



TERMS OF REFERENCE (TOR)

CONSULTANCY FOR EDIFY RWANDA - 2026

1. BACKGROUND

Edify Rwanda supports Christ-centred schools to improve access to quality education for underserved communities through school leadership development, teacher training, financial sustainability support, and access to education financing. As part of its teacher development initiatives, Edify Rwanda implements online training programmes that equip teachers with practical knowledge, skills and approaches for effective, Christ-centred teaching and learning.

Edify Rwanda therefore seeks to engage qualified consultants to enrol, orient, train, coach and support teachers participating in two online professional development programmes: **(i) Teaching with Purpose** and **(ii) Literacy for Teachers**. The teachers participating in these programmes will be identified and provided by Edify Rwanda.

2. PURPOSE AND SCOPE OF THE CONSULTANCY

2.1 Purpose

The purpose of this consultancy is to provide effective coaching, learner support and programme coordination to teachers enrolled in the Teaching with Purpose and Literacy for Teachers programmes in order to:

- Encourage enrolment, active participation and course completion by orienting and supporting trainees throughout their online learning journey.
- Strengthen the application of Christ-centred teaching practices by prompting trainees to reflect on, discuss and provide feedback on how the training is influencing their classroom practice.
- Support teachers to develop practical literacy and/or purposeful teaching strategies that can be applied in their classrooms and schools.
- Help Edify Rwanda improve, document and scale the programmes by providing timely reports, completion data, learner feedback, lessons learnt and recommendations after each cohort.

2.2 Scope

The consultant will support not more than 100 trainees per given cohort, as assigned by Edify Rwanda. Support will include orienting, enrolling, guiding, coaching, monitoring and providing technical and learning support to trainees using TalentLMS and other agreed communication platforms.

The consultancy will cover the following two training roles/programmes:

- Teaching with Purpose – supporting teachers to understand and apply purposeful, effective and Christ-centred approaches to teaching and learning.
- Literacy for Teachers – supporting teachers to strengthen literacy instruction, classroom practice and strategies for improving learners’ literacy outcomes.

3. SPECIFIC OBJECTIVES

The consultancy will aim to:

- Orient and enrol trainees on TalentLMS for the Teaching with Purpose and Literacy for Teachers programmes.
- Provide timely support and respond to questions or challenges that trainees may experience during their learning and engagement.
- Host occasional live online sessions to reinforce key concepts, clarify difficult topics and promote peer learning.
- Monitor trainee engagement and progress, commend trainees who are progressing well, and proactively follow up with trainees who are inactive or struggling.
- Encourage trainees to connect course content to their classroom practice and share evidence, reflections and feedback on implementation.
- Provide end-of-cohort reports indicating completion rates, learner engagement, challenges, lessons learnt, opportunities and recommendations for improvement.

4. SCOPE OF WORK AND SPECIFIC TASKS

The consultant will be required to undertake the following tasks:

1. Regularly monitor teachers’ course progress, participation and completion status on the learning management system.
2. Regularly contact teachers regarding their course progress, upcoming deadlines and areas requiring attention.

3. Answer questions from teachers and provide timely online course, learning and technical support.
4. Support trainees who experience challenges accessing or navigating TalentLMS and escalate unresolved technical issues to the appropriate Edify contact.
5. Host occasional live online sessions to reinforce learning, clarify concepts, facilitate discussion and enhance the application of course content.
6. Facilitate learner engagement through agreed communication channels, including WhatsApp groups, where applicable.
7. Provide weekly or monthly updates/reports on topics completed, learner engagement and other support activities undertaken.
8. Prepare a monthly report covering the learning trajectory of trainees, successes, challenges, completion progress, learner feedback and recommendations, together with the required invoice for payment.
9. Prepare a completion list and end-of-cohort report for each cohort.
10. Provide any other reasonable programme support related to the two training programmes as may be agreed with Edify Rwanda.
11. Depending on the consultant's skills and experience, provide support with technical aspects of the training, including LMS administration, data management, migration to another LMS and/or setting up automated systems to improve learner support and monitoring.

5. MODE OF ENGAGEMENT

The consultant will primarily use TalentLMS to enrol, monitor, support and track trainees. The same platform may be used to generate certificates of completion, where applicable.

Other useful platforms may include:

- WhatsApp; for group formation, mobilisation, reminders, general support and communication with trainees.
- Google Meet or Zoom; for orientation, coaching and occasional live online sessions.
- Google Workspace or other agreed data/reporting tools; for monitoring, reporting and sharing programme data.

6. DATA MANAGEMENT AND QUALITY ASSURANCE

The consultant will:

- Use trainee data strictly for the purposes of the Teaching with Purpose and Literacy for Teachers programmes and only as authorised by Edify Rwanda.
- Implement real-time data quality checks to ensure that enrolment, participation, progress and completion records are accurate and up to date.
- Maintain confidentiality and comply with applicable data protection and information security requirements.
- Ensure that reports and completion lists are accurate, complete and submitted within agreed timelines.
- Immediately report any data-related, safeguarding, technical or operational concern that may affect the quality or integrity of the programmes.

7. DELIVERABLES

The expected deliverables include:

- Accurate trainee enrolment records for each assigned cohort.
- Regular trainee progress monitoring and follow-up records.
- Weekly or monthly updates on learning activities and support provided, as agreed.
- Completion list for each cohort.
- Completion report for each cohort, including completion rates, challenges, successes, learner feedback, lessons learnt, opportunities and recommendations.
- Any other report or programme-related output reasonably requested by Edify Rwanda.

8. DURATION AND TIMELINE

The consultancy will run for a period of 1 year, from October 2026 to September 2027, with up to nine (9) cohorts running during this period. The engagement is subject to renewal upon satisfactory performance, availability of programme needs, and the consultant's willingness to continue offering the services.

9. MANAGEMENT AND REPORTING ARRANGEMENTS

The consultant will work under the direct supervision of the Teacher Online Learning Manager. All deliverables and reports should be submitted to the Teacher Online Learning Manager, with a copy to the Country Director.

Approval of reports and deliverables will be contingent upon meeting the agreed standards, providing accurate and complete data, and capturing the necessary programme information.

10. QUALIFICATIONS AND EXPERIENCE

The consultant should demonstrate the following qualifications and experience:

- Minimum of a Bachelor's degree in Education, Educational Management, Curriculum Studies or a related field. A Master's degree is an added advantage.
- At least five (5) years' experience in teaching, teacher training, education programme implementation or a related field.
- Demonstrated experience in learner coaching, mentoring, assessment and/or online facilitation.
- Strong understanding of private and faith-based education systems in Rwanda.
- Demonstrated experience working with Learning Management Systems (LMS), preferably TalentLMS, and digital learning platforms.
- Strong leadership, communication, learner engagement and report-writing skills.
- Ability to analyse learner progress data and provide practical recommendations for improving completion and learning outcomes.
- Ability to work independently, manage timelines and maintain accurate programme records.
- Experience supporting literacy instruction, teacher professional development and/or purposeful, Christ-centred pedagogy is an added advantage.

11. APPLICATION AND SUBMISSION

Interested and qualified consultants are invited to submit their updated CVs demonstrating relevant qualifications and experience in teacher training, online learning, learner support and/or education programme implementation.

CVs should be submitted by email by COB Saturday, 19th September 2026 to:

sloveday@edify.org, copying **ckayigamba@edify.org** and **iahimbisibwe@edify.org**

Only shortlisted candidates will be contacted. The selected consultant will be expected to demonstrate availability for the agreed consultancy period and comply with Edify Rwanda's policies, procedures and professional standards.