

## CALL FOR PROPOSALS: Development of an online M&E knowledge exchange and mentorship platform

### 1. Background and Rationale

The Rwanda Monitoring and Evaluation Organization (RMEO) is a national professional non-governmental organization that brings together Monitoring and Evaluation (M&E) practitioners from government institutions, civil society organizations, research and academic institutions, United Nations agencies, and the private sector. **RMEO is registered as Non-Governmental Organization with Certificate of Legal Personality №969/RGB/NGO/LP/02/2024 in conformity with the Rwandan Law.** RMEO's mission is to cultivate the highest professional standards in M&E practice and theory through highly skilled and motivated members.

As Rwanda's development landscape continues to emphasize results-based management, accountability, and evidence-informed decision-making, the demand for competent and well-Seasoned M&E professionals is increasing. However, opportunities for structured learning and knowledge exchange, mentorship, and continuous professional development particularly for **Young and Emerging Evaluators (YEEs)** remain limited.

In response, RMEO has invested in upgrading its digital infrastructure, including development of RMEO membership profiles interface, implement an e-learning platform for training and knowledge sharing, including Monitoring and evaluation course management tools, YEEs an interactive web forum and digital certification. Building on this foundation, RMEO proposes the updating its digital platform with creation of an **online M&E knowledge exchange and mentorship platform** to institutionalize learning, peer engagement, and intergenerational knowledge transfer within the M&E community in Rwanda.

### 2. Overall Objective

To strengthen professional learning, collaboration, and mentorship among M&E practitioners in Rwanda through a structured and sustainable online platform.

### 3. Specific Objectives

- Provide a digital space for continuous knowledge sharing and peer learning in M&E.
- Facilitate structured mentorship between experienced evaluators and Young and Emerging Evaluators.
- Improve access to contextualized M&E resources, tools, and best practices.
- Enhance professional networking and collaboration among RMEO members.

## 4. Proposed Intervention

The proposed platform will function as a **professional hub for M&E for learning, knowledge exchange and mentorship in Rwanda**, integrating the following core components:

- ❖ **Knowledge Exchange Hub**
  - Thematic discussion forums and special interest groups
  - Digital library, toolkits, case studies, and publications
  - Member-led content contributions and moderated expert discussions
- ❖ **Learning and Professional Development**
  - Integration with e-learning courses, quizzes, and assessments
  - Digital certificates and professional badges
  - Improved Gamification features to enhance engagement, especially for YEEs
- ❖ **Administration and Sustainability Features**
  - Role-based access and administrative dashboards
  - Analytics for monitoring participation, learning outcomes, and platform use

## 5. Target Beneficiaries

- RMEO members (individual and corporate)
- Young and Emerging Evaluators (YEEs)
- M&E practitioners across public, civil society, UN, academic, and private sectors
- RMEO partners and collaborating institutions.

## 6. Expected Results

- Improved YEEs M&E knowledge and skills
- Tips, Standards, Guidelines, and Tools for all M&E milestone.
- Improved access to M&E knowledge and professional learning opportunities
- Strengthened mentorship and career development for YEEs
- Increased collaboration and networking within the M&E community
- Enhanced visibility and positioning of RMEO as a national M&E professional body
- Sustainable digital platform supporting RMEO's long-term mission
- User manuals and administrator guides
- Final technical and implementation report

## 7. Eligibility and Qualifications

Applicants must demonstrate:

- Experience in digital platform or knowledge management systems
- Understanding of capacity development or professional networks
- Experience working with NGOs, professional bodies, or development institutions
- Strong technical and UX/UI capabilities
- Strong experience in configuring the content management system like WordPress, Drupal, etc.

## 8. Technical and Financial Proposal Submission Requirements

Applicants must submit:

1. Technical proposal (approach, methodology, work plan)
2. Financial proposal (detailed budget)
3. Organizational profile and relevant experience
4. CVs of key personnel
5. Examples of similar assignments

## 9. Evaluation Criteria

Proposals will be assessed based on:

- Technical quality and understanding of the assignment
- Relevant experience and qualifications
- Feasibility of methodology and timeline
- Cost-effectiveness and value for money

## 10. Submission Procedures

- Proposals must be submitted electronically to RMEO's email: [rwandaeval@gmail.com](mailto:rwandaeval@gmail.com) by **February 19, 2026**, at 1:00 pm. Late or incomplete submissions will not be considered.
- RMEO reserves the right to accept or reject any proposal.

## 11. Additional Information

RMEO may request clarifications or additional documentation during the evaluation process. Only shortlisted applicants may be contacted.

## 12. Implementation and Duration

- The platform will be implemented under the leadership of RMEO, with technical support from qualified service providers. The initial implementation, piloting, and rollout period is expected to span **2 months**.