

TERMS OF REFERENCE SUMMARY		
Title	Strengthening Rwanda's youth green skills ecosystem through climate education and strategic partner mapping.	
Level	Institutional consultancy	
Purpose	The purpose of this institutional consultancy is to strengthen Rwanda's youth green skills ecosystem by advancing climate education and building strategic partnerships. Specifically, the consultancy will conduct a comprehensive desk review mapping of key actors in climate change programming and the green skills development ecosystem for youth in Rwanda, with a focus on identifying innovative initiatives and promising practices for adaption. Through a series of consultations, workshops and the use of Human Centered Approaches (HCD), the consultancy aims to generate insights that will inform the design and validate content for a training module on climate education and green skills; and deliver capacity-building training for master trainers to cascade to youth in the Not in Education, Employment, or Training (NEET) category, especially targeting women and girls. The consultancy will also generate practical tools, enhance collaboration and coordination, and foster partnerships with relevant organizations, potential coaches and mentors-particularly leaders of green businesses and startups- to support youth through mentorship and exposure to opportunities in Rwanda and beyond doing so, it will equip young people with the knowledge, skills and attitudes needed to participate meaningfully in Rwanda's green transition, which is integral to the Second National Strategy for Transformation (NST2) 2024-2029 and aligned to Rwanda's Vision 2050.	
Location	Kigali, Rwanda and implementation of activities across the districts of Gasabo, Rubavu and Gisagara.	
Duration	4 months	
Reporting to	SBC Team Lead	
Contracting Modality	Local and International companies or a combination of both.	
Background	As Rwanda embarks on the second National Strategy for Transformation (NST2: 2024-2029), aiming to create over 250,000 job opportunities annually (mainly for youth), significant shifts in the labor market are anticipated. Key sectors such as renewable energy, manufacturing, mining, transportation, construction, agriculture, and tourism are expected to experience substantial growth. Two in three people in Rwanda are under 30, including youth (aged 16-30 years), representing 27% of the population. Rwanda's youthful population plays a key part of the country's efforts to address climate change and achieve a sustainable future. It is also evident that, moving forward, the youth force will play a leading role in driving sustainable development and economic growth for Rwanda. This consultancy will have its focus on youth in the NEET category (Not in education, employment or training). Equal participation in	

	employment, education or training is important for young people in their transition to the labor market and helps in the achievement of self-sufficiency. According to the Labor Force 2025 (Q1), the full count of the young population aged 16-30 years, who were neither in employment nor in education or training was estimated to 836,977 persons. The share of youth (16-30 years) neither in employment nor in education or training (NEET) was 23.0 %, with a higher rate among females (28.7 %) than males (17.0%). Comparing the current NEET rate with the results of the same quarter one year earlier, the NEET rate decreased by 5.4 percentage points at the national level. Similarly, it decreased by 4.9 and 5.7 percentage points among the male and female populations respectively, according to the EICV 2024. To contribute to narrowing this gap, UNICEF, in collaboration with the Ministry of Youth and Arts, is implementing a programme called Green Rising in informal settlements. As part of this initiative, we are engaging a consulting firm - local, international, or a hybrid of both, to carry out a comprehensive mapping of key stakeholders involved in Climate change, green skills development as well as youth opportunities in that space. The consultancy firm will also be responsible for developing training content focused on climate change education, green skills, and delivering this training to young people, with a particular emphasis on those classified as Not in Education, Employment, or Training (NEET). The initial focus of this assignment will target youth living in urban and semi-urban informal settlements across three districts in Rwanda: Gasabo, Rubavu, and Gisagara. Young women will be highly prioritized since they are the lesser skilled (out of the NEET) and yet more disproportionately affected by the effects and the disruptions in climate change. Notably, 60% of Kigali's population resides in informal settlements, making it a key area of intervention. The programme aims to equip young people in these districts with the skills needed to contribute meaningfully to Rwanda's sustainable economic growth and to benefit from emerging green opportunities while they contribute to environmental protection. A strong emphasis will be placed on climate education, green skills development and facilitating access to green jobs and businesses with priority given to girls and young people with disabilities. Sector-specific training will be provided in critical green skill areas, supported by a comprehensive assessment of green opportunities and skills gaps across those key sectors. Additionally, a robust mentorship component will be integrated to connect youth with opportunities for funding /partnerships beyond their immediate communities and districts.
Justification (for internal information, not to be included in the Advert)	This activity requires specialized expertise and dedicated time for effective development and delivery, which the UNICEF team is currently unable to commit due to competing priorities. Engaging an external firm will not only bring in the necessary technical knowledge but also facilitate knowledge transfer in this emerging area of climate action and green skills development. Moreover, the project timeline is tight, underscoring the importance of engaging dedicated expertise to accelerate implementation while empowering young people to take the lead in managing and implementing such initiatives. Additionally, an external consultancy will provide an objective perspective, access to broader networks of partners and practitioners, and the ability to apply proven methodologies from similar contexts.
Objectives	The primary objective of this assignment is to support the programme by: - Conducting a comprehensive mapping of key actors involved in climate change programming, green skills capacity development and coaching. - Collecting, compiling and assessing the training materials available from identified partners that can be used in training of youth in green skills

	- Using the Human-Centered Design (HCD) approach, organizing a co-creation workshop with youth in the NEET (Not in Education, Employment, or Training) category to review, co design and validate training content on climate, green skills tailored for them. - Testing, and deploying contextualized training content on climate, green skills and green jobs, to be accessible and relevant to youth in the NEET category. - Delivering training to 700 NEET youth and establishing partnerships with potential coaches and mentors, particularly those leading green businesses or startups, to support youth through mentorship and exposure to opportunities in Rwanda and beyond.
Methodological Approach	The consultants will be required to leverage the collective knowledge and local expertise of Youth advocates, Youth volunteers, adolescent girl groups and partners in the climate education space to undertake the assignment. Step 1: Inception (4 weeks) Based on the application proposal, develop, and submit an inception report including a comprehensive methodology that will be applied to map key actors involved in climate change programming/education and green skills capacity development. Prepare a stakeholders' workshop to present and validate the mapping report. Step 2: Gather existing content (globally, regionally, Locally) on climate education and green skills, organize a co-creation workshop with youth to review, co design content tailored to the needs of NEET category. (8 weeks) Step 3: Test, validate and deliver the training module to 90 master trainers (30 per district) and to 700 NEET youth from all 3 districts. (4 weeks) Step 4: Support the establishment of partnerships with relevant organizations, potential coaches and mentors, particularly those leading green businesses or startups, to support youth through mentorship and exposure to opportunities in Rwanda and beyond. (4 weeks) Step 5: Prepare a report including documentation of the process and recommendations for scaling up to other districts. (3 weeks)
Expected outputs	The consultant will be required to deliver the following: Develop and submit an inception report based on the approved application proposal, including: • A comprehensive inception report outlining the context, background of the assignment and objectives as well as the overall methodology for implementation. • A comprehensive methodology for mapping key actors engaged in climate change programming and green skills capacity development. • A content co-creation workshop report. • A validated and tested youth friendly training module on climate education, green skills development that is engaging, accessible, and adaptable for diverse youth audiences specifically the NEET category. • road map to deliver the training sessions to master trainers and 700 trainees from 3 districts (Gasabo, Rubavu and Gisagara). • Training report, with lessons learned and key recommendations. • Support the establishment of strategic partnerships with Relevant organizations and institutions, potential coaches and mentors, particularly those leading green businesses or startups in the districts of Gasabo, Rubavu and Gisagara. • Facilitate mentorship and exposure to opportunities in Rwanda and beyond, linking them to green economy pathways.

	• Prepare and submit a comprehensive final report that includes full documentation of the implementation process, key findings and lessons learned and recommendations for scaling up the initiative to other districts.
Location and Duration	The assignment will be based in Kigali with regular trips to within Gasabo, Rubavu and Gisagara districts as needed. The duration of this assignment is 6 Months.
Qualification requirements	Applying institutions must meet the following qualifications: • A registration certificate • At least 5 years of demonstrated relevant experience in Climate education, and green skilling in Rwanda and the region. • Familiar with Rwanda's policies, and legal and development frameworks for environment and Climate change and how it affects young people especially girls, youth in the NEET category and Youth with disabilities. • Expertise in gender transformative programming and engaging with young people. • Expertise applying HCD approaches for programming. • Expertise in research and learning model development. • Proficiency in written and spoken English and Kinyarwanda. • Flexibility and full availability during the consultancy period. The Consultancy firm should propose a suitable team, including team leaders and relevant experts, including a climate education expert, green skills expert, a team member with expertise in gender analysis and gender transformative programming. The proposed team leader should possess a degree in climate Science, Meteorology, environment conservation, or similar areas such as social sciences, with at least 5 years of experience or a master's degree in the same fields with at least 3 years of experience. The team of experts should be gender balanced. Minimum qualification and experience of the lead consultant and support Team: • At least three years of progressive experience in consultancy services, specifically in climate education and green skills • A degree in climate Science, Meteorology, and environment conservation or similar areas such as Social Sciences with technical expertise through work experience in the area of climate science.
Evaluation process and methods	The evaluation of proposals will follow UNICEF procedures. 70% of the scores will be allocated to the technical proposal and 30% to the financial proposal. Bidders must score a minimum of 49/70 points on the Technical Proposal and meet the Mandatory qualifications listed above to be considered technically compliant and eligible for financial proposals to be opened. The Technical proposal should include but not be limited to the following: a) Request for Proposals for Services Form. b) Presentation of the bidding institution or institutions if a consortium (maximum two institutions will be accepted as part of the consortium), including: • Name of the institution. • Date and country of registration/incorporation. • Location of offices or agents relevant to this proposal.

- c) Narrative Description of the bidding Institution's experience and capacity in the following areas:
 - Expertise in research, climate education and green skills modules development
 - Applying HCD approaches in programming.
 - Gender transformative programming.
 - Training and working with young people.
 - Previous assignments in Rwanda in climate education.
- d) Relevant references of the bidding institution (past and ongoing assignments) in the past two years. UNICEF may contact reference people for feedback on services provided by the proposers.
- e) Samples or links to samples of previous relevant work listed as reference of the bidder (at least two), on which the proposed key personnel directly and actively contributed or authored.
- f) Methodology. It should minimize repeating what is stated in the ToR.
- g) Work Plan, which will include as a minimum requirement the following:
 - General work plan based on the one proposed in the ToR,
 - Detailed timetable by activity (it must be consistent with the general work plan and the financial Proposal).
- h) Consultancy Team:
 - Summary presentation of proposed experts.
 - CVs of each team member.

The Technical Proposal will be submitted in electronic (PDF) format.

The presence of a conflict of interest of any kind will automatically disqualify prospective candidates from consideration.

The Financial Proposal should include but not be limited to the following:

- a) Resource Costs: Daily rate multiplied by number of days of the experts involved in the evaluation including the cost of primary data collection.
- b) Conference or Workshop Costs (if any): Indicate nature and breakdown if possible.
- c) Travel Costs: All travel costs should be included as a lump sum fixed cost. For all travel costs, UNICEF will pay as per the lump sum fixed costs provided in the proposal. A breakdown of the lump sum travel costs should be provided in the Financial Proposal.
- d) Any Other Costs (if any): Indicate nature and breakdown.
- e) Recent Financial Audit Reports: Audits should have been carried out in the past two years and be certified by a reputable audit organization.

Bidders are required to estimate travel costs in the Financial Proposal.

The Financial Proposal must be fully separated from the Technical Proposal. Costs will be formulated in US\$ and free of all taxes.

Evaluation of technical proposals

The technical proposals will be evaluated as per the below evaluation criteria:

Technical Proposal		
No.	Criteria	Max. Points
1.0	Overall response	5
	(i) Overall clarity and completeness of the proposal.	2

Technical evaluation criteria:		(ii) Overall concord between the RFP requirements and the proposal	3	
	2.0	Proposed Approach, Methodology and Workplan	30	
		(i) Adequacy of the proposed implementation approach/ methodology	15	
		(ii) Structure of the team to be deployed for the assignment	5	
		(iii) Workplan	5	
		(iv) Monitoring and coordination mechanism	5	
	3.0	Organizational Capacity	35	
		(i) Organizational expertise and experience in work of similar nature and complexity completed over a minimum of five (3) years	5	
		(ii) Qualifications and competence of the key staff	30	
		Total	70	
Only proposals which receive a minimum of 49 points under the technical evaluation will be considered technically compliant and be eligible for the second phase (financial review). <u>Financial proposal evaluation (30 points)</u> Only the financial proposals for bidders which have been technically accepted according to the above criteria will be opened. The Financial proposal will be weighted based on clarity and appropriateness. The price should be broken down for each component of the proposed work. The total amount of points allocated for the price component is 30. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited firms/institutions which obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price, e.g.: Score for price proposal X = $\frac{\text{Max. Score for price proposal} \times \text{Price of lowest priced proposal}}{\text{Price of proposal X}}$ The Contract shall be awarded to a bidder obtaining the highest combined technical and financial scores. Proposals not complying with the terms and conditions contained in this ToR, including the provision of all required information, may result in the Proposal being deemed non-responsive and therefore not considered further.				
Administrative issues	The contracted institution agrees to maintain the confidentiality of any information from any shared dataset and resulting from data computing and analysis. All documents and data produced and compiled by the contracted institution and consultants shall remain the property of UNICEF and shall be delivered only to the authorized official under this contract. Logistical arrangements, operational and associated costs are to be borne by the institutional firm and therefore are to be fully costed under this proposal. No work shall commence prior to contract approvals by both parties.			
Project management	The SBC Team lead in UNICEF will be responsible for the overall management of the consultancy and for receiving progress reports and providing technical feedback. UNICEF.			

Payment Schedule	• 10% payment upon submission of the comprehensive inception report. • 20% upon submission of a comprehensive mapping report of key actors engaged in climate change programming and green skills capacity development. • 20% upon submission of the draft training module on climate education, green skills. • 20% upon submission of a validated training module • 30% after completion of training of master trainer and the 700 youth in the NEET category as well as submitting the project report.
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