

## TERMS OF REFERENCE

### I. Position Information

<b>Post Title:</b>	<b>Consultant to Facilitate UN Women Rwanda Planning Retreat</b>
<b>Category:</b>	Special Service Agreement (SSA)
<b>Duration:</b>	8 days (February 2020)
<b>Location:</b>	Rwanda

### 1. 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.

Annually, UN Women Rwanda country office organizes a retreat to plan, increase team spirit and build harmony by having the same understanding of the implementation plan of the approved Annual Work Plan (AWP), to improve the coordination and internal communication. The staff retreat also provides staff an opportunity to reflect on the major achievements, challenges and lesson learnt of the past year. It is also an occasion for all staff to look forward to future's priorities, areas that require improvements or more attention.

The Key objectives for the 2020 UN Women Rwanda country office retreat will include:

- ❖ Develop a detailed implementation plan of the AWP,
- ❖ Finalize the office procurement plan for 2020
- ❖ Strengthening team work.

It is in this context, that the Country office is looking for the services of a qualified consultant to prepare and provide facilitation of the office retreat scheduled for the third week of February 2020.

### 2. Responsibilities/ Functions

Under the overall supervision of the Representative, the consultant will undertake the following;

- a) Develop the agenda in consultation with the Representative and the Head of programmes recommending the appropriate set up and sessions to accommodate the above objectives.
- b) Prepare the sessions and exercises and submit a detailed plan for the facilitation of the retreat.
- c) Conduct role-plays and interactive discussion that will foster team spirit and increase confidence among the staff.
- d) Organize sessions utilizing a creative and dynamic approach to unleash the full potential of staff, openness and communication between staff members.
- e) Organize all needed means and tools for the sessions.
- f) Facilitate the planning and team retreat session according to the agreed agenda.

## Key Deliverables

The consultant is expected to:

- Prepare the retreat agenda with a clear description of each session,
- Ensure that all retreat sessions are effectively facilitated,
- Submit a retreat report.

### **Outcome:**

By the end of this retreat, UN Women Rwanda Country Team will be familiar with the office implementation plan, the team spirit will be strengthened, and the staff collectively aligned to the common goal.

### **Duration**

It is expected that the entire assignment will be undertaken in 8 days:

- Preparation: 2 days
- Workshop facilitation: 4 days
- Reporting: 2 days

## Competencies

### **Core Values/ Guiding Principles:**

- Demonstrate consistency in upholding and promoting the values of UN Women in actions and decisions, in line with the UN Code of Conduct.
- Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work.
- 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.

### **Core Competencies:**

- Demonstrate and safeguard ethics and integrity.
- Demonstrate corporate knowledge and sound judgment.
- Demonstrate ability to work in a multicultural, multi ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.
- Stay composed and positive even in difficult moments, handle tense situations with diplomacy and tact, and have a consistent behavior towards others.
- Encourage learning and sharing of knowledge.

### **Functional Competencies:**

- In-depth knowledge of gender equality and women's rights issues,
- Demonstrate proven experience in facilitating retreats or big meeting,
- Demonstrated ability to produce clear reports and guidance with in-depth analysis and strategic recommendations in English in the relevant area,
- Good communication and interpersonal skills; ability to clearly deliver a message, listen, mentor and coach,
- Demonstrate capacity in organizational behavior,
- Ability to complete complex assignments in a timely manner and delivery quality results.

<b>Recruitment Qualifications</b>	
<b>Education:</b>	Master's Degree in the field of Social Sciences, Gender Equality, Human Rights, Law, Human Resources Management, Program Management, or a closely related field.
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ At least 8 years of relevant experience in facilitating staff retreats and preparation of Team Building for UN Agencies,</li> <li>▪ Demonstrated knowledge and advanced skills in Strategic Planning and staff development,</li> <li>▪ Proven track record of facilitating staff retreat with participatory approach,</li> <li>▪ Excellent facilitation and communication skills in English (oral and written),</li> <li>▪ Excellent reporting and analytical skills necessary for capturing the appraisals and suggestions that will emerge from the interactive sessions during the retreat,</li> <li>▪ Flexible nature and ability to adapt to changing directions/thinking that may occur during the Retreat,</li> <li>▪ Excellent interpersonal skills,</li> <li>▪ Knowledge and experience from working with the UN system.</li> </ul>
<b>Language Requirements:</b>	<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills in English</li> </ul>
<b>How to apply</b>	<ul style="list-style-type: none"> <li>• Please send your application to the following email address: <a href="mailto:rwanda.offers@unwomen.org">rwanda.offers@unwomen.org</a> not later than 12<sup>th</sup> February 2019.</li> </ul>