**RWANDA UNION OF THE BLIND**

**UNION RWANDAISE DES AVEUGLES**

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**TERMS OF REFERENCE (TORS) – Recruitment of a consultant to train persons with visual impairment on ICT and assistive technology**

**Period of Performance:**March – December, 2023

**Level of Effort:** 40 days

**Reporting to:** The Director of Masaka Resource Center for the Blind

**Location:** Masaka-Kicukiro District

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 the mainstream society. The organization has been strengthening and extending the scope of work by establishing local branches in all districts of the country. Currently, RUB has 64 well-established local branches in all 30 districts of the country.

RUB promotes the rights of people with vision impairment through advocacy on their rights to build the Rwandan society awareness and support for inclusion. Its members are supported in a wide range of situations, including cases where they have been denied their right to education, to work, to live independently, to access a good standard of healthcare and to enjoy participating in family and community life.

In line with its mission, RUB established a rehabilitation training center (Masaka Resource Center for the Blind(MRCB) which is located in Kicukiro District in Masaka sector. This rehabilitation center was established by the RUB in the year 2000 after realizing that most people with visual impairment in Rwandan communities were not living life to the fullest due societal attitudes to disability. Most of them were living in isolation, always at home without participation in family and community activities and the center was established to address this challenge.

People with visual impairment who got admitted at the MRCB are persons with visual impairment and they receive various courses for a period of six months. After the rehabilitation training, graduates go back to their respective homes to resume life adjusted to their changed needs but equipped with techniques and skills to manage routine.

Given the importance and results from rehabilitation program in changing lives of persons with visual impairment, RUB would like to incorporate ICT and assistive technology course in its rehabilitation program to ensure that trainees who join the center are equipped with all necessary skills which will help them to join the mainstream society and actively participate and live meaningful lives.

As the world is going digital and Rwanda as well, RUB would like to incorporate ICT and Assistive technology training course into rehabilitation training program offered at MRCB in order to ensure that graduates from the center and persons with visual impairment in general are not left behind and are able to cope with today’s digital technology..

**II.BACKGROUND OVERVIEW AND RATIONALE**

In a partnership with the German Development Cooperation (GIZ) through its Rights Based Program (RBP), RUB have secured funds to implement a one- year local subsidy project.With the implementation of this project, RUB would like to improve its rehabilitation training program by incorporating ICT and assistive technology component in its rehabilitation training provided to persons with visual impairment from across the country with the aim to increase employment opportunities and their full participation in mainstream society.

With the above context, RUB would like to recruit a competent consultant who will provide a training on ICT and assistive technology to the MRCB trainees’ joining the center for a rehabilitation training from the period of June to December, 2023.

**III. OBJECTIVE AND SCOPE OF THE ASSIGNMENT**

The main objective of this assignment is to enhance the use of digital literacy among Persons with Visual Impairment and increase their employment opportunities. The assignment will be conducted within the premises of MRCB and carried out in close collaboration with the management of the center. The consultant will be expected to:

* Conducted pre- and post -assessment with all training participants to identify those who meet the requirement to participate in this rehabilitation training section;
* Prepare the training manual and schedule based on available assistive devices and softwares;
* Deliver the training to the trainees and empower one MRCB staff who will take up responsibilities of the training after the project completion;
* Develop a monitoring tool to be used for tracking and documenting the progress of each trainee during the training program (personalized folders);
* Document lessons learned at the end of the training period for a scaling up in the future;
* Ensure that at the end of the training period, trainees could independently operate and use all the assistive devices and screen reader softwares available at the center which include Orbit Readers, Focus, Reading camera, JAWS, among others;
* Work 40 days by delivering four sessions per month;
* Facilitate the training with RUB selected RUB board, sub-committee and branch representatives on accessibility focusing on the use of smart mobile phones and other basic adaptive technology devices;
* Conduct end training evaluation and report to the management;
* Develop and submit the final training report at the end of the consultancy contract.

**Key Deliverables:**

* Pre-training and post assessment report;
* Training manual and training schedule
* Final training report with details on the work conducted during the consultancy period

**IV. EXPERIENCE, QUALIFICATION AND SKILLS REQUIRED**

**Minimum requirements:**

* University degree in ICT, education with experience in adult training or other related fields;
* At least two years of experience in providing training on ICT and assistive technology;
* Proven knowledge and skills on mobile accessibility features, MS Office, excel and use of internet;
* Solid understanding and use of assistive technology devices and possess ICT skills;
* Ability to navigate differentassistive technology devices and screen reader softwares as well as relevant applications (e.g. JAWS, Orbit Reader, reading camera, focus et);
* Fluent in speaking and writing both English and Kinyarwanda
* Ability to deliver the training and be available at least 4 days a month with not less than 6 hours per day.

**Additional requirements as asset:**

* Evidence of previous experience
* Intermediate knowledge in English I
* Braille literacy skills

RUB will provide the following facilitation to the consultant:

* Venue for training at MRCB with training equipment
* Secure the availability of the training participants
* Avail some assistive technology equipment (1 orbit reader, 1 Focus, 1 reading camera, headphones, desktops with JAWS screen reader installed, sound system with loud speakers, 1 victor reader and digital recorder)
* Fixed consultant fee per day including travel expenses
* Opportunity to emboss training material in Braille for participants

**IV.APPLICATION PROCESS AND DEADLINE**

All interested individual consultants should send their applications documents in sealed envelopes and marked ‘**Application for consultancy to provide a training on ICT and assistive technology’’.** Applicants are encouraged to submit hard copy application documents to RUB head office not later than **Monday 22nd May,2023, 4pm**.

Only hard copies will be accepted and shortlisted applicants will be contacted for an interview. In case you do not hear from us within 10 days after the application closing deadline, consider your application unsuccessful.No unsolicited communications from applicants will be accepted before or during the recruitment process and any queries relating to this application should be directed to [rubura1994@gmail.com](mailto:rubura1994@gmail.com).

We look forward to receiving your applications.

Kigali 16th May,2023

Sincerely yours,

**Dr.Donatilla KANIMBA**

**Executive Director, RUB**