



## **Terms of Reference (ToR)**

### **Consultant for a Study of Fuel-efficient School Feeding Menus in Rwanda**

#### **Project Description**

STEER is working with World Food Programme (WFP) in East Africa to assess the feasibility of reducing biomass fuel consumption, and mapping transitions to more modern cooking fuels, for the WFP-led Rwandan school feeding programme by developing fuel-efficient menus. These include foods such as pre-cooked beans and cooking practices such as bean soaking and the use of lids while cooking.

#### **Scope of Work**

The consultant will be expected to work alongside a researcher within STEER to assist with the analysis of both quantitative and qualitative data. The data will cover daily cooking events at 14 schools across Rwanda, as well as interviews with the schools' management and cooks. The analysis will feed into a modelling tool to determine what opportunities exist for the transition away from biomass and towards more modern and clean energy for cooking. The consultant will also make substantial contributions to writing the mid-and-endline reports and producing a briefing paper.

The role will be home-based and will require no travel to the study sites.

#### **Deliverables, budget, and duration**

It is expected that this assignment will take between 35-45 days. The final number of days will be confirmed once the data to be analysed has been received.

Deliverables include but are not limited to;

- Data analysis outputs (using a mutually agreed process) for quantitative and qualitative data
- Mid-line donor report
- Final donor report
- Briefing paper

The precise nature of the deliverables will be confirmed once the data to be analysed has been received.

This work must be completed by 15<sup>th</sup> October 2022. Confirmation of availability to complete the work within the specified timeframe must be included in the response to these ToRs.

The consultant will not be expected to travel to or within Rwanda. Instead, remote participation in meetings and events with local stakeholders is expected.

The consultant should ideally have existing access to data analysis software (e.g. SPSS, excel, Python/R). Where that may not be the case, a one-off fee to facilitate such access will be considered to cover the duration of the consultancy.

## Expertise required

### Education

- University degree (a minimum of Master level) in energy/environmental management, engineering, natural sciences, social sciences, including economics or statistics.

### Experience

- Substantial research experience, including the use and analysis of both quantitative and qualitative research methods.
- Experience working with large mixed datasets.
- Experience of writing mid- and end line reports for donors/clients.
- Experience translating complex ideas into easily accessible outputs for lay audiences.
- Solid understanding of energy assessment tools, with a focus on institutional settings.
- Experience in low- and middle-income contexts, particularly in the field of energy access, energy security, resilience or similar.

### Skills

- Strong data analysis skills, including knowledge of data analysis tools such as Excel, SPSS or Python/R
- Strong writing and communications skills, including report writing
- Ability to work pro-actively and independently
- Ability to work as part of a cross-cultural and -institutional team

### Language

- Full spoken and written proficiency in English. Knowledge of Kinyarwanda would be a benefit but is not required.

## Responding to these ToRs

Responses should be a maximum of 2 pages with 1 accompanying CV.

Please provide the following when responding to these ToRs:

- Your understanding of the task.
- An explanation of how your education, experience, skills, and language match the requirements listed.
- A description of similar work completed for other clients (up to 3 examples).
- A day rate for up to 45 days of at home working. Proposals submitted without a day rate will not be assessed.
- Details of all personnel who will be involved in the study, along with their responsibilities.
- Confirmation that the work can be completed, on a flexible basis, by 15<sup>th</sup> October 2022.

Proposals should be sent to Dr Iwona Bisaga ([l.m.bisaga@lboro.ac.uk](mailto:l.m.bisaga@lboro.ac.uk)) with the subject '**Fuel Efficient School Feeding**'. All proposals must be received by 23:59 BST on **26 May 2022**.

## Assessing proposals

Shortlisted consultants may be invited to an interview in order to finalise selection. The assessment process will take into consideration the criteria below in order to ensure **value for money**.

- Quality of responses in relation to tasks and requirements.
- Appreciation and understanding of the task.
- Skills, expertise and experience of consultant/organisation team members.
- Relevance of past performance (including CV).
- Price.

## Ethical considerations

All research must be in line with the [Code of Practice for research, Promoting good practice and preventing misconduct](#) (UK Research Integrity Office, 2009).

The UK Research Integrity Office (UKRIO) is an independent charity, offering support to the public, researchers and organisations to further good practice in academic, scientific and medical research. Its confidential advice service is available to free of charge to individuals (members of the public, research participants, patients, researchers and students) and subscribing organisations. Their advice service can be [accessed here](#).

Confidentiality must be maintained at all times. With regards to confidentiality and privacy of participation, participants must be informed that their anonymity will be maintained in any outputs and that all identifiable markers will be removed from any data sets that are published.

## Contract Management

This contract will be managed by Dr Bisaga. All deliverables should be emailed to her on or before the date required. Loughborough University reserves the right to request the consultant to make revisions to the deliverables if they do not meet the required quality. The consultant will be required to make these revisions at no additional cost to Loughborough University.

Appointments to discuss the overall progress against the contract will be agreed at mutually convenient times to the consultant and the project manager.