skills in Voluntary Saving Loan methodology;
- A high standard of professionalism;
- Demonstrable ability to develop and conduct participatory trainings, workshops and group discussions;
- Ability and willingness to work with diverse groups of people and adherence to a human rights-based approach;
- Advanced oral and written English skills;
- Excellent inter-personal and communication skills;
- Excellent facilitation skills;
- Good command of Kinyarwanda, and English, Knowledge of French is an added value.
- Strong analytical and report writing skills;
- Knowledge and experience using assessment tools, and participatory facilitation techniques.

V. CRITERIA FOR SELECTION

AVEGA shall examine the bids to confirm that all documents and technical documentation requested have been provided, and to determine the completeness of each document submitted. Applications will be assessed on cost reasonableness (30%) and Technical competence (70%). Only those who successfully passed the technical evaluation (70% of the 70%) will be assessed for financial step. The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

VI. TIMEFRAME (DURATION OF THE ASSIGNMENT)

This assignment is expected to be implemented within a timeline of thirty (30) working days starting from the date contract signature and the assignment should start by mid August 2022. The consultant (Firm) will be required to work closely with AVEGA team especial the project coordinator and the Program Manager for guidance and also the Executive Director for approval of deliverables.

VII. SUBMISSION REQUIREMENTS

- Letter expressing interest to carry out the consultancy services required;
- Profile of the company (3 pages) and Detailed CVs (3 pages) of proposed consultants;
- Detailed description of the essential technical and performance characteristics of the service to be provided, establishing conformity to technical specifications provided
- Financial proposal for the consultancy services;
- Certified copies of Academic and professional qualifications;
- Provide copy of the company registration certificate issued by RDB;
- Provide the copy of VAT registration certificate;
- Provide the copy of proof of EBM possession.

VIII: SUBMISSION AND OPENING OF BIDS

VIII.1. Bids

Bidders shall submit bids by hand, enclose the original and each copy of the Bid, including alternative bids, in separate sealed envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." These envelopes containing the original and the copies shall then be enclosed in one single envelope.

The envelopes containing the original and the copies shall be enclosed in one single envelope:

- The inner envelopes shall bear the name and address of the Bidder;
- The outer envelopes must be anonymous and be addressed to the AVEGA
- The outer envelopes must bear the specific identification of this bidding, bear a warning not to open before the time and date for bid opening, in accordance with the instructions

If all envelopes are not sealed and marked as required, AVEGA will assume no responsibility for the misplacement or premature opening of the bid.

VIII.2. Deadline for Submission of Bids

All interested bidders shall submit well-printed bids properly bound and sealed presented in 2 copies one of which being the original at the Head office of AVEGA Agahozo located in Gasabo District, Remera Sector, *KG201 Street, POBOX1535 Kigali Rwanda* or using the email of AVEGA-AGAHOZO (avegaagahozo@gmail.com) no later than 5th/8/2022.

AVEGA-AGAHOZO reserves the right to reject any bid that does not fulfil the requirement, AVEGA shall not consider any bid that arrives after the deadline for submission of bids, any bid received by the AVEGA after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.

KALISA Etienne
Executive Director of AVEGA AGAHOZO

