

Simplifying Census data for Dissemination in local communities

Terms of Reference for Provision of consultancy services

1. Background

Rwanda Civil Society Platform (RCSP) is network national non-governmental organization created in 2004 with a mission to act as a framework of coordination, knowledge exchange, promoting synergy among its members and strengthening their capacity to be impactful at national, regional and international levels. Its vision is “to be an effective platform for safeguarding public interest and sustainable development”.

In 2022 and 2023, RCSP in collaboration with the National Institute of Statistics of Rwanda (NISR), the UN Sustainable Development Solutions Network (SDSN), and the Office of National Statistics of the United Kingdom have organized a series of workshop on Localizing User Engagement and Data Utilization Post-Census in Rwanda. In their recommendations, participants to the workshops (local leaders at sector and district levels) have provided insights to what should be done to improve data utilization by local communities.

As the Census data including district profiles are available, it is high time to continue supporting citizens to access and use the Census data.

2. Objective

The project aims to prepare the content for the Census data dissemination for decentralized entities.

3. Expected deliverables and timeline

The consultant will produce the following:

- a) **Inception report:** the consultants are expected to submit the report containing an overview of methodology, approaches and timelines for the assignment.
- b) **List of priority thematic and sub-thematic areas of focus:** The consultant will refer to NISR to propose some priorities of data sets that were not covered by previous dissemination session. The list will be approved by RCSP to make sure there is enough data sets in relation to available information.
- c) **Produce simplified messages:** a list of messages will be produced basing on identified data sets and shall be in local language, Kinyarwanda.
- d) **Designed materials/dissemination tools:** A series of materials (to be specified in the inception report) will be produced. The materials (soft formats) could include banners, pull-ups, posters, etc. with messages and relevant infographics.

The assignment should be completed within 10 working days.

4. Profile required

The individual consultant or firm should possess:

- ✚ Degree (Bachelor's or higher) in Communication, public relations, Languages/literature, Economics, Management or a closely related field;
- ✚ Extensive experience in public communication, translation of interpretation;
- ✚ Proven experience in graphic design (or one of the team members) is mandatory;
- ✚ Excellent knowledge of Kinyarwanda language;

5. Submission

Interested applicants are requested to submit their application documents namely 1) expression of interest (two pages maximum indicating how the work would be carried out) addressed to the Executive Secretary of RCSP, 2) Financial proposal, 3) detailed CVs of the consultants' team members and relevant education certificates (if any) via RCSP official email address

info@rcsprwanda.org

Deadline for submissions is on or before March 14th 2024