



## **TERMS OF REFERENCE FOR RECRUITING A COORDINATOR OF NGFC SECRETARIAT**

### **1. Background**

Rwanda is signatory to a number of key international conventions, charters and human rights instruments aimed at accelerating progress toward gender equality including the Beijing Platform for Action, the Convention on Elimination of all forms of Discrimination against Women, the Millennium Development Goals, the United Nations Security Council Resolution 1325, the Universal Declaration of Human Rights of 10th December 1948. Rwanda is also currently implementing its National Strategy for Transformation (NST1) aligned to SDGs and African Agenda 2063. All these instruments highlight gender mainstreaming as an important approach for sustainable development.

The National Policies on Gender, GBV and Family and their Strategic Plan give direction to MIGEPROF and line institutions as well as to all stakeholders on strategic interventions to achieve progress towards gender equality and family promotion in Rwanda. The National Gender and Family Cluster is a coordination mechanism that aims at supporting MIGEPROF, Gender Machinery and key stakeholders in promoting gender equality, family promotion and women empowerment as well as utilizing partners' synergies to improve interventions and avoid duplication.

### **2. Rationale for Recruiting a NGFC Secretariat Coordinator**

While significant progress towards gender equality, family promotion and women empowerment has been made, evidence shows that, challenges still remain. There is still duplication of activities and efforts between MIGEPROF & its stakeholders, unclear stakeholder's coordination challenges and limited joint planning and monitoring stakeholder's interventions. It is in this regard that a NGFC Secretariat Coordinator shall be recruited to strengthen collaboration and coordination of gender equality, family promotion and women empowerment interventions by

sharing experiences, generating new ideas, identifying gaps, lobbying and advocating for achieving GEWE in all sectors.

### **3. Overall Objective of the assignment**

The overall objective of the Gender and Family Secretariat Coordinator is to enhance coordination of stakeholders intervening in the areas of gender, family promotion & women empowerment.

### **4. Main Tasks**

The main tasks of the assignment are to:

- Provide overall coordination of the NGFC work and report regularly to MIGEPROF Management,
- Facilitate the elaboration and review of NGFC strategic plan in close collaboration with MIGEPROF management and stakeholders and ensure its smooth implementation;
- Mapping and producing a database of stakeholders both at central and local levels;
- Ensure close collaboration between national GFC and district level GEWE and family Coordination mechanisms through regular communication and reporting to MIGEPROF;
- Participate and facilitate preparation of sub-cluster annual and other periodic work plans, monitor and evaluate implementation progress;
- Establish a partnership and fund mobilization strategy with key stakeholders to ensure its smooth implementation;
- Engage networks with national authorities and relevant government agencies, where applicable and support existing coordination mechanisms
- Develop a proposal on how the NGFC secretariat should be restructured to make it more relevant and innovative in addressing GEWE and Family related concerns in the sector at the national level and local level (Districts);
- Provide technical support to the development of relevant advocacy and policy documents to address GEWE and family issues through various key partners;
- Organize joint field missions with sub/clusters members for follow up and monitoring
- Facilitate sub-cluster quarterly technical working group & bi-annual SC meetings & follow up the implementation of the recommendations of these meetings.
- To support the development of a compendium of women leaders in different sectors in Rwanda.

### **5. Scope of work and reporting arrangement**

A dedicated National Gender and Family Cluster Coordinator will be deployed at MIGEPROF to provide day-to-day support to operationalize the NGFC Secretariat. The assignment will largely be carried out in Kigali with minimal travel in up country.

The Coordinator will mainly work with MIGEPROF stakeholders & donors and will work under the direct supervision of Permanent Secretary with support from other relevant MIGEPROF departments.

## **6. Key Deliverables**

The following deliverables are expected from the Coordinator:

1. A NGFC Strategic Plan;
2. A consolidated joint annual work plan of the stakeholders planned activities and its M&E framework;
3. A mapping report of stakeholders both at central and local level in Gender and Family cluster;
4. Development of a compendium of women leaders in different sectors in Rwanda;
5. A partnership and fund mobilization strategy with key stakeholders;
6. Organize Joint field visit involving stakeholders;
7. Proposal of NGFC Secretariat structure
8. Report/minutes of NGFC SC & Sub-Cluster periodic meetings.

## **7. The Coordinator Profile and Qualification**

- The incumbent must at least hold a master's degree with 10 years of experience in Gender studies, Institutional development, Developmental studies, Social Sciences, Economics, Management, Project management and any related field. A bachelor's degree in combination with extensive experience on Gender Equality will be considered in lieu of Master's degree.
- At least 05 to 10 years of progressively responsible professional experience in the area of gender, project management, and socio-economic policy;
- 05 to 10 years of research background in socio-economic development and gender;
- Excellent presentation skills in cross-cultural setting, including the ability to develop high quality written reports;
- Computer literacy and familiarity with standard office computer applications;
- Ability to work in team and under minimum supervision;
- To have a strong command in English, French and Kinyarwanda.

**NB:** Those who had applied before will be considered without re-applying!