

### Terms of Reference

<b>Title</b>	National Consultant
<b>Assignment Title</b>	Planning and Coordination Specialist
<b>Organizational Unit</b>	UN Women Rwanda
<b>Language</b>	English/French
<b>Duty Station, Country</b>	Kigali, Rwanda
<b>Expected Starting Date</b>	Immediate
<b>Duration of Consultancy</b>	4 months

## II. Organizational Context

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; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

UN Women Rwanda's Strategic Note 2019-2023 cut across UN Women's Global Strategic Plan 2018-2021 and that of 2022-2025 and is closely aligned with the new national development framework including Vision 2050 and the National Strategy for Transformation (NST1 2017-2024), the UN Sustainable Development Cooperation Framework (2018-2024), the agenda 2030 and the Sustainable Development Goals (SDGs) and Africa's Agenda 2063. The UN Women Country program embraces the core principle of Leave No One Behind (LNOB) outlined in the Agenda 2030 and also reflects the latest recommendations of the CEDAW committee for Rwanda (CEDAW/C/RWA/Q/7-9)[1] especially those related to social norms and attitudes change; on the need to increase women's participation in leadership positions especially at the local level and in the private sector, and further enhance Gender Equality and women's empowerment accountability frameworks. Also, key is the need to employ rights-based and sustainable prevention and response interventions to address GBV.

The programme focuses on two main priority/impact areas from UN Women Global Strategic Plan (2018-2021) including Priority area 1: Women lead, participate in and benefit equally from governance systems and Priority area 2: Women have equal economic opportunities and economic autonomy.

Reporting to the Country Representative, the Planning and Coordination Specialist will provide support to the Country Representative in strategic programme planning, inter-agency coordination, resource mobilization and partnership building, as well as advocacy and communication.

### **Description of Responsibilities:**

Under direct supervision of the Country Representative or his/her designated mandated representative(s), the Planning and Coordination Consultant will support the formulation of concept notes for UN Women's intervention areas, developing country programming processes and products, including the annual workplan, strategic note, and program/project documents and other UN system joint programming documents among others.

### **III. Functions**

- **Provide support to the Country Representative in strategic planning for the Country Office**
- Provide advice on the formulation of concept notes for UN Women's intervention areas, as well as the office's strategic note.
- Develop country programming processes and products, including the annual workplan, strategic note, and programme/ project documents, the preparation of United Nations Development Assistance Framework (UNDAF) and other UN system joint programming documents.
- Follow up on required action/outstanding issues and report on outcome/ result. Alert the Country Representative/ CO on critical issues to be addressed.
  
- **Provide technical support to the Country Representative and Country Office on inter-agency coordination**
- Participate in and provide support to joint inter-agency UN planning processes and similar exercises.
- Prepare briefing materials for the CO on issues to be discussed in the UN and other events and meetings.
- Provide analysis and advice to Resident Coordinator (RC) and the UN Country Team (UNCT) on the gender dynamics and opportunities to support inclusive engagement of women in the development assistance provided by the UNCT.
- Prepare inputs to Common Country Assessment (CCA)/ UNDAF and other documents.
- Provide technical support to UNCT in monitoring and reporting and prepare analytical and regular progress reports on UN Women's program experiences.
- Provide substantive support and representation at conferences and meetings, joint program development, joint advocacy, and research in collaboration with the Country Representative.

- **Provide technical support and guidance to the development of strategic partnerships and resource mobilization efforts**
- Manage activities and other promotional events to engage bilateral and multilateral institutions/donors, private sector, and civil society to expand and/or sustain interest and resources for UN Women program and joint UN system programmers.
- Provide support and advice to the Country Representative in forging and implementing strategic partnerships to increase outreach on UN Women’s work in country.
- Provide guidance and advice to development partners and national counterparts on implementation of key UN frameworks and conventions on gender equality.
- Provide network and capacity development to partner Civil Society Organizations and other stakeholders.
- Develop templates for knowledge sharing and tracking resource mobilization efforts
  
- **Provide advocacy and communication support to the Country Office**
- Participate in and contribute to policy dialogues around gender equality and the empowerment of women.
- Support substantively to developing concept notes, briefs and events planning for UN Women advocacy campaigns and global campaigns like the International Women’s Day, the HeForShe Campaign and the 16 Days of Activism Against Gender Based Violence.
  
- **Facilitate knowledge building and sharing**
- Manage the development and dissemination of good practices and lessons learned; ensure incorporation into programme planning.
- Manage capacity building exercises

#### **IV. Key Performance Indicators**

- Timely and quality contribution to the UNCT and other working groups and other coordination meetings.
- Quality inputs and technical support provided to UN agencies.
- Quality inputs to planning processes and reports.
- Quality briefing notes, and communication and advocacy materials.
- UN Women partners, including donors provide good feedback on their working relationship with UN Women, based on evaluations and assessments.
- Increased awareness of UN Women’s work.
- Increased resources mobilized and interest in GEWE among partners and donors.

#### **V. Competencies**

##### **Core Values:**

- Respect for Diversity

- Integrity
- Professionalism

**Core Competencies:**

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

**Functional Competencies**

- Strong knowledge of gender equity and women’s empowerment issues
- Strong knowledge of UN system and understanding of inter-agency coordination processes
- Strong knowledge of results-based programme planning and management
- Strong analytical skills
- Ability to promote and monitor inclusion of gender-specific objectives, indicators, targets, and activities in the UN agencies programmes
- Ability to provide advice and support.

**VI. Recruitment Qualifications**

<p><b>Education and certification:</b></p>	<ul style="list-style-type: none"> <li>• Master's degree (or equivalent) in international development, public administration, public policy, or other relevant social science field is required.</li> <li>• A first-level university degree in combination with two additional years of qualifying experience <b><u>may be accepted</u></b> in lieu of the advanced university degree</li> <li>• A project/programme management certification (such as PMP®, PRINCE2®, or MSP®) would be an added advantage.</li> </ul>
<p><b>Experience:</b></p>	<ul style="list-style-type: none"> <li>• At least 5 years of progressively responsible experience working with inter-agency coordination and strategic programme planning processes.</li> <li>• Experience in the development, planning, implementation, monitoring and reporting of programmes.</li> <li>• Experience working in gender equality and women’s rights at the international level is an asset.</li> <li>• Experience working in developing countries within the UN system, Agencies, Funds or Programs is an asset.</li> </ul>
<p><b>Language Requirements:</b></p>	<ul style="list-style-type: none"> <li>• Fluency in English is required</li> <li>• Knowledge of the other UN official working language is an asset.</li> </ul>

## **VII. Conditions of Service**

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity, and satisfactory performance. However, there is no expectation of renewal of the assignment.

### **VII: Mode of application**

All interested and qualified local consultants may download the detailed terms of reference at...and are requested to submit all required documents to [rwanda.offers@unwomen.org](mailto:rwanda.offers@unwomen.org) not later than **19<sup>th</sup> Sept 2022 at 11:59 Kigali time**. Only pre-selected candidates will be notified.

*United Nations Women is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality, and culture.*