



## Terms of Reference

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### **National Consultant for Conducting Participatory Gender Audit for Organizations of Persons with Disabilities in Rwanda**

Location:	Rwanda
Type of Contract:	SSA
Post Level:	National Consultant/institution
Languages Required:	English and Kinyarwanda
Starting Date: (date when the selected candidate is expected to start)	August 2022
Deadline for Application:	08 <sup>th</sup> July 2022
Expected Duration of Assignment	Approximately 45 working days between June-December 2022
Duty Station	Kigali

### **Background**

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UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; the achievement of equality between women and men as partners and beneficiaries of development; human rights; as well as humanitarian action and peace and security. Placing women's rights at the centre of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments to gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors. Gender mainstreaming is a key component of UN Women Rwanda Country Office's work and constitutes a vehicle for ensuring women's empowerment for successful UN Women Rwanda Country Office initiatives, results and

programmes as well as for raising awareness about key issues of gender equality and women's empowerment without leaving behind women and girls with disability.

It is widely acknowledged that women, men, girls and boys with disabilities face discrimination in education, employment and basic services and it is also acknowledged that women with disabilities face multiple discrimination based on having a disability and being a woman or girl. Yet more often than not, women and girls with disabilities are not visible within development programmes focused on disability inclusion or gender equality.

The SDGs and particularly Goal 5, which focuses on Gender Equality and the empowerment of women and girls, has a key role in creating opportunities for women and girls with disabilities to fulfil their full potential.

UN WOMEN, UNDP, UNICEF, NUDOR, NCPD and MINALOC are jointly implementing two years Programme on strengthening disability inclusion accountability and coordination in Rwanda with the support of the UNPRPD Disability Fund. With the principle of leaving no one behind, disability inclusion needs attention from all aspects of the lives of the Country. The program aims to strengthen disability inclusion accountability and coordination in Rwanda by creating a conducive environment for disability inclusion. UN Women Rwanda Country Office will focus on gender mainstreaming among organizations of persons with disability and capacitate the programme stakeholders on gender equality, gender programming and budgeting and assist organizations of persons with disability on gender mainstreaming in disability.

In Rwanda, Disability inclusion is gaining increasing attention from government and non-government stakeholders. Government efforts to mainstream disability are led by the National Council of Persons with Disabilities (NCPD) whereas initiatives and interventions are implemented by various ministries and delivery agencies, overseen by the Ministry of Local Government. Persons with disabilities are represented in the National Union of Disability Organizations in Rwanda (NUDOR), which has 13 OPD (Organization of Persons with Disabilities) members.

For an inclusive and equitable world, effective development outcomes will need to include strategies where disability-inclusive development and gender equality work together.

It is within this scope that UN Women Rwanda Country Office seeks to hire a qualified national individual consultant to conduct a Participatory Gender Audit for Organizations of People with Disabilities in Rwanda. Gender equality must be integrated into an organization's programming and organizational practices to bring about sustainable change toward achieving real equality.

A gender audit is a gender equality tool for promoting organizational learning on mainstreaming gender practically and effectively and creating gender-equitable work environments. It is also a process for creating ongoing gender action planning and identifying challenges and opportunities for increasing gender skills and organizational equality. A gender audit of the organization of persons with disability's systems, structures and operations is therefore needed as a baseline for future progress evaluation. The audit is crucial for ensuring that the OPD's policies, strategies, programs and projects adhere to agreed

global commitments to promote gender equity and equality as stipulated in international, regional and national instruments and standards. It is also important for considering whether internal practices and related support systems for gender mainstreaming are effective. The gender audit will establish a baseline, identify critical gaps and challenges, and recommend ways of addressing them. The gender audit will also enhance the collective capacity of the OPDs to examine its activities from a gender perspective, thereby promoting gender equity and equality. The results of the gender audit will conclude in the development of an OPD-wide Gender Strategy and Action Plan which will guide the OPD's operations.

### **Purpose of the study**

The overall purpose of the participatory gender audit for OPDs is to provide a baseline for progress on gender mainstreaming, inform the development of gender mainstreaming strategy for OPDs, guide the work of OPDs in implementing gender mainstreaming, validate the usefulness of existing gender best practices in programmes/projects, policies and strategies among Rwandan OPDs.

### **Specific objectives**

1. To assess the extent of integration of a gender perspective in the policies, strategies and initiatives, documents, budgets and decisions of the OPDs;
2. To document good practices and identify gaps in gender mainstreaming of the OPDs and build organizational ownership on gender responsiveness;
3. To contribute to building a baseline on gender mainstreaming among OPDs;
4. To identify the existence of OPDs internal practices, policies and related support systems for gender mainstreaming and their effectiveness.
5. To assess the progress in achieving gender equality and equity in access and retention
6. To identify the current challenges and areas of concern in regard to gender mainstreaming
7. To formulate the recommendations to ensure the OPDs effectively address identified gaps

### **Scope of the work**

The Gender Audit for Rwanda Organization of Persons with Disabilities (OPDs) will cover the gender mainstreaming work of organizations of People with Disabilities in Rwanda (**list will be provided**) to provide a baseline for progress on gender mainstreaming, inform the development of gender mainstreaming strategy for OPDs, guide the work of OPDs on Gender Mainstreaming and beyond, validate the usefulness of existing gender checklist specific to the programming context of the OPDs. A two-pronged approach will be used focusing on both the level of the OPDs and also on individual organization capacity toward gender mainstreaming.

The gender audit will focus on the following issues:

- (1) Leadership and decision making;
- (2) Staff capacity;
- (3) Gender mainstreaming in Programme and policy;
- (4) Tools and resources;
- (5) Planning and Budgeting;
- (6) Monitoring and evaluation; and
- (7) Organizational culture such as workplace issues including sexual harassment

### **Deliverables**

The consultant is expected to deliver a final gender audit report indicating the gender issues for OPDs with clear strategies and recommendations (approved by UN Women) on how to address them and annexes of the assessment tools.

### **Duties and Responsibilities**

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Under the overall guidance of UN Women Women Economic Empowerment Programme Officer, the qualified national consultant will undertake the following duties and responsibilities:

Conduct a Gender Audit for OPDs with the main objective of providing the institution with key recommendations for gender-sensitive and responsive policies and regulations, which involves:

- Holding one or more meetings with the OPDs to introduce the Participatory Gender Audit methodology, objectives and process to obtain their consent while ensuring the highest level of commitment towards achieving gender equality in their organization;
- Desk reviews of the following documents: internal policies and regulations, strategic plans, HR policies and regulations, administrative and financial rules and regulations, and all related literature including organization strategies, research papers, assessments, programmes, services, reports, practices, personnel, etc.
- Developing the assessment outline in coordination with the UN Women Team in Rwanda;
- Conducting interviews/focus group discussions with OPDs executive committees and staff;
- Identifying gender gaps in specific areas of the organization and proposing recommendations for amendments/improvement/initiatives;
- Assist OPDs in creating their organization's Gender Action Plan based on identified gender gaps
- Presenting the results of the review and main recommendations/proposed amendments to the organization, for discussion and review separately.
- Preparing and presenting a final report in English for the organization's approval, also for the approval of UN Women, that can be developed into a gender strategy and action plan for the organization.
- Prepare for and facilitate a launching event for the results of the gender audit and recommendations, upon the approval of the OPDs and in close coordination with UN Women
- Produce final gender audit report indicating the gender issues for OPDs with clear strategies and recommendations

### **Timeframe**

The expected duration of work is up to 45 working days within the five months starting from August 1 until December 31, 2022.

### **Competencies**

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#### **Core Values**

Integrity  
Professionalism  
Respect for Diversity

#### **Core Competencies**

Awareness and Sensitivity Regarding Gender Issues  
Accountability  
Creative

Problem Solving  
Effective Communication  
Inclusive Collaboration

### **Required Skills and Experience**

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#### **Education:**

Masters in socio-economic studies, gender studies, social sciences, disability studies or any related development fields

#### **Experience:**

The Consultant must have the following qualifications:

- Masters in socio-economic studies, gender studies, social sciences, disability studies or any related development fields;
- Significant experience in conducting gender audits for civil society organizations; public institutions or development partners of at least 6 years;
- 10 years of experience in working on women's development and gender issues
- Extensive experience working in the area of disability or living no one behind

### **Application procedure**

The Interested and qualified (individual or institutional) consultants are invited to submit their proposal (s) comprising the following:

Technical and financial proposals (**single document of word or PDF format**)– including but not limited to:

- Consultants' understanding of the assignment and context
- Approach to the assignment
- Methodology and work plan for performing the assignment
- Deliverables
- Work plan
- Key staff bio data
- A detail of the experience of previously conducted similar assignments and capacity to undertake the assignment.
- Recent CV including experience in similar assignments and the Lead person plus three professional references including previous clients
- Financial proposal showing clearly the budgeted cost for the work to be conducted by the consultant under the scope of work above.
- Participatory Gender Audit certificates or completion certification in the similar assignments

**NB:** The following documents should be submitted as part of the application. Incomplete applications will not be considered. Please make sure you have provided all requested materials:

All interested candidates are requested to submit their Cover letters and detailed CVs together with

their technical proposals to [rwanda.offers@unwomen.org](mailto:rwanda.offers@unwomen.org) not later than 08<sup>th</sup> July 2022. Only pre-selected candidates will be notified. In case of any questions or difficulties please write to the above email.

### **Evaluation of applicants**

Candidates will be evaluated using a cumulative analysis method taking into consideration the combination of the applicants' qualifications and financial proposal. A contract will be awarded to the individual consultant/institution whose offer receives the highest score out of the below-defined technical and financial criteria. Only candidates obtaining a minimum of 50 points in the technical evaluation will be considered for financial evaluation.

**Technical Evaluation (70%) – max. 70 points**

**Financial Evaluation (30%)-Max. 30 points**