

TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS
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I. General information

Assignment name	To carry out a baseline survey and create the M&E tools for the TDT project
Beneficiary	Rwanda Polytechnic
Country	Rwanda
Total estimated number of days	60 days

II. Context and justification of the need

The Government of Rwanda and AFD signed a 5-year grant and loan agreements to implement the TDT project (TVET Development for Transformation) in July 2025.

The TDT project is currently being launched, and is implemented by Rwanda Polytechnic (RP) with the Technical Assistance of Expertise France.

The main purpose of the project is to strengthen the attractiveness of RP, in particular the two RP colleges campuses in Kigali and Gishari. The project includes infrastructure works to build new student housings on both campuses, as well as improve a road in Gishari for better accessibility. This overall objective is expressed through the following outcomes:

- Outcome 1: The student reception conditions, including upgraded and expanded student accommodation facilities and improvement in catering, study and recreational facilities in RP Kigali and Gishari colleges campuses have improved;
- Outcome 2: The learning and living environment in the colleges is safer and more inclusive for female students;
- Outcome 3: A student accommodation management and accommodation framework enables RP to manage student accommodation sustainably;
- Outcome 4: The Government of Rwanda has adopted a sustainable policy for decent and inclusive student accommodations;
- Outcome 5: The training offer and employability of Higher TVET graduates are better known by the TVET students and the private sector.

As part of the cross-cutting activities, Rwanda Polytechnic and Expertise France are looking to recruit a Monitoring & Evaluation expert to develop the Monitoring & Evaluation framework of the project and define the baseline and target indicators to be monitored.

III. Objectives and desired results

The primary objective of this assignment is to develop a comprehensive M&E framework for the project to allow for effective monitoring of the project activities and indicators.

The following results are expected:

- An M&E framework for the TDT project is developed
- The logical framework of the project is refined and validated
- Baseline indicators are collected to facilitate the follow up of the project

IV. Description of the assignment

The expert will be responsible for reviewing the documents, collecting data and developing the tools to be submitted to Rwanda Polytechnic and the funder. The assignment will be done in different steps:

- **Draft an inception report for the assignment.**
 - Conduct a desk review of existing project documents: feasibility study, logical framework, project workplans etc.;
 - Propose a methodology and calendar for the assignment, including fields missions to collect the project data and data collection system;
 - Review the existing logical framework and propose possible clarifications or improvements to be included in the baseline survey;
 - Submit an inception report presenting all this information, including recommendations on the existing logical framework that guide the baseline survey methodology.
- **Conduct field visits to the project sites and collect baseline indicators**
 - Conduct field missions to the campuses of RP Kigali and RP Gishari colleges and the RP Headquarters to collect necessary data;
 - Aggregate data to establish a baseline of indicators for the project;
 - Propose revised target indicators when needed based on the baseline data collected.
- **Develop a comprehensive M&E framework for the TDT project.**
 - Propose a final version for the project logical framework to be used for monitoring and reporting purposes;
 - Develop Performance Indicator Reference Sheet for each indicator, clearly defining indicators and processes for data collection;
 - Develop data collection tools to collect data for the monitoring of project activities.

Coordination

Mrs Cyrielle Cahuzac, Team Leader for the Technical Assistance of TDT, will be the service provider's sole contact person for Expertise France.

Close collaboration must take place with Rwanda Polytechnic personnel from assignment preparation right up to completion. Rwanda Polytechnic will have final validation on all deliverables, with also validation from the funder on the logical framework.

V. Place, duration and terms of performance

1) Date and duration of the project

- **Estimated start date:** November 2025
- **Estimated finish date:** February 2025
- **Estimate number of working days:** 60 days

2) Deliverable and estimated schedule

#	Deliverable	Timing	Est. deadline
1	Inception report	2 weeks after launch of assignment	November 2025
2	Baseline survey	3 weeks after validation of baseline survey	December 2025
3	M&E framework and tools	2 months after baseline survey	February 2026

3) Location

The assignment will involve field visits to RP Gishari and Kigali college, as well as meetings with Rwanda Polytechnic at the RP head office. Preparation of the documents can be done remotely.

VI. Required expertise and profile

1) Number of experts: 1

2) Profile of the designated expert responsible for contract execution

The selected expert must meet the following qualifications and competencies:

- **Education Background:** Master's Degree in Economics, Statistics, Social Sciences, Business Administration, or another relevant field
- **Professional Experience:**
 - At least 10 years of experience in Monitoring & Evaluation for Development project, including strong experience as an M&E technical staff on projects and as an evaluation expert;
 - Previous experience working on M&E for donor-funded project for public institutions, NGOs or International Organization;
 - Strong knowledge of monitoring and evaluation methodologies, including both qualitative and quantitative data collection and analysis techniques.
 - Previous experience conducting baseline surveys and developing M&E frameworks;

- Previous experience working on M&E in Education projects, experience in TVET is a plus;
- Experience writing reports and presenting data in a clear accessible way.
- **Knowledge and Skills:**
 - Strong skills in managing data collection, survey design and analysis;
 - Strong communication skills, both written and verbal, with the ability to present complex information clearly and concisely to diverse audiences;
 - Full proficiency in MS Office suite and data analysis softwares;
 - Oral and written fluency in English and Kinyarwanda.
- **Other Requirements:**
 - Ability to work independently, manage time effectively, and meet deadlines.
 - Excellent communication and interpersonal skills.

VII. Practical information

The expert will be contracted by Expertise France on a contract covering the costs per man/days of work. Reimbursable for missions (per diem and transport) will be covered directly by Expertise France as per Expertise France grid.

Candidates who wish to apply must share:

- A Curriculum Vitae (max 3 pages) indicating all relevant experiences and assignments;
- A summary of the consultants understanding of the assignment and brief methodology outlining how they plan to undertake it.
- Supporting documents proving the relevant experiences;
- A financial offer (price per man/day only).

All application must be submitted on the following link: https://expertise-france.gestmax.fr/14077/1/expert-to-carry-out-a-baseline-survey-and-create-the-m-e-tools-for-the-tdt-project-h-f/en_US

The deadline for receiving applications is **October 31st 2025**.