

TERMS OF REFERENCE

FOR

CONDUCTING AN ASSESSMENT OF EARLY CHILDHOOD DEVELOPMENT NEEDS AND OPTIONS IN TEA PLANTATION AREAS

ABOUT THE ORGANISATION

Health Poverty Action (HPA), is an international NGO operational in 15 counties. HPA has had a longstanding commitment to Africa, opening its first office in Namibia and has since expanded to five other African countries of Ethiopia, Kenya, Sierra Leone, Somaliland and Rwanda.

IHPA was first registered in Rwanda in 1998 and is currently operating in 12 districts, with a head office in Kigali, the capital city. Over the last 10 years, we have established strong relationships in the ten districts of our programme implementation that ease the introduction of new projects. Our programmes have been in youth livelihoods, protection, girls' education, health, WASH, agriculture and environment, reproductive health and the reintegration and Economic Empowerment of GBV victims. These programmes have been implemented in the districts of Gakenke and Rulindo in the Northern Province; Karongo, Nyamasheke and Rusizi in Western Province; Nyaruguru, Gisagara, Huye, and Nyamagabe in Southern Province; and Nyagatare, Gatsibo, Kayonza, Kirehe, Ngoma, Bugesera and Rwamagana of Eastern Province; and Nyarugenge in Kigali. These programmes were foremostly implemented from international institutional funding, our past partnerships have been with Irish Aid, EU, FCDO, Enabel to name a few.

WOMEN'S ECONOMIC EMPOWERMENT (GIZ) PROJECT'S BACKGROUND

HPA is implementing a GIZ funded 18-month women's economic empowerment project to bring significant development of personal economic empowerment to 3423 survivors of gender-based violence through good employment in the tea industry in Rwanda. The increased access to good employment, combined with improved working conditions, can substantially develop women's empowerment in the target communities. The project will prioritise the creation of new good employment and the improvement of working conditions for effective and sustainable impact.

The first objective of this project is to increase the incomes of at least 1650 survivors of gender-based violence, of which 85% (1,320) are women, around three tea estates, namely Nyabihu, Rubaya and Gisakura, respectively in Nyabihu, Ngororero and Nyamasheke districts, through good employment.

The second objective is to improve the working conditions of **1773 individuals, of which 80% are women** in employment, through gender equality promotion and through the improved quality and capacity of childcare support for working parents in tea plucking groups in the five targeted tea estates of Nyabihu, Rubaya, Gisakura, Rutsiro and Gatare. In this context Working conditions refer to:

- ✓ Increased income
- ✓ Access to personnel development programs

- ✓ Access to company internal employee care programs (health programs, childcare, adjusted working hours, maternity protection, transportation measures)
- ✓ Formalization of informal employment relationships
- ✓ Improved workplace safety
- ✓ Improved safety in public spaces
- ✓ Improved corporate representation

CONTEXTUAL BACKGROUND

In Rwanda, Early Childhood Development (ECD) is a key national priority, recognized as vital for building human capital and achieving the country's long-term development goals. The government has made notable progress in strengthening the policy and institutional framework for ECD. In 2016, a comprehensive ECD policy was approved, followed by the establishment of the National Early Childhood Development Coordination Program (NECDP) in 2018. This policy, along with the Early Childhood Development Single Action Plan (ECD SAP) and the National ECD Program Strategic Plan (NECDP SP 2018–2024), promotes an integrated approach that addresses childcare, early learning, health, nutrition, safety, and overall child development.

However, despite these efforts, access to ECD services remains limited due to factors such as inadequate infrastructure, lack of trained personnel, high costs of service provision, and limited awareness among parents about the benefits of early childhood education. Additionally, cultural norms and economic constraints often result in children staying at home or being cared for by older siblings rather than attending formal ECD programs. According to the 2019/2020 Rwanda Health and Demographic Survey (DHS), only 18% of children between the ages of 3 and 6 attend preschool or early learning facilities, while just 1% of children under 3 have access to such services. Furthermore, a significant number of young children face neglect or violence, with over 50% of children under age 2 experiencing violent discipline.

The ECD policy aligns with Rwanda's broader development frameworks, including the, the National Strategy for Transformation (NST2), the Sustainable Development Goals (SDGs), and Vision 2050 targets. However, despite these efforts, access to ECD services remains limited. According to the 2019/2020 Rwanda Health and Demographic Survey (DHS), only 18% of children between ages 3 and 6 attend preschool or early learning facilities, while just 1% of children under 3 have access to such services. Furthermore, a significant number of young children face neglect or violence, with over 50% of children under age 2 experiencing violent discipline, and many are left home alone or under the care of siblings under 10.

Recognizing the critical role of childcare in enhancing women's productivity and unlocking children's potential, both the government and private sector in Rwanda have increasingly focused on the importance of accessible Early Childhood Development (ECD) services. In industries such as tea production, where a significant portion of the workforce comprises women, providing childcare services is not merely a social responsibility but also a strategic business decision. By offering childcare, companies can improve employee productivity and, consequently, their financial performance.

In this context, Health Poverty Action (HPA), funded by GIZ-Invest for Jobs, plans to assess ECD needs and options within the tea industry. The goal is to develop more appropriate ECD models and standards tailored to the business case and the nature of work in the sector. This initiative aims to address the specific challenges faced by tea industry workers, particularly women, by providing accessible and effective childcare solutions that support both their professional and personal well-being.

OBJECTIVE OF THE ASSIGNMENT

General Objective

The main objective is to assess the current status of child care services options, current barriers to use, related costs in the tea sector - and to identify current key challenges, propose tailored ECD models and standards that align with the needs of tea plantation workers and their families.

Specific Objectives

1. Assess existing child care models, including infrastructure and services provided;
2. Assess child care service standards in the tea sector and make comparisons;
3. Collect tea estate leadership views, parents' perceptions and recommendations for more effective and appropriate child care services customized in the tea sector
4. Recommendation on standardized and potential practical, sustainable childcare services options for the tea sector.

SCOPE OF WORK AND TASKS

The study will be conducted through an approved approach in the five tea estate and tea cooperative zones in the Western Province of Rwanda, specifically Nyabihu, Rubaya, Gisakura, Rutsiro, and Gatware. Each of these estates will serve as a case study site to reflect varying levels of ECD service availability, workforce structure, and operational models. The consultant is expected to conduct in-depth assessments in each estate, including direct engagement with parents, caregivers, estate management, and local authorities.

The consultant is expected to undertake the following tasks:

- Develop a detailed methodology for the study design, sampling process and techniques, data collection, and analysis process. A work plan for field and non-field activities including;
 - Conducting a desk Review on ECD policy and other relevant documents
 - Conducting interviews and FGDs with working parents (both male and female), ECD caregivers, and estate management;
 - Develop detailed data collection instruments as per the above survey objectives (quantitative and qualitative). The data collection instruments will have to be approved and signed off by HPA and GIZ before field work.
 - Collect data on current child care arrangements, including informal systems (e.g., older siblings or neighbors), employer-supported care.
 - Make a thorough analysis of data and compile the findings.

- Develop a draft of the findings and recommendations and submit it to HPA for feedback.
- Produce a final report, incorporating feedback from HPA.
- Organize a dissemination meeting

EXPECTED DELIVERABLES/OUTPUTS

The consultancy shall deliver the following.

- **Output 1:** An Inception Report that details specific methodologies, the study design, sampling process and techniques, work plan for field and non-field activities and data collection instruments.
- **Output 2:** Draft preliminary assessment Report
- **Output 3:** Final report in electronic version, and two hard copies
- **Output 4:** Power Point Presentation of the key findings and recommendations

DURATION OF THE ASSIGNMENT

The consultancy is expected to take up to 60 working days from the date of contract signing. Selected consultants will be expected to deliver high quality work within the stipulated timelines. The Consultant and the team shall be reporting progress to the GIZ-WEE project manager and all deliverables shall be approved by the Monitoring, Evaluation and Learning Coordinator

REQUIRED EXPERTISE AND QUALIFICATIONS

The bidder is required to provide personnel who are suited to filling the positions described, based on their CVs, the range of tasks involved and the required qualifications. The bidder must provide a personnel concept, including a clear overview of all proposed staff – team leader and short-term experts and their individual qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points.

Team Leader (up to 55 expert days)

Qualifications of the team leader

- **Education/training:** University degree (Master's degree) in education, statistics, public policy, project management, social research, or other relevant fields.
- **General professional experience:** 10 years of professional experience in the field of research, with specific emphasis early childhood development
- **Specific professional experience:** 5 years' experience in implementing and managing large-scale surveys, applying quantitative and qualitative methods for data collection, analysis, and reporting.
- **Leadership/management experience:** 5 years of management/leadership experience as project team leader in researches

- **Regional experience:** 3 years of previous experience of working in Rwanda in collaboration with stakeholders including governments, civil society and business community in Rwanda.
- **Development Cooperation (DC) experience:** 3 years of experience.

Statistician (up to 60 expert days)

Tasks of M&E Expert/Statistician

- Draft data collection instrument
- Develop an online template and upload in a digital tool to facilitate data collection
- Develop data analysis framework
- Generate user friendly table ready for interpretation and report writing
- Participate in validation sessions: inception, draft report, and final report

Qualifications of statistician

- **Education/training:** University degree (Master's degree) in statistics, monitoring and evaluation, public policy, project management, social research, or other relevant fields.
- **Language:** Proficient user of English (C1 as per the Common European Framework of Reference) and a proficient user of Kinyarwanda (C1/C2).
- **General professional experience:** 5 years of professional experience in data analysis and monitoring, and evaluation
- **Specific professional experience:** 3 years of experience in conducting research applying quantitative and qualitative methods for data collection, analysis, and reporting writing in the field of sustainable economic development, employment promotion and women empowerment and child rights.
- **Leadership/management experience:** 3 years of management/leadership experience as a project team leader of M&E teams/survey coordinator in large surveys.
- **Development Cooperation (DC) experience:** 2 years of experience.

Short-term expert pool of enumerators

Tasks of enumerators

- Conduct structured face-to-face interviews with project beneficiaries and/KIIs, FGDs with representatives from 5 tea estates, government institutions, CSOs, etc.
- Record data electronically (e.g., MS Word, Excel)
- Translation of any qualitative data collected in Kinyarwanda into English.
- Ensure the data is handled with integrity according to GIZ's data protection regulations.

Qualifications of enumerators (minimum 10)

- Bachelor's degree in a related field (women empowerment and child rights) with 1 year of experience in data collection and conducting interviews in large surveys.
- Or an Advanced certificate 2 with 3 years' experience in data collection and conducting interviews, Key Informants Interviews and Focus Group Discussions in large surveys.
- Proficient in use of English and Kinyarwanda
- Knowledge of IT based data collection tools

- Knowledge of local context and ability to work in rural areas.

EVALUATION CRITERIA

Consultants will be evaluated against a combination of technical and financial criteria (combined scoring method). The maximum score is 100%, out of which technical criteria equals 70% and financial criteria equals 30%.

PAYMENT MODALITIES

Deliverables will be the basis for all the payment schedules. The consultants shall be paid the consultancy fee upon completion of the following deliverables:

- 40% after completion, submission, and acceptance of the inception report.
- 30% after completion, submission and acceptance of the detailed Preliminary report and presentation
- 30% Submission and acceptance of the final report and other required documents

BID APPLICATION PROCEDURE

Qualified and interested Consulting companies are hereby requested to apply, and the application should contain the following:

- A technical proposal with a brief description of why the Consultants/firm considers itself as the most suitable for the assignment, and a detailed, clear methodology on how they will approach and complete the assignment; a detailed work plan, letter of confirmation of interest and availability. The technical proposal should also contain the Consultants' CVS, indicating education background/professional qualifications, all past experience, as well as the contact details (email and telephone number)
- A financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs and inclusive of taxes.
- The consulting firm has to submit the following documents:
 - RRA Tax clearance certificate.
 - RDB registration certificate.
 - Two references of similar services.
 - RSSB contributions clearance certificates.
 - Proof of EBM
- HPA will not provide office space, accommodation, Research Assistants' cost, computers, copying and printing services, telephone service or facilities for workshops. It is hence advisable to include all these costs with prices in the financial proposal
- Canvassing by any bidder will lead to automatic disqualification.
- This ToR does not commit Health Poverty Action to award a contract or to pay any costs incurred in the preparation or submission of proposals, or costs incurred in making

necessary studies for the preparation thereof, or to procure or contract for services or supplies.

- Health Poverty Action reserves the right to reject any or all proposals received in response to this RFP and to negotiate with any of the proposers or other firms in any manner deemed to be in the best interest of Health Poverty Action. It also reserves the right to negotiate and award separate or multiple contracts for the elements covered by this RFP in any combination it may deem appropriate, in its sole discretion; modify or exclude any consideration, information or requirement contained in this RFP, and to add new considerations, information or requirements at any stage of the procurement process, including during negotiations with proposers.
- Proposers must provide all requisite information and clearly and concisely respond to all points set out in this ToR. Any proposal which does not fully and comprehensively address this ToR will be rejected.
- The normal terms of payment of Health Poverty Action are as stated above in section 16. Proposers must therefore clearly specify in their Proposal the payment terms being offered if different from these.
- Proposals will be reviewed and evaluated by Health Poverty Action in accordance with the provisions of the Health Poverty Action Procurement Manual as well as the considerations, information and requirements contained in this RFP. The evaluation procedure will consist of a formal, substantive, and financial assessment of the proposals received. Price is an important factor; however, it is not the only consideration in evaluating responses to an RFT.
- Proposals shall remain valid and open for acceptance for at least sixty (60) days from the closing date indicated above for receipt of proposals. Please indicate in your proposal that it will remain valid for this period.
- Following submission of the proposals and final evaluation, Health Poverty Action will have the right to retain unsuccessful proposals. It is the proposers' responsibility to identify any information of a confidential or proprietary nature contained in its proposal, so that it may be handled accordingly.
- Please note that successful consultants will have to sign and abide by HPA's Programme Participants Safeguarding and Protection Policy.

Application Deadline: All applications must be submitted to africa.procurement@healthpovertyaction.org no later than **Wednesday 4th June 2025 at 5 PM.**