



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 REFERENCE FOR THE RECRUITMENT OF A CONSULTANT TO CONDUCT A SERVEY ON DIGITAL ACCESSIBILITY FOR PERSONS WITH VISUAL IMPAIRMENT

I.BACKGROUND AND 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. Since its foundation, RUB has strengthened and extended the scope of its activities by establishing branches in all districts of the country. Currently, RUB has 64 well-established branches in 30 districts with primary beneficiaries being Persons with visual impairment.

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 and it has been strengthening and extending the scope of its activities and work by establishing branches in all districts of the country. Currently, RUB has 64 well-established branches operating in all 30 districts of the country

RUB promotes the rights of people with visual impairment through advocacy assistance, education and outreach work to build the Rwandan

OUR MISSION: *To work towards the improvement of the situation of blind people through education and rehabilitation to facilitate meaningful equality and integration.*

society's 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 participation in family and community life.

Using Human Rights Based Approach as part of its National Rights advocacy, RUB utilizes advocacy, awareness raising and other various strategic mechanisms in order to advocate for access to necessary services for the inclusion of persons with visual impairment in all aspects of life.

Understanding the importance of digital accessibility in fostering the inclusion, independence, and equal participation of individuals with visual impairment across diverse spheres of life, RUB has decided to undertake a comprehensive survey on digital accessibility among this category of people in Rwanda. This survey aims to pinpoint existing barriers and challenges, providing invaluable insights to guide our advocacy endeavors towards bridging the digital divide and fostering digital inclusion

It is in the above context that RUB wishes to recruit an experienced consultant to work with and for RUB in conducting the above mentioned survey.

II. PURPOSE AND OBJECTIVES OF THE ASSIGNMENT

In connection with its mission and vision, RUB is committed to advocate for the inclusion of persons with visual impairment in all aspects of life.

This consultancy therefore aims at conducting a survey which will help RUB to collect evidence base data on digital accessibility among persons with visual impairment.

Specifically, the consultant will be responsible to conduct a survey:

- To assess the current state of digital accessibility for persons with visual impairment.
- Identify barriers and challenges faced by persons with visual impairment in accessing digital content and services.

III. SCOPE OF THE WORK

The survey aims to engage 100 individuals with visual impairment from 10 distinct locations/districts across Rwanda. Additionally, it will incorporate input from relevant stakeholders. Taking into consideration this, the consultant will be tasked to:

- Prepare inception report with details and methodology on how he/she intends to carry out the assignment;
- Design a survey questionnaire in two languages (English and Kinyarwanda) for review and approval from RUB
- Participate in a brainstorming workshop with key stakeholders, including RUB board members, sub-committees, and members, to gather insights and perspectives on digital accessibility challenges faced by persons with visual impairment.
- Search and review different existing national documents related to digital accessibility to systematize the information and inform the survey
- Develop methodologies for data collection, ensuring inclusivity and accessibility for persons with visual impairment
- Work with and train data collectors on rights-based data collection, train them on survey tools, methodology and approach
- Coordinate with RUB team to ensure that the survey reaches a diverse range of participants.
- Work with RUB team to collect evidence-based data on digital accessibility among persons with visual impairment to inform policies and strategies for enhancing digital accessibility and inclusion for persons with visual impairment in Rwanda
- Analyze survey responses and produce a detailed report highlighting key findings, trends, and recommendations.
- Present findings to RUB, its partners and stakeholders and provide guidance on actionable steps for improving digital accessibility.

IV. DELIVERABLES

The key deliverables for the consultancy assignment are as follows:

- Inception report with outlining survey methodology, the approach to data collection and analysis, work plan and timelines;
- Approved survey questionnaire incorporating any feedback obtained from RUB secretariat.
- Comprehensive survey report including analysis of findings and recommendations.
- Presentation of survey findings to stakeholders.

VI. DURATION OF THE ASSIGNMENT

The consultancy should be completed within two months from the date after signing the contract including the inception report, review of relevant documents, development of survey tools, conducting the survey and finalization of the assignment.

VII. SUPPORT TO BE PROVIDED BY RUB

During the period of the consultancy, RUB shall avail the following:

- A contact person from RUB secretariat to ease the process and exchanges with the consultant;
- Manage the cost of all involved workshops/trainings (payment of the conference hall package and refund transport to participants)
- Avail the necessary available documents which may be required to conduct the assignment;
- Cater for the cost related to data collection including payment of data collectors' allowances and travel cost
- Payment of the consultant remuneration based on the signed contract

VIII. REQUIRED QUALIFICATIONS

- Demonstrated expertise in conducting surveys and research studies for advocacy for persons with disability, particularly the visually impaired (At least two proofs).
- At least 5-year experience in conducting surveys/research studies for advocacy for civil society organizations.

- A Master's Degree in Education, Research, Program Management, Monitoring and Evaluation or related field.
- Familiarity with methodologies for inclusive data collection and experience in working with persons with disabilities.
- A good understanding of human rights and disability rights.
- Strong analytical skills and the ability to interpret complex data.
- Excellent reporting and presentation skills.
- Experience working with diverse stakeholders, including persons with disabilities and advocacy organizations.
- Ability to Produce a high-quality document with professionalism.
- Be highly organized and disability sensitive.

IX. EVALUATION CRITERIA

The consultant will be evaluated based on the following criteria:

- Demonstrated expertise and experience in conducting surveys/ research studies for advocacy for persons with disability, particularly the visually impaired (At least two proofs);
- At least 5-year experience in conducting surveys/research studies for advocacy for civil society organizations;
- A Master's Degree in Education, Research, Program Management, Monitoring and Evaluation and related areas;
- Relevance of previous work to the scope of this assignment;
- Clarity the feasibility of proposed methodologies;
- Suitability of approach to ensure the collection of relevant evidence based-data;
- Cost-effectiveness of the proposed budget.

X. APPLICATION PROCEDURES

Interested consultants should send cover letters, technical proposal explaining the consultant's understanding of the assignment, methodology, curriculum vitae highlighting relevant experience and a detailed financial

proposal in a sealed envelope marked "**Consultancy to conduct a survey on assistive technology among persons with visual impairment**". All applications documents should be submitted only in hard copies to RUB office not later than **Friday, 3rd May, 2024 at 4pm.**

No unsolicited communications from applicants will be accepted before or during the evaluation period and any queries relating to this consultancy should be directed to rubura1994@gmail.com with a copy to donakanimba@gmail.com.

Only hard copies will be accepted. All applicants will receive feedback on their applications not later than 10 days after the submission deadline.

Thank you and we look forward to receiving your applications.

Kigali 26th April, 2024

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