



TERMS OF REFERENCE FOR HIRING OF INDIVIDUAL CONSULTANT TO DEVELOP OPDs GENDER MAINSTREAMING STRATEGY IN RWANDA

Work description	Support the development of the Gender Mainstreaming Strategy of Organizations of Persons with Disabilities (OPDs)
Post title	National consultant
Location	Kigali and travel to OPDs Offices
Duration	40 days (between 25 th October and 31 st December 2023)
Contract Supervision	UN Women Rwanda Country Office
Submission Deadline	18 th October 2023
Requested by	Jean de Dieu Ndacyayisenga, jean.ndacyayisenga@unwomen.org
Expected Start Date	Immediately after signing of the contract

INTRODUCTION AND BACKGROUND

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 on 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.

Under the joint programme on strengthening disability inclusion accountability and coordination in Rwanda which is being implemented jointly by UN WOMEN, UNDP, UNICEF, NUDOR, NCPD and MINALOC with the support of the UNPRPD Disability Fund. UN Women concluded the gender audit (March 2023) of seven organizations of persons with disabilities in Rwanda under the programme on strengthening disability inclusion accountability and coordination in Rwanda with the support of the United Nations Partnership on the rights of persons with disabilities (UNPRPD) Fund. The study revealed a number of gender gaps that need to be addressed among organizations of persons with disabilities (OPDs). One of the recommendation toward addressing identified gender gaps was to have or update the organizations of persons with disabilities (OPDs) gender mainstreaming strategies. It is within this scope that UN Women Rwanda Country Office



seeks to hire a National Local Consultant who will facilitate to develop gender mainstreaming strategies as a key policy document that will help organizations of persons with disabilities (OPDs) to improve the quality of policies, programmes and projects to address the needs of both women and men.

OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is to develop organizations of persons with disabilities' (OPD's) gender mainstreaming strategies.

SCOPE OF WORK

The main tasks of the consultancy are the following:

- Review the identified gender gaps in policies, processes and procedures, as well all functions of the organization. These include Human Resource Management, Planning and Budgeting process, composition of committees, participation of men and women in various decisions affecting the organization and its mandate.
- Prepare Inception report: The inception report should detail the consultant understanding of what the consultancy work is aiming to achieve and why; core tasks and proposed methods to carry out the tasks; proposed sources of data and data collection procedures together with data analysis techniques; proposed schedule of tasks, activities and deliverables. The inception report should indicate whether additional support is required to ensure a comprehensive context assessment based on conducted gender audit report. The consultant should present the inception report to organizations of persons with disabilities (OPDs) and UN Women partners for feedback.
- Develop the Gender Mainstreaming Strategy for 7 OPDs in close collaboration with the OPDs gender focal person.
- Submit the draft for review and present the gender mainstreaming strategies for validation
- Finalize and submit the final gender mainstreaming strategies after incorporating the inputs from key stakeholders.
- Develop training materials and deliver Training of Trainers (ToT) on utilization of the Gender Mainstreaming Strategy for 3 days.



EXPECTED DELIVERABLES

No	Deliverables	Submission Required	Timeline
1	Develop Inception Report	<ul style="list-style-type: none"> Review OPDs Gender Audit Report on gaps and recommendations in the OPDs to mainstream gender Submit the inception report 	1 day 2 days
2	Develop Gender Mainstreaming Strategy for organizations of persons with disabilities (OPDs)	<ul style="list-style-type: none"> Draft Gender Mainstreaming Strategy of organizations of persons with disabilities (OPDs) 	25 days
3	Facilitate Validation Workshop and finalize the Gender Mainstreaming Strategy	<ul style="list-style-type: none"> Gender Mainstreaming Strategy with inputs incorporated from the validation workshop Prepare and submit final gender mainstreaming strategies 	7 days
4	Develop Training materials and conduct the ToT training on gender mainstreaming strategy	<ul style="list-style-type: none"> Develop training materials and conduct training of trainers Develop and submit training report 	3 days 2 days

FACILITATION AND REPORTING

The national consultant will be hired for 40 days between 25th October and 31st December 2023. The consultant will work under the supervision of UN Women Country Representative with close collaboration of women economic empowerment programme manager and communication team and with matrix collaboration of the assigned staff members for OPDs. The logistical arrangements of the training and the validation workshop will be done by UN Women.

QUALIFICATION AND EXPERIENCE

The national consultant should have the following qualifications and experiences:

- Master's degree or equivalent in gender/women's studies, development studies, social sciences or related field is required.
- At least 7 years' experience working on Women, Development, gender, disability, diversity and inclusion and/or other relevant fields.



- Proven Prior experience of the similar work (at least 3 documents) of policy or strategy documents in supporting organizations on the development of gender mainstreaming strategies as a priority.
- Demonstrated ability and experience to facilitate capacity-building for adults, senior experts and officials in the areas outlined.
- Experience in working in a diverse team especially in disability sector is an asset.
- The candidate should have creativity, strong organizational ability, capacity to deliver on time, excellent presentation skills and be responsive to feedback.

LANGUAGE

Fluency in oral and written English and Kinyarwanda is required. Knowledge of disability language will be an added value.

APPLICATION PROCEDURE AND DEADLINE

Interested applicants must submit the following document/information to demonstrate their qualifications no later than 18th October 2023.

Technical component:

- Letter of interest explaining why they are the most suitable candidates for the assignment
- Signed curriculum vitae (CV) highlighting the required skills to the assignment not more than 7 pages (CV exceeding these pages will lead the applicant to be disqualified)
- Technical proposal of no more than 3 pages outlining the applicants understanding of the issue to be addressed in the consultation and reviewing the gender audit of organizations of persons with disabilities (OPDs).
- Certificates of good completion for the similar service rendered

Detailed TORs can be found on:

<https://www.undp.org/sites/g/files/zskgke326/files/2023-10/ToR%20FOR%20HIRING%20A%20CONSULTANT%20TO%20DEVELOP%20GENDER%20STRATEGY%20FOR%20OPDs.pdf>

All interested and qualified individual consultants are requested to submit their Cover letter and CVs together with their technical proposals to rwanda.offers@unwomen.org not later than 18th October 2023 at 5:00 pm Kigali Local Time.



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

UN WOMEN is committed to achieving workforce diversity and inclusion in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.