

TERMS OF REFERENCE TO HIRE A CONSULTANT TO SUPPORT RWANDA STANDARDS BOARD IN POSITIONING GENDER EQUALITY IN STANDARDS AND STANDARD DEVELOPMENT PROCESSES

I. BACKGROUND

The respect of Gender Equality is strongly embedded in the fundamental principles of Rwanda's Constitution of June 2003 as revised in 2015 and has witnessed a continued supportive political will and commitment at the highest level. Aligning with the Constitution, the Government of Rwanda placed gender equality as one of the key factors contributing to the country's sustainable development, good governance and inclusiveness. To implement this fundamental principle, several policies, laws, strategies and institutional frameworks have been put in place to support the translation of such commitments into transformative actions.

To ensure compliance to gender equality principles, the Gender Monitoring Office (GMO) has been ascribed the responsibility to ensure that public and private institutions, civil society and faith-based organizations contribute to the attainment of national commitments as enshrined in the National Constitution, international/regional instruments as well as policies and programs. In line with its mandate, the Gender Monitoring Office started to spearhead a gender accountability program in the Private Sector dubbed "**Gender Equality Seal**". The programme benefits a number of private sector companies and public institutions. In the past year, a gender equality exercise diagnosis was conducted in 10 companies and 2 public institutions and this informed the development of gender equality action plans that are under implementation phase. Drawing from implementation status, complying companies will be certified with either bronze, silver or gold depending on their compliance levels.

In line with the planned certification processes, Rwanda Standards Board (RSB) as a public institution mandated to undertake the development of Standards, Conformity Assessment and Metrology services in the country, will play a critical role of leading the Gender Equality Seal (GES) certification processes. It is expected that the implementation of national, regional and international policies and laws on Standards will significantly contribute to gender responsiveness of the private sector with a bunch of possibilities to position women as well as men in the segments of value chains for both export and import substitution.

In addition, the Rwanda Standards Board is yet to sign a declaration on Gender Responsive Standards and standard development which will be implemented through a national comprehensive action plan. Engendering standards will further lay a solid ground for institutionalizing gender accountability in national certification processes. However, this being a new area of engagement, the Rwanda Standards Boards needs to be supported to conduct institutional gender assessment and develop an action plan that responds to the identified gaps.

It is against this background that the Gender Monitoring Office through the UNDP funded project: **promoting gender accountability in the private sector in Rwanda**, is supporting the

Rwanda Standard Board to enhance gender accountability in national standards and standard development processes and thus seeks to recruit a consultant who will accompany RSB in the processes of institutionalizing gender accountability.

II. SCOPE OF WORK

The Consultant is expected to undertake the following tasks and responsibilities, under the supervision of the Gender Monitoring Office:

- ✓ Conduct an assessment on gender responsiveness in the Rwanda Standards Board systems, processes and procedures;
- ✓ Develop an action plan to respond to the identified gaps and in line with the declaration on gender-responsive standards and Standard Development;
- ✓ Develop the capacity building training strategy for the Rwanda Standards Board to address the identified capacity needs;
- ✓ Conduct capacity development training for the Rwanda Standards Board;
- ✓ Undertake three months coaching on institutionalising gender accountability in RSB planning, monitoring, reporting and certification tools;

GMO will avail all required literature and will make recommendations on key reference documents to be used by the consultant.

III. EXPECTED OUTPUTS AND DELIVERABLES:

- ✓ Assessment report on gender responsiveness in the Rwanda Standards Board systems, processes and procedures
- ✓ Action Plan for the implementation of assessment recommendations.
- ✓ Capacity development sessions fully conducted, and training and coaching reports submitted.

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Inception report	10 days	10 th June 2020	ES/GMO
Draft Assessment Report	40 days	20 th July 2020	
Final Assessment report	5 days	28 th July 2020	
Action Plan for the Implementation of assessment recommendations	5 days	10 th August 2020	
Capacity development and coaching of RSB staff	90 days	10 th November 2020	
Total Number of days	150		

IV. QUALIFICATION AND EXPERIENCE

REQUIRED QUALIFICATIONS

Master's degree in Gender and Development studies, Economics, Sustainable Development, Social Sciences, or other related field with experience of a least 5 years or a Bachelor's Degree in Gender and Development Studies, Economics, Sustainable Development, Social Sciences, or other related field experience of a least 10 years in conducting similar assignments.

WORKING EXPERIENCE

- ✓ Sound knowledge on national, regional and global gender equality frameworks;
- ✓ Proven professional experience with track record on gender equality and women empowerment;
- ✓ Sound knowledge on standards and standard development processes;
- ✓ Proven experience in gender auditing and conducting gender assessments;
- ✓ Proven experience in training and coaching senior and technical staff of public and private institutions;
- ✓ Possess strong capacity development skills;
- ✓ Proven excellent English writing skills;
- ✓ Having working experience on gender equality seal is an added value.

V. SUPERVISION AND REPORTING ARRANGEMENTS

The consultant will work under daily supervision of the Director in charge of Monitoring Gender Mainstreaming and with the overall guidance of the Executive Secretary. The Consultant will submit monthly progress reports to the Executive Secretary of GMO explaining the work done and in line with the contract milestones.

The Consultant will closely work with the Rwanda Standards Board, GMO, PSF, UN Women and UNDP throughout the implementation of this assignment.

The Gender Monitoring Office will approve the accomplished milestones and related reports which will be shared with UNDP.

The Implementing partner (GMO) will provide space for work for the consultant if required and agreed upon with the consultant. Other logistical support will be included in the contract lumpsum.

VI. CONTRACT DURATION

This assignment will be done in phases and within a period of five (5) months starting from the date of contract signing.

VII. REMUNERATION:

The Consultant will be remunerated upon delivery and approval by GMO of the following milestones:

- ✓ Presentation and approval of the Inception Report
- ✓ Presentation and approval of the Assessment Report
- ✓ Presentation and approval of the Action Plan
- ✓ Completion of the capacity building and coaching of RSB staff and submission of the final consultancy report.

VIII. CRITERIA FOR SELECTION

Interested candidates should apply by presenting the following documents:

- ✓ **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- ✓ **Personal CV or P11**, indicating all experience from similar evaluations, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- ✓ **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment.
- ✓ **Financial and Technical Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.

The consultancy fee instalments will be paid as Lump Sum Amounts inclusive of expenses related to the consultancy. The contract price will be fixed regardless of changes in the cost components.

Submissions will be evaluated in consideration of the Evaluation Criteria as stated below:

- ✓ The offer will be evaluated by using the Best value for money approach (combined scoring method). Technical proposal will be evaluated on 70%. Whereas the financial one will be evaluated on 30%.

- ✓ A two-stage procedure is utilized in evaluating the proposals, with the technical evaluation being completed prior to any financial proposal being opened and compared. Only proposals that achieve above the minimum of 49 points (i.e. at least 70% of the total 70 points) on the technical proposal shall have their financial proposals reviewed.
- ✓ Evaluation of Financial proposal (30 points)
- ✓ If the technical proposal achieves the minimum of 49 points, the competitiveness of the financial proposal will be considered in the following manner:
- ✓ The total amount of points for the fees component is 30. The maximum number of points shall be allotted to the lowest fees proposed that is compared among the applicants which obtain the threshold points in the evaluation of the substantive presentation. All other fees proposals shall receive points in inverse proportion to the lowest fees; e.g. [30 Points] x [US\$ lowest]/ [US\$ other] = points for other proposer's fees.

Below is the breakdown of technical proposal on 100% which will be brought to 70%:

<i>Criteria</i>	<i>Weight</i>	<i>Max. Point</i>
<u><i>Technical</i></u>		
Education background as requested	15 %	15
Well-motivated and with proven experience with track record on gender equality and women empowerment;	20 %	20
Proven experience in gender auditing and conducting gender assessments;	20%	20
Proven experience in training and coaching senior and technical staff of public and private institutions	20%	20
Sound knowledge on national, regional and global gender equality frameworks	15%	15
Having working experience on gender equality seal is an added value.	5%	5
Proven excellent communication and writing skills in English	5%	5
<i>TOTAL</i>	<i>100%</i>	<i>100</i>

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equality encouraged to apply. All applicants will be treated with the strictest confidence.