

Terms of Reference (ToR)

Title: Consultancy to Develop Employer Guidelines for Inclusion of Vulnerable Groups

Reporting To: AIPI Project Management / Rwanda ICT Chamber

Duration: 2 months

1. Background

The Rwanda ICT Chamber, through the AIPI for All project, is working to promote inclusive employment and improve access to decent work opportunities for vulnerable groups, including persons with disabilities, refugees, women, and other marginalized populations.

To support this goal, the Chamber seeks to engage a consultant or firm to develop practical and easy-to-use guidelines for employers on how to successfully recruit, integrate, and support vulnerable groups in the workplace.

2. Objective

The objective of this consultancy is to produce clear, practical, and context-relevant employer guidelines that promote inclusive hiring and workplace practices.

3. Scope of Work

The consultant/firm will:

1. Review existing policies, tools, and best practices on inclusive employment.
2. Conduct light consultations with employers and representatives of vulnerable groups.
3. Develop practical action recommendations for employers.
4. Produce simple, user-friendly guidelines covering:
 - Inclusive recruitment and hiring
 - Workplace accommodations and accessibility
 - Onboarding and staff integration
 - Workplace culture and retention
5. Revise the guidelines based on stakeholder feedback.
6. Submit final documents for approval.

4. Deliverables

1. Inception note with brief work plan.
2. Draft employer guidelines and recommendations.
3. Final employer guidelines (print-ready and digital).
4. Short summary or presentation of the guidelines.

5. Qualifications

The consultant or firm should have:

- Experience in inclusive employment, disability inclusion, refugee integration, or workforce development.
- Strong writing and facilitation skills.
- Good understanding of Rwanda's labor market or similar contexts.

6. Reporting

The consultant will report to the AIPI Project Management team at the Rwanda ICT Chamber.

7. Submission Requirements

Applicants should submit:

1. Short technical proposal (max 5 pages).
2. Financial proposal.
3. CV(s) or company profile.
4. At least one relevant reference.

8. Application Deadline

Proposals should be sent to:

info@aipi.rw and copied to procurement@ictchamber.rw

Deadline: 20th/02/2026