

CALL FOR APPLICATIONS

Terms of Reference for the Artistic Practice Workshops

Programming of the Artistic Practice Space — 2026-2027 School Year

1. Purpose of the Call for Applications

The Centre Culturel Franco-Rwandaï (CCFR) — Institut français du Rwanda — is launching a call for applications to **select the disciplines and the instructors or service providers** who will run the artistic practice workshops offered on its premises for the 2026-2027 school year.

2. Objectives

1. Diversify and renew the range of artistic practice workshops offered to the CCFR's public.
2. Gain real visibility and oversight of the pedagogy, progression and quality of the workshops offered, including those already in place.
3. Move the model for making the space available toward a revenue-sharing arrangement with a guaranteed minimum, in order to diversify the CCFR's own revenue.
4. Select instructors and service providers on the basis of objective criteria, in an open competitive framework.

4. Scope of the Consultation

This call for applications covers the entire programming of the Salle Paris and the Jardin/Tente (garden) for the 2026-2027 school year.

The slots are open to any proposal for a new discipline, duly justified by the candidate (relevance to the target audience, assessment of demand, complementarity with the existing offer). The final choice of slots will be confirmed by the CCFR's management.

Providers currently in place are invited to apply under the same conditions as any new candidate, provided they wish to continue their activity at the CCFR under the new framework described in this document.

Salle Paris (indoor room)	Jardin / Tente (garden / tent)
Monday, 6:30 - 8:30 PM	Monday, 6:30 - 8:30 PM
Tuesday, 6:30 - 8:30 PM	Tuesday, 6:30 - 8:30 PM
Wednesday, 3:00 - 5:00 PM (2 possible children's slots)	Wednesday, 3:00 - 5:00 PM (2 possible children's slots)
Wednesday, 6:30 - 8:30 PM	Wednesday, 6:30 - 8:30 PM
Saturday, 10:00 - 11:30 AM	Saturday, 10:00 - 11:30 AM
Saturday, 3:00 - 5:00 PM (2 possible children's slots)	Saturday, 3:00 - 5:00 PM (2 possible children's slots)
Sunday (times to be defined)	Sunday (times to be defined)

5. New Model for Making the Space Available

5.1 Financial Arrangements

- **Guaranteed minimum:** 30,000 Rwandan francs per class or 2-hour session (may be split into 2 x 1-hour sessions for children's classes), for room maintenance costs.
- **Variable share:** 30% of the revenue actually collected from participants for each class or session.
- **Amount due:** the amount paid to the CCFR for each class or session corresponds to whichever is higher of the two amounts above (30% of revenue, or the guaranteed minimum of 30,000 RWF if higher).
- **Collection:** the instructor or service provider continues to collect participants' fees directly and pays the CCFR its due share according to the terms and frequency set out in Article 11.2.
- **Setting the fee:** the candidate proposes their fee per participant in their application; it will be assessed against the observed average cost (5,000 RWF for children's classes, up to 10,000-15,000 RWF or more for specific courses).

5.2 Traceability

Each instructor commits to keeping a signed attendance sheet for each session and to submitting it to the CCFR according to the terms described in Article 11.1, so as to allow the amount due to be calculated and attendance to be monitored.

6. Pedagogical Requirements and Monitoring

The CCFR wishes to have real, ongoing visibility into the pedagogy of the workshops offered, including those renewed from one year to the next. To this end, each selected instructor commits to:

- Submitting, ahead of the start of the school year, a written pedagogical project setting out the objectives, method and planned progression for the year.
- Allowing the CCFR to attend one session per term as an observer.
- Producing a brief pedagogical report at the end of each term (content covered, progression, difficulties encountered, attendance).
- Taking part in an end-of-year evaluation, including, where applicable, a participant satisfaction survey.

Repeated failure to meet these commitments, as well as pedagogical shortcomings identified during monitoring, may lead to termination of the contract under the conditions set out in Article 12.

7. Candidate Profile and Eligibility Conditions

Any individual instructor or organization (association, company, collective) may apply, provided they can demonstrate:

- Registration with the Rwanda Revenue Authority (RRA) and a valid Taxpayer Identification Number (TIN);
- Proven experience and qualifications in the proposed discipline (diplomas, training, portfolio, past work);
- Verifiable references, particularly for work already carried out with a children's and/or adult audience, depending on the slot targeted;
- Availability covering the entire school year on the proposed slot(s);
- Professional liability insurance, either already held or committed to before the workshops start;
- Full acceptance of the financial and pedagogical monitoring arrangements described in Articles 5 and 6.

8. Composition of the Application File

The application file, written in French, must include:

1. A CV of the instructor or a presentation of the applying organization.
2. Relevant references and past work (certificates, portfolio, links, reference contacts).
3. A detailed pedagogical project: objectives, method, progression over the year, sample sessions, participant assessment methods.
4. A proposed fee per participant and the envisaged capacity.
5. The candidate's availability among the slots proposed in §4.
6. A copy of professional liability insurance, or a written commitment to take it out before the workshops start.

9. Selection Criteria

Applications will be assessed against the following criteria and weightings:

Criterion	Weight
Quality, coherence and progression of the proposed pedagogical project	30 %
Candidate's experience, qualifications and references in the proposed discipline	20 %
Relevance of the proposed discipline and added value for diversifying the CCFR's offer	15 %
Financial viability of the proposal and ability to generate attendance covering the guaranteed minimum	15 %
Affordability of the proposal for participants	10 %
Availability and commitment for the full school year	10 %

At equal weighting, particular attention will be paid to the candidate's ability to broaden or renew the current audience of the workshops, as well as the complementarity of their proposal with the existing offer.

10. Practical Arrangements

10.1 Communication and Registration

- The CCFR handles the general promotion of the selected workshops through its channels (website, social media, on-site signage).
- Registrations and collections remain managed by the instructor, who is responsible for submitting a weekly or per-session attendance record to the CCFR (subject to periodic verification).

10.2 Room and Equipment

- The room is made available on slots agreed by mutual consent, within the limits of the CCFR's availability. Daily cleaning is provided. Equipment storage may be possible (subject to available space/size).
- The equipment available in the room will be specified by the CCFR during the application review stage; any specific equipment needed for the proposed workshop must be indicated by the candidate in their application.

10.3 Safety and Liability

The instructor is solely responsible for participants' safety during their workshop and must hold suitable insurance coverage (see §7).

11. Payment and Control Arrangements

11.1 Reporting

Each instructor submits to the CCFR, no later than the 5th of each month, a record of attendance and revenue for the previous month, on a form provided by the CCFR.

11.2 Payment

The amount due to the CCFR for the previous month (see §5.1) is paid no later than the 10th of each month. The CCFR reserves the right to request a joint verification statement in case of doubt about the information submitted.

11.3 Non-compliance

Any failure to submit the attendance record, or any repeated payment delay (more than two occurrences in the year), may result in termination of the contract, following formal notice that remains unaddressed for fifteen days.

12. Duration, Renewal and Termination

The contract is concluded for the 2026-2027 school year (from the start of the school year in September 2026 to the end of June 2027). It may be renewed by mutual agreement for the following year, based on the pedagogical and financial review at the end of the year (see §6).

Either party may terminate the contract during the year with one month's notice, without prejudice to the provisions of Article 11.3 in the event of non-compliance.

13. Procedure Timeline

Step	Indicative date
Publication of the call for applications	August 21, 2026
Application submission deadline	September 7, 2026, 5:00 PM (Kigali time)
Notification of results to candidates	September 10, 2026
Start of selected workshops	From September 14, 2026

This timeline is indicative and may be adjusted by the CCFR depending on the number and quality of applications received.

14. How to Submit Applications

Complete application files must be sent exclusively by email to culture@if-rwanda.org, with the subject line: “Application — CCFR Artistic Practice Workshops 2026-2027 — [Proposed discipline]”.

For any question regarding these terms of reference, candidates may contact the CCFR at the same address.

15. Appendix — Sample Application Form

This form may be used by candidates as a template to structure their application; it does not replace the documents requested in Article 8.

- Name of candidate / organization:
- Proposed discipline:
- Desired slot(s) among those in §4:
- Target audience (age, level):
- Envisaged capacity:
- Proposed fee per participant:
- Summary of the pedagogical project (5 lines):
- References and similar experience:
- Professional liability insurance (held / to be taken out):
- Acceptance of financial arrangements (30% of revenue / guaranteed minimum of 30,000 RWF per session):
yes / no
- Contact (phone, e-mail):