**Training of Trainers sessions in Applied Forestry and organization of industrial field visit**

**Output 2**: The training offer in the RP Kitabi college is strengthened and more attractive

**Specific objective 2.1:** The quality of vocational training provided in RP colleges is significantly raised

| | |
|---|---|
| Estimated number of working days | 30 days |
| Estimated period of face-to-face services | 20 days |

## Summary

## I.  CONTEXT / PROJECT

### 1.  Context and justification of the need:

The Government of Rwanda and Agence Française de Développement (AFD) signed 5 years grant/loan agreements on 8th March 2023 to implement AFTER II Project (Appui à la Formation Technique et l'Emploi au Rwanda), with cofinancing from the Luxembourg government. AFTER II aims to improve technical and vocational education and learning conditions in order to strengthen the skills of youth in line with labor market requirements. Project management will be provided by two contracting authorities: Rwanda Polytechnic (RP) for colleges-related interventions, and Rwanda TVET Board (RTB) for TVET schools-related interventions, through their respective Single Projects Implementation Unit (SPIU).

Expertise France will provide technical assistance to the project implementation. Short and long-term expertise are mobilized on the basis of a technical offer validated by AFD, with the agreement of the Rwandan party.

On RP side, the beneficiary institutions are RP-Karongi college and RP – Kitabi college located in Karongi and Nyamagabe Districts respectively. On the side of RTB, the beneficiary institutions are Muhororo and Cyanika TVET Schools located in Karongi and Nyamagabe Districts respectively.

### 2.  Objectives of the project:

The main objective of AFTER II project is to reinforce the employability of youth and increase the number of TVET students in Nyamagabe and Karongi districts.

AFTER II project is divided into 4 main components and 2 cross-cutting components:
- Component 1: The RP-Kitabi and Karongi colleges and TVET schools of Cyanika and Muhororo campuses are expanded, modernised and environmentally friendly
- Component 2: The training offer in the RP- Kitabi and Karongi colleges and TVET schools of Cyanika and Muhororo is strengthened and more attractive
- Component 3: The link between TVET providers and the private sector is strengthened, and employment and entrepreneurship support mechanisms are more efficient
- Component 4: The quality and leadership of RP and RTB as institutions in the TVET sector are reinforced
- Cross-cutting component 5: The TVET programs are more gender-responsive and inclusive and specifically address dropouts of the general education
- Cross-cutting component 6: Greening TVET – TVET programs provide youth with green skills and competencies for sustainable economic growth

### 3.  Progress of the activity concerned by the ToR:

One of the program supported within the AFTER II project is Applied forestry offered at RP Kitabi college.

The process started by conducting a capacity building need assessment to the instructor of this department based on the curriculum developed by Rwanda Polytechnic.
Through this process, we have identified 6 training subjects to be offered by different experts whose profile have been identified in this ToR.

The training will focus on practical skills through Project based methodology and will be organized in different sessions based on the availability of the participants. The period will be from September 2025 to February 2028. An average of 2 training sessions per year will be offered.

Through these trainings, RP Kitabi college instructors will be skilled enough to deliver practical lessons to their students that will lead to the production of competent graduates based on the labor market requirement.

## II.    OBJECTIVE AND EXPECTED RESULTS OF THE MISSION

### 1.   General objective:

The objective of the assignment is to reinforce the practical skills of six (6) instructors from RP Kitabi college to upgrade their practical skills and enable them to improve the delivery of practical lessons based on the following modules:

| Level 6 | Level 7 | Level 8 |
|---|---|---|
| Tree seeds Handling | Forest Biotechnology | Application of Internet of Things (IoT) in Forest Management |
| Forest measurement | Forest Planning and Management | Forest Landscape Restoration |
| Forest Road Survey and Design | | |
| Operating forest harvest machines | | |

## 2. Specific objectives:

At the end of each training session mentioned in the table below, participants shall be able to perform the task mentioned in the expected outcome.

| Nº | Training title | Expected outcome | Number of days for training | Days for preparation and reporting |
|---|---|---|---|---|
| 1 | Tree seeds processing and improvement (Related modules are: Tree seeds handling and Forest Biotechnology) | 1. Test tree seed viability<br>2. Select tree seed storage techniques<br>3. Store tree seeds<br>4. Carry out micro-propagation | 5 | 2 |
| 2 | Forest Management and Mensuration with IoT (Related modules are: Forest measurement and Application of IoT in forest management ) | 1. Relate forest stand parameters and characteristics<br>2. Operate IoT devices for Forest monitoring | 4 | 2 |
| 3 | Softwares (R-programming, SPSS, Excel, Stata, Microforest, FMS) (Related modules are: Forest planning and management, Forest measurement) | 1. Elaborate forest management plan<br>2. Operate IoT devices for forest monitoring<br>3. Perform forest inventory data collection<br>4. Relate forest stand parameters and characteristics | 5 | 2 |
| 4 | Use of surveying tools and equipment (Related modules are: Forest Road Survey and Design, Forest Landscape Restoration) | 1. Conduct forest road layout<br>2. Implement Landscape Restoration Interventions | 3 | 2 |
| 5 | Operating and maintain forest harvesting machines | 1. Use skidding machines,<br>Use transporting machines | 3 | 2 |

| | (Related modules is: Operating forest harvest machines) | | | |
|---|---|---|---|---|
| | | | | |

### 3. Anticipated results

The following anticipated result are expected at the end of each training session that will be organised:

- RP Kitabi college Instructors will upgrade their hands-on skills on each subject trained
- RP Kitabi college Instructors will improve the teaching of practical lessons
- RP Kitabi college Instructors will gain knowledge and skills to operate different software
- RP Kitabi college instructors will improve their knowledge and skills on the use of existing software
- The skills offered to students in Applied forestry program will be enhanced through practical lesson
- Students will be familiar with the use of different software used in Apply forestry program

### 4. Description of the assignment

Expertise France is supporting Rwanda polytechnic in the AFTER II project implementation. In this framework, Expertise France will recruit individual experts/Company to support the delivery of training of trainers in Applied forestry program for RP- Kitabi college based on the RP curricula from level 6 to level 8 and organise field visit where needed. The methodology to be used during these training session is **project based learning**

**Applicants are allowed to apply for one or more training sessions based on their expertise.** They should clearly indicate in the application letter which training they are applying for.

The expert to deliver the training will work under the supervision of the Component manager at Expertise France.

**5. Place, duration and terms of performance**

a. **Implementation period:** September 2025 to February 2028

b. **Start date:** The exact dates for each training session will be defined at a later stage based on the availability of participants and Experts

c. **End date:** to be defined later

d. **Effective duration per assignment:** see table below

e. **Schedule/programme**: see table below

*The provisional programme for assignment implementation is as follows:*

| Activity | Place | Period | Duration (man/days) Expert 1: |
|---|---|---|---|
| 1. Training on Tree seeds processing and improvement | Kitabi or in different districts of Rwanda | To be defined later | 7 days (5 days for training and 2 days for preparation and reporting) |
| 2. Training on Forest Management and Mensuration with IoT | Kitabi or in different districts of Rwanda | To be defined later | 6 days (4 days for training and 2 days for preparation and reporting) |
| 3. Training on Softwares (R-programming, SPSS, Excel, Stata, Microforest, FMS) | Kitabi or in different districts of Rwanda | To be defined later | 7 days (5 days for training and 2 days for preparation and reporting) |
| 4. Training on Use of surveying tools and equipment | Kitabi or in different districts of Rwanda | To be defined later | 5 days (3 days for training and 2 days for preparation and reporting) |
| 5. Training on Operating and maintain forest harvesting machines | Kitabi or in different districts of Rwanda | To be defined later | 5 days (3 days for training and 2 days for preparation and reporting) |

### 6. Assignment reports

For each training session, a report following the model provided must be forwarded by e-mail on conclusion of the assignment

The analysis of pre and post-test to assess the impact of the training shall be conducted and each participant shall fill a training satisfactory evaluation form to assess different aspect of the training (Organisation, delivery, logistic, etc.)

## III. REQUIRED EXPERTISE AND PROFILE

The table below provide a required profile for each expert based on the training title.
The applicants should specify proposed experts per each training session.

| N° | Training title | Required qualification |
|---|---|---|
| 1 | Tree seeds processing and improvement | ▪ The expert should have at least a Master's degree in biotechnology, tree improvement or forestry or similar field<br>▪ Having at least 5 years of working experience in the in-tree seeds handling and tree improvement<br>▪ The expert to demonstrate an experience in training/mentoring in the forestry sector<br>▪ Should be fluent in English (very good verbal and written communication skills)<br>▪ Should have excellent computer literacy skills |
| 2 | Forest Management and Mensuration with IoT | ▪ The expert should have at least a Master's degree in IoT, ICT, or Computer Engineering, Software engineering, or similar<br>▪ Having at least 5 years of working experience in IoT application<br>▪ Demonstrate an experience in training/mentoring in the IoT;<br>▪ Should be fluent in English (very good verbal and written communication skills);<br>▪ Should have excellent computer literacy skills and a particular use of R-programming. |

| 3 | Software (R-programming, SPSS, Excel, Stata, Microforest, FMS) | ▪ The expert should have at least a Master's degree in Forestry, Forest Resources Assessment, Topical Forest, Forest Engineering or similar<br>▪ Having at least 5 years of working experience in the Forest Inventory data collection and analysis<br>▪ Demonstrate an experience in training/mentoring in Microforest, FMS, etc.<br>▪ Should be fluent in English<br>▪ Should have excellent computer literacy skills, with a particular use of SPSS, Excel, and STATA software |
|---|---|---|
| 4 | Use of surveying tools and equipment | ▪ The expert should have at least a Master's degree in, land survey, civil engineering, topography, or similar<br>▪ Having at least 5 years of working experience in the surveying, construction, mapping, etc.<br>▪ Having experience in training/mentoring on use of surveying tools and equipment<br>▪ Should be fluent in English (very good verbal and written communication skills)<br>▪ Should have excellent computer literacy skills |
| 5 | Operating and maintain forest harvesting machines | ▪ The expert should have at least a Master's Mechanical engineering, Forest Engineering, Wood Technology or Similar<br>▪ Having at least 5 years of working experience in the Forest Harvesting, Forest harvesting maintenance<br>▪ Having an experience in training/mentoring related to forest harvest machines operation<br>▪ Should be fluent in English (very good verbal and written communication skills)<br>▪ Should have excellent computer literacy skills |

## IV.    DELIVERABLES

The assignment will be subdivided into training sessions, from September 2025 to February 2028. The estimated number of days are 30.

For each training session, the following should be delivered:

| Deliverables | End date |
|---|---|
| ▪ Prepare the training program using the Project's template and submit it for validation to the Component manager; | 10 days before the start of the training |
| ▪ Prepare all the material and necessary handouts to be used in the training and submit them for validation to Component manager; | 10 days before the start of the training |
| ▪ Prepare pre/post-test and develop the evaluation sheet in line with the guidance of the Component manager; | 10 days before the start of the training |
| ▪ Conduct a daily management of the training including daily attendance list; | During the training period |
| ▪ Conduct a pre-test | Day 1 of the training |
| ▪ Deliver the training session using validated materials | During the training period |
| ▪ Conduct a post-test | Last day of training |
| ▪ Organise industrial visit in relation with training where needed | When needed |
| ▪ Provide a written report using the Project's template and send it for validation to the Component manager. The report should contain: An executive summary of the mission not exceeding 2 pages; Descriptive part analytical part (Analysis and recommendations); Programmatic part; Annexes: (Attendance list, content developed, PPT, tools, Result of pre and post evaluation; Training Satisfactory evaluation; Pictures | 5 days after the training |

## V.    COORDINATION

The Hired expert/ or company representative shall nominate a contact person for project implementation purposes

A launch meeting shall be held 2 days after the contract award has been notified.

Close collaboration must take place with the contact person from assignment preparation right up to completion. Furthermore, regular exchanges must take place with the contact person on assignment progress and any difficulties that may be encountered.

## VI.    HOW TO APPLY

For interested candidates, apply through the link below:

https://expertise-france.gestmax.fr/13617/1/expert-in-applied-forestry-to-deliver-training-of-trainers-sessions-h-f/en_US

The deadline for application is 15th August 2025