

TERMS OF REFERENCE FOR A SENIOR CONSULTANT IN GOVERNANCE AND LEADERSHIP

Title	Senior Consultant in Participation, Governance and Leadership
Purpose	To provide strategic and technical support to “Participation, Governance and Leadership” Unit - UN Women Rwanda Country office
Location	UN Women Rwanda Country Office
Submission deadline	19 th December 2023
Contract Type	Contract for Consultant
Contract duration	6 months renewable, depending on performance (January-June 2024)
Contract Supervision	Programme Management Specialist, UN Women Rwanda Country Office

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

Placing women’s rights at the center of all its efforts, UN Women leads and coordinates the United Nations system’s 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.

UN Women Rwanda works with the Government institutions, UN Partners, Civil Society Organizations, Women’s organizations and networks, the Private Sector, Development Partners, Academia, the youth, and other key partners including media to promote gender equality and the empowerment of women and girls in the country through its policy advisory support, UN Coordination and programmatic interventions.

In Rwanda, in addition to its normative and coordination interventions, UN Women focuses on three programmatic areas which include: Women’s Leadership and Governance, enabling them to participate and equally benefit from governance systems; Women’s Economic Empowerment for income security, decent work and economic autonomy; as well as Ending violence against women and girls to live a life free from all forms of violence.

The Government of Rwanda (GOR) has demonstrated strong political will and made great strides in developing policies and strategies to support women’s empowerment and the advancement of gender equality, and numerous mechanisms, (including the National Gender machinery, have been instituted to support their implementation. The National Constitution

constitutes the main backbone for the entire legal reform to ensure women's fundamental human rights and freedoms, and equal rights between men and women. Rwanda is also a signatory to a number of international and regional legal instruments that protect the rights of women and gender equalities including the Convention on the Elimination of All forms of Discrimination Against Women (CEDAW, 1980) which guarantee non-discrimination against women. Other International and regional instrument ratified by Rwanda include, Beijing Platform for Action, United Nations Security Council Resolution 1325 (UNSEC 1325), MAPUTO Protocol, among others. This has enabled women and men specific needs to be addressed in national development policies and reforms in legal frameworks and has created a conducive environment for improvement of women and men's livelihood at all levels.

In politics, women's representation in decision-making positions makes Rwanda the world leader in the proportion of women in Parliament (61%). However, challenges persist in terms of law enforcement and generally poor mind set on gender equality. Cultural barriers are still a hindrance to women's leadership especially at local level. Rwanda remains a patriarchal society, where power relations between men and women, boys and girls undermine the social economic and political contributions of girls and women to their own development, that of their families, communities and the Nation. In addition, accountability for gender equality results has not yet been effectively institutionalized in both the public and private sectors; sex disaggregated data is not consistently collected, analyzed and applied. Financing for Gender is still very low; capacity gaps in sector to analyse and mainstream gender constitute a major obstacle to effectively engendering plans, programmes and budget.

Improvements are needed in both strengthening institutional capacities and enhancing cooperation between the gender mechanisms and the key ministries, the civil society organizations and the private sector and other actors in order to increase gender mainstreaming in all sectors, primarily policy implementation, institutional development and budgeting as the means for achieving gender equality.

It is against that background that UN Women Rwanda Country Office is seeking to recruit a Participation, Governance and Leadership Senior consultant, experienced in gender mainstreaming and analysis both within the policies and implementation practices of central and local levels to provide strategic and technical support to "Participation, Governance and Leadership" Unit.

II. SCOPE OF WORK, SPECIFIC TASKS AND RESPONSIBILITIES

The consultant will work under the direct supervision of the Programme Management Specialist of UN Women Rwanda CO, and under the overall supervision of UN Women Representative.

The detailed scope of work and responsibilities of the assignment are as follows:

UN Women Rwanda is continually updating its strategic note, programme documents and thematic papers to strengthen its strategic and operational engagement and relevance on GEWE, especially on Women's Participation, Governance and Leadership.

1. The consultant will provide technical support in the design, planning and implementation of the Participation, Governance and Leadership portfolio including gender-responsive planning and budgeting; providing capacity building to UN Women staff, and partners as needed.
2. S/he will provide support in reporting on normative commitments and strengthening of partnerships.
3. S/he will also work in close collaboration with the broader programme and operations team, UN Women RO, Government officials, Members of Parliament, multi and bi-lateral donors, other UN Agencies, and civil society, ensure successful UN Women programme implementation, including through joint programming.
4. With the lessons from the national implementation and global evidence, the Rwanda Country Office will continue to explore innovative approaches to GEWE. The Consultant will support the CO's Resource Mobilization efforts through developing substantive briefs, concept notes and proposals on possible areas of women's Leadership and Participation in line with government priorities under its vision 2050, United Nations Sustainable Development Cooperation Framework (UNSDCF) and UN Women Strategic Note.

III. CONTRACT PERIOD AND WORK LOCATION

The period of this consultancy is from January – June 2024. The consultant will be based in Rwanda, Kigali Office.

IV. EXPECTED DELIVERABLES

Expected deliverables include:

- Provide Technical inputs, reviews, and strategic advice to strengthen programmatic approaches/interventions from a GEWE lens through review of Programme/project documents, UN Women's new Strategic Note, draft reports, ToRs, thematic papers as well as key strategy papers.
- Preparation of policy briefs or policy papers to contribute to UNW Rwanda knowledge building by providing technical reviews and strategic advice.
- Quality assurance of knowledge products/research studies and sharing best practices and lessons learned from global and regional experiences on Gender normative

commitments, women leadership and political participation, intergenerational dialogue, and other issues related to governance, inclusive women leadership and participation;

- Design/convene/ participate in various thematic dialogues, consultations, expert group and multi-stakeholder meetings/workshops on policy debates on relevant issues for knowledge building and public advocacy related to governance and women leadership and participation and when required, provide technical support to events and strengthen UN Women's coordination with other stakeholders.
- Develop substantive briefs, concept notes and proposals on possible areas of resource mobilization on governance, inclusive leadership and participation;
- Provide technical inputs to strengthen proposal/ concept notes for resource mobilization.
- Design and conduct capacity development initiatives (including trainings and workshops) for UN Women staff, government officials, women representatives, civil society partners and/or development partners in Rwanda on issues related to Women's Participation and Leadership.

V. REQUIREMENTS AND QUALIFICATIONS

- At least a master's degree or equivalent in human rights, law, public administration, political science, economics, social sciences, Gender/Women studies, international development, or a related field.
- Minimum 10 years' progressively responsible experience at the national and international level in design, planning, implementation, monitoring and evaluation of development programmes.
- Technical experience in gender mainstreaming and governance, preferably with field experience in managing and/or overseeing programmes in this area.
- Experience in leading/managing a team.
- Experience and/or knowledge of the Rwandan context is a very strong asset.
- Proven experience in mainstreaming gender into national, regional/global frameworks.
- Excellent proven communications and negotiation skills.
- Experience working in the UN System is an asset.
- Fluency in English is required.
- Knowledge of other UN official working languages is an asset.

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How to apply

Interested consultants should submit electronic copies of Technical proposals via email to rwanda.offers@unwomen.org; not later than **19 December 2023 at 5pm Kigali time**. Only pre-selected candidates will be notified. The technical proposal should contain at least: CV, copies of academic credentials, 3 certificates of good completion of previous related consultancy work as well as a technical proposal document showing the understanding of the intended scope of work, detailed methodology, and work plan. Applications should be addressed to:

***The UN Women Country Representative,
Kigali-Rwanda***

COMPETENCIES

Core Values and Guiding Principles:

- **Integrity:** Demonstrate consistency in upholding and promoting the values of UN Women in actions and decisions, in line with the UN Code of Conduct
- **Professionalism:** Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work
- **Cultural Sensitivity and Valuing Diversity:** Demonstrate an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrate an international outlook, appreciating difference in values and learning from cultural diversity.

CORPORATE COMPETENCIES:

- **Ethics and Values:** Demonstrate and safeguard ethics and integrity.
- **Development and Innovation:** Take charge of self-development and can take initiative.
- **Work in a team:** Demonstrate the ability to work in a multicultural environment and to maintain effective working relations with people of different national and cultural backgrounds.
- **Communicating and Information Sharing:** Facilitate and encourage effective open communication.
- **Self-management and Emotional Intelligence:** Stay composed and positive even in difficult moments, handle tense situations with diplomacy and tact, and have a consistent behavior towards others.
- **Conflict management:** Surface conflicts and address them proactively acknowledging different feelings and views and directing energy towards a mutually acceptable solution.
- **Continuous Learning and Knowledge Sharing:** Encourage learning and sharing of knowledge.
- **Time and Workload Management:** Able to manage a large volume of work possibly under time constraints.

FUNCTIONAL COMPETENCIES

- Excellent knowledge of gender equality, gender-responsive governance, women's leadership and political participation
- Excellent programme planning, formulation, implementation, management and monitoring skills, including strong knowledge of results-based management.
- Team management skills
- Ability to develop detailed operational plans and budgets, and deliver on them
- Ability to synthesize programme performance data and produce analytical reports to inform management and strategic decision-making
- Excellent networking and partnerships-building skills
- Ability to interact with donors, identify and analyze trends, opportunities and threats to fundraising
- Ability to perform qualitative and quantitative research, and use evidence to inform policy advocacy and technical advice
- Excellent analytical and communications skills; ability to write high-quality papers, speeches, briefings and reports.
- Strong knowledge of programme development, implementation, results-based management and reporting.