



TERMS OF REFERENCES (ToRs)

Name of the project: Girls friendly Menstrual Hygiene Management (MHM) in school

Assignment title: “Consultancy services related to the development of:

- Training manual and toolkits on Puberty and MHM Education for boys and girls
 - Guideline for girl's clubs (*Good Sisters* for primary students and *Girl's Ambassador* for secondary students) and school based girl's room
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1.0 BACKGROUND

Good Neighbors International (GNI) in Rwanda has implemented various WASH projects including but not limited to school based WASH programs. WASH in schools empowers girls' education and girl friendly MHM can boost out the impact in order to avoid absenteeism among girls in school. If not addressed effectively menstrual hygiene management (MHM) will not only lead to more girls missing school, but also can potentially cause an increase in the number of girls dropping out of school all together.

GNI has been organizing girl's clubs in primary and secondary schools called, “Good Sisters” for primary students and “Girl's Ambassador” for secondary students. Girl members of the clubs get trained to become a peer educators and leaders. The girls will provide peer education and lead MHM campaign in school and community. GNI's Girl's room built in school is a safe and girl friendly space for girls to gather and access school based MHM services.

2.0 OBJECTIVES OF THE ASSIGNMENT

- 1) The main objective of the assignment is to develop:
 - **Training Manual and Toolkits on Puberty and MHM Education for boys and girls**
 - **Guideline for girl's clubs (*Good Sisters* for primary students and *Girl's Ambassador* for secondary students)**

In order to improve girl friendly MHM facilities, services and best practices in primary and secondary schools of Runda, Ngoma, Mukiza and Cyiri Community Development Sites in Kamonyi and Gisagara Districts.

- 2) The manual must have succinct content on the importance and standards on implementation and promotion on MHM in school. The facilitator's guide must be contained based especially to promote puberty education and menstrual hygiene for

school boys and girls; to supervise and provide counseling for girl's clubs and girls' room.

3.0 SCOPE AND FOCUS OF THE ASSIGNMENT

The training manual including facilitators' guide must be applicable to all target schools

The scope of this assignment is to develop comprehensive training manual about puberty, menstrual hygiene management, personal hygiene and guideline for girls clubs (both Good Sisters and Girl's Ambassadors); girls' room management and functions and after deliver training of trainers' session.

Target Audience:

The manual must have content on standards and guideline on MHM in Schools mainly for girl students and teachers but it will be used to sensitize and educate boys too. The guideline shall highlight the necessity of both girl's club, trainings, how to make sanitary pads using locally available materials, menstrual hygiene management, girl's rights and how the girl club members can support their peers and lead school and community based campaign to promote girl's right and MHM.

Content of the Manual:

The manual and guideline must contain details of the following contents:

1. Education on puberty (both in boys and girls)
2. Menstruation basics;
 - * Menstrual cycle
 - *Cramps and PMS
 - *Know when period starts and stops
 - *Pregnancy during menstrual cycle
3. Management of menstruation in women and girls;
4. Personal hygiene management;
5. Personal hygiene during menstruation;
6. Challenges experienced by girls and women when managing their menstruation;
7. Local cultural taboos and myths that exist around the management of menstruation;
8. Impact of taboos and myths on girls and women during their menstruation;
9. Sanitary pads making (both reusable and non-reusable);
10. Main function and management of girls room (lists of necessities in the room, how to use, etc);
11. Good sisters and Girl's Ambassador (how to organize, structure and activities, etc);
12. Peer to peer support (topics, methods, etc);
13. Girl leading and centered school and community based campaign to promote girl's right and MHM;
14. Girl's rights and gender equality.

**The contents must obtain pictures and animation, which are student friendly materials. For the copyright issue, references should be precisely indicated, and the manual should belong to GNI after completion without any violation of copyright.*

4.0 DURATION OF CONTRACT

Consultancy contract on agreed work plan/assignments is fixed to 30 calendar days.

4.1 Key deliverables:

The consultant will be expected to produce:

- 1) Complete MHM training manual for facilitators and students;
- 2) Complete guideline for Good Sisters and Girl's Ambassador club;
- 3) Complete guideline for Girl's Room.

The documents should be submitted in both digital format (MS Word and PDF) and bound hard copy printed on one-sided print.

5.0 REPORTING REQUIREMENTS

The consultant will report and work closely with the Manager of Operating Department ,WASH/Health team leader and coordinator for MHM project.

6.0 PAYMENT SCHEDULE

Payment will be made in the following installments.

- 20 % after presentation and adoption of the inception report;
- 30% after presentation and approval of the draft report and manuals;
- 50% after the approval of the final training manuals and reports.

7.0 METHODOLOGY

The consultation is for 20 calendar days, after the signing of the contract, the consultant will need to familiarize her/himself with all aspects of the proposed tasks and after 7days GNI staff and consultant will have together an inception meeting, where the hired consultant will present the first report to GNI staff to be evaluated after receiving the remarks, the consultant will revise the documents and after final validation, he/she will submit it to the GNI country Director.

The development of these manuals will be dispatched as follow:

No	Deliverables	Estimated duration
1	Inception meeting with the consultant	1day
2	Inception report	3 days
3	Inception report validation	1 day
4	Produce draft report	17 days
5	Revision of draft report	3 day
6	Correction of the report by incorporating GNI's staff comments	4 days
7	Validation meeting of final report	1day
	Total	30 days

8.0 KNOWLEDGE, SKILLS AND COMPETENCE REQUIRED

- Consultant must at least have a Masters' Degree in Social Science, Public Health, Environmental Science, or any related field
- Minimum work experience of 5 years on Water, Sanitation, Hygiene, reproductive health and Behavior change communication including experience in similar assignment of developing water, sanitation hygiene education package.
- The consultant must show convincing documents that testify previous achievements.
- S/he may be an individual or a consultancy firm. (Firms will show their spearheads staff's CVs, their legal documents and the previous assignments in similar field)
- Should be able to work with minimum supervision.
- Should be familiar with Rwanda's rural environment
- Should be available to start work immediately.
- Excellent communication skills, reporting with ability to express ideas clearly, concisely and effectively, both orally and writing.

9.0 SELECTION PROCEDURES

Applications including a letter of expression of interest, consultant (s) profile, their role and responsibilities in assignment, a detailed CV as well as technical and financial proposals from individuals or firms with the relevant experience/qualifications, and properly marked should be sent in fully sealed envelope containing Expression of interest to:

Good Neighbors International, Head Office (Kigali); located at Kimihurura, opposite Lemigo Hotel (FAIRVIEW building_3rd floor, Right Wing) **not later than 16th of Aug 2019 before 2:00 pm.**

Done at Kigali on 25th of July, 2019

Country Director

Good Neighbors International