** RWANDA UNION OF THE BLIND**

 **UNION RWANDAISE DES AVEUGLES**

 *P.O. Box 1527 Kigali-Rwanda*

*Tel: (250)788 856 671 / 8100 (Hotline)*

 *E-mail:* *info@rubrwanda.org**/,* *rubura1994@gmail.com*

 *Website: www.rubrwanda.org*

**TERMS OF REFERENCES FOR RECRUITMENT OF A CONSULTANT TO DEVELOP A FIVE YEAR STRATEGIC PLAN.**

1. **INTRODUCTION**

Rwanda Union of the Blind (RUB) is a local non-governmental organization legally operating in Rwanda since 1995 with the mission to work towards the improvement of the situation of blind people through education and rehabilitation to facilitate meaningful equality and integration. RUB envisages having a situation where all necessary services for people with visual impairment are provided as a right of the individual and see education and employment opportunities as well as all other welfare services being as available to those who are visually impaired as they are to all other citizens.

As years went by, RUB established various programs and interventions in line with the continuous efforts to advocate for the inclusion of persons with visual impairment into socio economic activities and mainstream society. The organization has been strengthening and extending the scope of its work by establishing branches in all districts of the country. Currently, RUB has 64 well-established branches in all 30 districts of the country.

In the past five years, RUB’s work was guided by a strategic plan which started in 2018 and ended in the year 2022. It is in this context that RUB would like to hire a competent consultant or firm to assist the organization in the development of a new strategic plan for the period from June 2023 – to June,2027 which will guide RUB’ activities in five coming years.

1. **OBJECTIVES OF THE CONSULTANCY SERVICE**

 **The main objective of this consultancy** is to assist Rwanda Union of Blind (RUB) to develop a five-year strategic plan (2023 -2027) that takes into account the current internal and external operating environment in order to enhance RUB’s effectiveness and sustainability in improving the living conditions of persons with visual impairment in Rwanda.

**SPECIFIC OBJECTIVES OF THE ASSIGNMENT**

* Help the organization ensure that it is operating within the established vision, mission and objectives as well as the national framework;
* To guide the development, operation and management of organization’s activities/projects.
* To orient the organization’s fundraising plans, based on a clear strategy
1. **DESCRIPTION AND SCOPE OF THE SERVICE REQUIRED**

Rwanda Union of the Blind (RUB) has secured funds from its partners (Disabled Peoples Organizations in Denmark (DPOD), MyRight Empowers People with Disabilities and Disability Rights Funds (DRF) to develop a new RUB strategic plan ( June 2023- June 2027). The new strategic plan will mainly base on the achievements and challenges from the last implemented strategic plan (2018- 2022) and linked with the sustainable development goals (SDGs), National Strategy for Transformation (NST) as well as the convention on the rights of persons with disabilities (UNCRPD).

Under the supervision of the RUB secretariat, the consultant will be expected to:

* Provide inception report with a detailed work plan and methodology showing how the assignment will be conducted;
* Conduct a desk review of relevant documents including RUB completed strategic plan (2018-2022), RUB sustainability plan, past implemented projects, Sustainable Development Goals, Convention on the Rights of Persons with Disabilities among others;
* Interview relevant RUB management team members and partners
* Carry out in-depth analysis of RUB capacity and areas of intervention and propose areas of improvement
* Facilitate a brainstorming workshop using a participatory approach;
* Formulate the strategies that will guide implementation of the strategic plan in the next 5 years;
* Develop and present the draft strategic plan document for RUB review and feedback;
* Present the final document during a validation meeting for the document approval

**EXPECTED DELIVERABLES:**

The consultant is expected to deliver the following documents at the end of the assignment:

* Inception report
* Evaluation report of the completed strategic plan and
* Final strategic plan document (2023-2027) in four (4) well designed bud copies and a one soft copy on a virus free flash disk.

1. **REQUIRED QUALIFICATIONS**

All interested individual consultants/firms should meet the following criteria:

* A Master’s degree in project management, business administration, education or other related field;
* Proven experience in developing strategic plans or related documents (2 recommendations or proof to be attached);
* Methodology and work plan showing how the consultant intends to carry out the work
* Experience in working with NGs preferably organizations of Persons with Disabilities
* Submit well detailed technical and financial proposals.
* Company/firm background or individual resume (which should not exceed 3 pages)

**IV. HOW TO SUBMIT THE APPLICATIONS**

Interested candidates should send their signed technical and financial proposals in sealed envelopes and marked ‘’**Consultancy for the development of RUB five year strategic plan’’.** Applicants are encouraged to submit their application to RUB office not later than **Monday,22nd May 2023, 4pm**.

Only hard copies will be accepted and both successful candidates and unsuccessful ones will receive feedback on their applications not later than 10 days after the submission deadline.

Any information relating to this assignment should be directed to RUB secretariat through the rubura1994@gmail.com.

We look forward to receiving your applications**.**

Kigali 16th May,2023

**Dr. Donatilla KANIMBA**

**Executive Director, RUB**