



### TERMS OF REFERENCE

<b>Position</b>	Local Consultant to facilitate the training on gender mainstreaming and disability-inclusive programming and budgeting
<b>Type of the contract</b>	SSA Consultant
<b>Organizational Unit</b>	UN Women Rwanda Country Office
<b>Duty Station</b>	In person and virtual workshop
<b>Application Deadline</b>	8 <sup>th</sup> April 2022
<b>Duration:</b>	34 days during the period of 15 <sup>th</sup> April to 31 <sup>st</sup> December 2022
<b>Supervision:</b>	Programme Officer for WEE and Communications Officer, 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; 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 center 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. 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 initiatives, results and programmes as well as for raising awareness about key issues of gender equality and women's empowerment without leaving behind women's and girls' with disability.

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 lives for a Country. The program aims to strengthen disability inclusion accountability and coordination in Rwanda by creating a conducive environment for disability inclusion. 2030 sustainable development agenda also considered disability inclusion under the target goal 5 on gender equality, Goal 10: Reduce inequality; Goal 16: Peace and Justice Strong institutions and Goal 17 on partnership for the goals. 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.

The key challenges of disability inclusion are limited participation of persons with disabilities in the planning, implementation, monitoring and evaluation of national programs, partners, OPDs and UN agencies as well as low level of implementation of certain provisions, laws, policies and strategies on disability inclusion. Additionally, even with programs that specifically focus on persons with disabilities, the consideration of gender and vulnerable or marginalized groups of persons with disabilities – for example, those with psychosocial disabilities is quite minimal. Finally, accountability and ownership of disability inclusion programs still need to be strengthened together along with a comprehensive approach in addressing mentioned challenges through training and workshops on disability mainstreaming, implementation of the national disability policy, review of a legal framework, strengthening multi-stakeholder coordination, evidence-based programming and effective monitoring of CRPD and disability-related SDGs through the collection of data disaggregated by disability and gender (regularly updating the disability management information system (DMIS) indicators.

Developing and strengthening key stakeholders' staff capacity and competence with regard to disability inclusion is essential for the successful mainstreaming of a disability perspective into policies and programs in Rwanda. Stakeholders Staff members who are responsible for program design and implementation, as well as those responsible for technical advisory services, require capacity development to ensure that a human rights-based approach to disability is reflected in their work at all times from their full understanding knowledge and skills on disability inclusion. Capacity gaps will be addressed comprehensively and systematically through awareness-raising workshops and training, at individual, entity and system-wide levels.

Within this scope, UN Women Rwanda Country Office seeks to hire a local consultant to organize and facilitate the training workshops for key stakeholders of the Ministry of Local Government, National Council of Persons with Disabilities, Organization of Persons with Disabilities and United Nations Staff on gender mainstreaming in disability inclusion and gender disability-inclusive programming and budgeting of the person with disabilities.

## **II. SCOPE OF WORK AND SPECIFIC TASKS**

The training workshop facilitator will organize, facilitate and report the training workshop on gender mainstreaming in disability inclusion in programming, budgeting and policies that protect the rights of persons with disabilities, especially women and girls.

The training workshop facilitator will work closely with UN Women Rwanda Women Economic Empowerment Programme Officer and communication team to perform the following tasks:

- Prepare and submit the inception report for the training workshop on gender mainstreaming in disability inclusion as well as disability-inclusive programming and budgeting of women and girls with disabilities. The report should detail the module content, objective, time, methodology and tools, etc.
- Develop training workshop methodology for gender mainstreaming in disability inclusion and gender disability-inclusive programming and budgeting of persons with disabilities by considering all forms of disabilities
- Assess the training needs in the preparation of the training for logistic purposes but also training content-wise to ensure full participation of all people with disabilities during the training workshops
- Update accordingly the submitted inception module or manual on gender mainstreaming in disability inclusion and gender disability-inclusive programming and budgeting of persons with disabilities based on participants' training' need assessment report.
- Facilitate the training workshop on gender mainstreaming in disability inclusion
- Produce the quality standard training workshop report in line with UN Women's communication and reporting guidelines.

- Modify, review and edit materials as required, in close consultation with UN Women Rwanda Communication team.
- Prepare media insight notes during the training workshop for communication review
- Submit a consolidated final report to UN Women for the completed assignments

### III. DELIVERABLES AND TIMELINE

Deliverables	Timeframe	Payment Schedule
<p><b><u>Delivery 1:</u></b></p> <ul style="list-style-type: none"> <li>• Develop and submit the inception report showing the understanding of the tasks, detailing the training methodology, detailed agenda, specific time, tools and materials</li> <li>• Submit a training module/ manual on the customized Gender Equality and Gender Mainstreaming in disability inclusion for women and girls;</li> <li>• Submit an updated module on disability inclusion and disability-inclusive programming and budgeting</li> </ul>	15 Days	30% of the payment shall be paid upon submission of Deliverable 1 and all acceptance and Clearance by the UN Women supervisory team
<p><b><u>Delivery 2:</u></b></p> <ul style="list-style-type: none"> <li>• Conduct training workshop's needs assessment of the participants after consultation with selected partners' participants and prepare the training workshop need assessment report.</li> <li>• Update the Gender Equality and Gender Mainstreaming module/manual in disability inclusion for women and girls according in line with the training need assessment report</li> <li>• Design and develop session plan and contents of the 3 days training after updating the training module</li> <li>• Develop tools for monitoring the status of an implementation plan by the partners' institution</li> </ul>	5 Days	5% of the payment shall be paid upon the submission and approval of the delivery 2 by UN Women
<p><b><u>Delivery 3:</u></b></p> <ul style="list-style-type: none"> <li>• Conduct and Facilitate the training workshop for partners-participants (Organization of Persons with Disabilities) on gender mainstreaming in disability inclusion (3 days)</li> <li>• Conduct and facilitate the training workshop for UN Staff on gender disability-inclusive programming and budgeting and policies that protect the rights of persons with disabilities (3 days)</li> <li>• Support participants in developing their Gender Mainstreaming plan for their institutions during the training</li> <li>• Prepare media insight notes during the training workshop for communication review</li> <li>• Submit quality standard training workshop report for each session in line with UN Women communication and reporting guidelines (4 days)</li> </ul>	3 days  3 days  4 days	50% (25% each training session) of payment shall be paid upon submission of Deliverable 3 and approval by the UN Women
<p><b><u>Delivery 4:</u></b></p>	4 Days	15% of the payment shall be

<ul style="list-style-type: none"> <li>• Submit Final report to UN Women on the detail assignment upon completion of all services</li> <li>• Follow-up on the partners' action plan implementation and consolidation of quarterly report implementation progress</li> <li>• Document the training outcomes progress report in the last quarter of 2022</li> </ul>		paid upon the submission of the delivery 4 and approval by UN Women Country Office
Total	34 Days	100%

#### IV. DURATION OF ASSIGNMENT AND DUTY STATION

The duration of the consultancy will be 34 days spread out in the period from 15<sup>th</sup> April 2022 to 31<sup>st</sup> December 2022. The consultant will be engaged on a job-by-job basis according to the availability of the participants.

#### V. CONTRACT SUPERVISION

The consultant will work in close cooperation with the Women Economic Empowerment Programme Officer and Communication team that will be responsible for the quality assurance of the deliverables under the overall supervision and guidance of UN Women Head of Programme.

#### VI. FINANCIAL ARRANGEMENTS

Payment will be done in separate instalments upon delivery of services as highlighted above and certification by the Country Office.

The consultant's performance will be evaluated against the deliverables' approvals by UN Women technical team mentioned under point V. All deliverables must meet the specified requirements and be signed off as acceptable by the Hiring Manager.

#### VII. QUALIFICATIONS AND EXPERIENCE

##### Education

- Master's degree in development studies, social sciences, women's and gender studies, disability studies and development, laws and human rights studies and other relevant subjects

##### Experience

- Minimum 10 years of experience in conducting and facilitating training for the professional and civil servant participants, especially related to gender mainstreaming for women and girls and disability inclusion.
- Proven working experience with UN, Government, Private and international organizations in the area of facilitating training and reporting in gender mainstreaming and disability inclusion
- Experience in participatory skills training facilitation and demonstration with gaming materials especially for persons with disabilities
- Experience in the development of communications materials on gender and disability is an asset

**Note:** Qualified candidates must submit necessary documents to substantiate the above eligibility criteria including certificates of good completion for similar assignments in disability inclusion. Proposals that do not submit /meet above mentioned eligibility criteria will not be considered for further evaluation.

## Competencies

- Proven facilitation and presentation skills
- Proven skills of module development in gender mainstreaming and disability inclusion in programming and budgeting
- Proven creative skills in facilitating the adult learning facilitation for persons with disabilities
- Solid understanding of women's disability inclusion and gender mainstreaming
- Proven skills in writing and reporting for UN reports and other professional reports
- Proficiency in English is mandatory and Kinyarwanda language is an asset

## Evaluation of applicants:

The candidates will be evaluated in three stages: according to minimum qualification criteria; technical and financial evaluation.

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- Master's degree in development studies, social sciences, women's and gender studies, disability studies and development, laws and human rights studies and other relevant subjects.
- At least 10 years of professional experience in facilitating training workshops and reporting on gender mainstreaming and disabilities.

The short-listed individual consultants will be further evaluated based on a cumulative analysis scheme, with a total score being obtained upon the combination of weighted technical and financial attributes. Cost under this method of analysis is rendered as an award criteria, which will be 30% out of a total score of 100 points.

Evaluation of submitted offers will be done based on the following formula:

Technical evaluation will be represented through a desk review of applications and further interview if needed only, depending on the short-listed candidates' qualifications.

Only candidates obtaining a minimum of 70 points would be considered for the Financial Evaluation.

**A) Technical evaluation criteria (including minimum qualifications):** The technical part is evaluated based on its responsiveness to the Terms of Reference (ToR).

#	Criteria for technical evaluation	Scoring	Max. Points
1	Master's degree in development studies, social sciences, women's and gender studies, disability studies and development, laws and human rights studies and other relevant subjects	Master's degree - 10 pts Bachelor's with relevant experience – <10 pts	10
2	Minimum 10 years of experience in conducting and facilitating training for the professional and civil servant participants, especially related to gender mainstreaming for women and girls and disability inclusion.	10 years and above – 25 pts Less than 10 years <10 pts	25
3	Proven working experience with UN, Government, Private and international organizations in the area of facilitating training and reporting in gender mainstreaming and disability inclusion	No – 0 pts Yes – 10 pts	10

4	Experience in participatory skills training facilitation and demonstration with gaming materials especially for persons with disabilities	No – 0 pts Yes – 15 pts	15
5	Experience in the development of communications materials on gender and disability is an asset	No – 0 pts Yes – 10 pts	10
6	Financial evaluation	No – 0 pts Yes – 30 pts (low price and high less score)	30
<b>Maximum total technical scoring:</b>			<b>100</b>

**B) Financial evaluation:**

*In the Second Stage, the financial proposal of candidates, who have attained a minimum 70% score in the technical evaluation will be evaluated whereby the candidate with less price will score a maximum score of 30 points*

**C) WINNING CANDIDATE**

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

**D) Application procedure:**

The following documents should be submitted as part of the application:

1. Cover letter and detailed CV to include a brief overview in English about which of your previous experiences makes you the most suitable candidate for the advertised assignment and both should not exceed 6 pages maximum with completion certificates.
2. Submit the technical proposal showing the understanding of the assignment
3. Complete and submit the Price Proposal Guideline and Template as the attached annexes of the ToRs
4. Financial proposal (in Frw) - specifying cost breakdown as per Annex I and II.

**Please note that only applicants who are short-listed will be contacted.**

## **Annex I: Price Proposal Guideline and Template**

The prospective Individual Consultant should take the following explanations into account during the submission of his/her price proposal.

### **1. Fee**

The price proposal should indicate a "lump sum amount" which is "all-inclusive"; All costs (professional fees, communications, consumables during field related missions, etc.) that could be incurred by the Contractor needs to be factored into the proposed price.

UN Women will not withhold any amount of the payments for tax and/or social security related payments. UN Women shall have no liability for taxes, duties or other similar charges payable by the Individual Contractor in respect of any amounts paid to the Individual Contractor under this Contract, and the Contractor acknowledges that UN Women will not issue any statements of earnings to the Individual contractor in respect of any such payments.

### **2. Travel costs**

Not applicable.

### **3. Daily Subsistence Allowance**

Not applicable.

### **4. Currency of the price proposal**

The applicants are requested to submit their price proposals in Frw (Rwandan Francs)

## Annex II: Price Proposal Submission Form

**To:** United Nations Entity for Gender Equality and the Empowerment of Women

**Ref:** Training Facilitator Consultant

Dear Sir / Madam,

I, the undersigned, offer to provide professional consulting services to UN Women within the scope of the referred Assignment.

Having examined, understood and agreed to the Terms of Reference and its annexes, the receipt of which is hereby duly acknowledged, I, the undersigned, offer to deliver professional services, in conformity with the Terms of Reference.

My maximum total price proposal for the assignment is given below:

Deliverables	Estimative Quantity	Number of Days	Total Estimative Products	Price per Unit per Product (Frw)	Total Price (Frw)
Develop and Submit the inception (understanding of the task) report detailing the training methodology, detailed agenda, specific time, tools, materials and facilitator	1 product	15	1 product		
Submit the customized Gender Equality and Gender Mainstreaming module/manual in disability inclusion for women and girls	1 product		1 product		
Submit training module on gender disability-inclusive programming and budgeting and policies that protect rights of persons with disabilities	1 Product		1 Product		
Conduct training workshop's needs assessment of the participants after consultation with selected partners' participants and prepare the training workshop need assessment report.	1 product	5	2 Products		
Update the Gender Equality and Gender Mainstreaming module/manual in disability inclusion for women and girls according in line with the training need assessment report	1 Product		1 Product		
Design and develop session plan and contents of the 3 days training after updating the training module	1 product		1 Product		
Develop tools for monitoring the status of an implementation plan by the partners' institution	1 Product		1 Product		
Conduct and Facilitate the training workshop for partners-participants on gender mainstreaming in disability inclusion (3 days)	1 Product	10	1 Product		
Conduct training of UN Staff on gender disability-inclusive programming and budgeting and policies that protect rights of persons with disabilities (3 days)	1 Product		1 Product		
Support participants in developing their Gender Mainstreaming capacity building plan for their institutions	1 Product		1 Product		



Submit quality standard training workshop report in line with UN Women communication and reporting guidelines	1 Product		2 Products		
Submit Final report to UN Women on the detail assignment upon completion of all services	1 Product	4	1 Product		
Follow-up on the partners' action plan implementation and consolidation of semi-annual report implementation progress	1 Product		3 Product		
Document the training outcomes progress report in the last quarter of 2022	1 Product		1 Product		
	<b>Total (FRW)</b>				

I confirm that my financial proposal will remain unchanged. I also confirm that the price that I quote is **gross**, and is inclusive of all legal expenses, including but not limited to social security, income tax, pension, etc., which shall be required applicable laws.

I agree that my proposal shall remain binding upon me until the end of 2022.

I understand that you are not bound to accept any proposal you may receive.

[Signature]

Date:

Name:

Address:

Telephone/Fax:

Email: