



Terms of Reference

Consultancy Title	International Consultant to document UN Women's contribution to Gender Equality and Women's Empowerment in Rwanda
Organizational Unit	UN Women Rwanda
Department	Communications and Knowledge Management
Type of Contract	Individual Contract
Post level	International Consultant
Languages Required	English
Location	Home Based (Might require travel to Rwanda)
Starting Date	15 September 2020
Duration of Assignment	Three (3) months

BACKGROUND

UN Women 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, UN Partners, Civil Society Organizations, the Private Sector, Development Partners, Academia, the youth and other key partners to promote gender equality and the empowerment of women and girls in the country through its programmatic interventions.

The objective of the Assignment:

UN Women seeks to engage a consultant to document its contribution to gender equality and the empowerment of women in Rwanda. Building on the previous publication "Towards Gender Equality in Rwanda" that was published in 2016, this documentation seeks to capture the progress made since then across various pillars including: Leadership and Political Participation, Women's Economic Empowerment, Ending Violence Against Women, HIV/AIDS, among others. As the journey to gender equality is a collective endeavor, the publication is to not only capture the UN Women perspective, but also that of its partners across diverse sectors.

DESCRIPTION OF RESPONSIBILITIES & OUTPUTS

Duties and Responsibilities:

Under direct supervision of the Communications Officer and overall guidance from the Country Representative, working together with the programmes team, the consultant is expected to:

- Develop a publication that comprehensively captures UN Women's contribution to Gender Equality and the empowerment of women and girls in Rwanda under UNDAP 1 2016-2018 and show how the work has moved forward under UNDPA 11 (2018-2020)
- Conduct various interviews with beneficiaries, implementing and developing partners to capture key results, lessons learnt and challenges to inform the publication

Deliverables	Timelines
Report outline	30 September
Secondary data collection and review, and interviews	15 th October
Draft Report for review	1 st November
Revised report based on recommendations and feedback from UN Women	1 st December

COMPETENCIES

Functional Competencies:

- Excellent writing skills;
- Strong understanding of and commitment to gender equality and women's empowerment;
- Experience and a proven record of communicating and reporting on gender equality across different sectors;
- Experience and knowledge in the various functions of programme monitoring and evaluation;
- Excellent analytical and research skills;
- Excellent organizational skills;
- Self-management;

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 is able to take initiative
- **Work in a team:** Demonstrate the ability to work in a multicultural, multiethnic 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

RECRUITMENT QUALIFICATIONS:

Education:

- Master's Degree in international relations, communications, gender, social science, or any related field;

Experience:

- Professional experience of at least 5 years' experience in documentation, creative writing and editing.
- Substantial consultancy experience with a record of providing high-quality, creative, documentations for clients.
- Excellent writing and research skills
- Demonstrated analytical and report writing skills
- Previous experience within the UN system is considered an advantage.

Language:

- Excellent communication skills (written and oral) in English is required;
- Working knowledge of another UN language (French) is an advantage

How to apply

Interested candidates are encouraged to submit an electronic application to rwanda.offers@unwomen.org not later than July 21st August 2020. The Submission package includes:

- Updated CV
- Cover letter
- Samples of previous related work