

TERMS OF REFERENCE

UPDATE THE NATIONAL WOMEN EMPOWERMENT STRATEGY

1. BACKGROUND

Rwanda National Women's Council (NWC) is an institution established by the Constitution of 2003 as amended to date with a mandate of empowering women through (1) mobilisation of women to participate in development programs, (2) capacity building of women in different areas and (3) advocate for the resolution of women's problems. It is in this regard that to ensure effective empowerment of Rwandan women, the National Women's Council conducted a women capacity/skill needs assessment in 10 Districts (Kicukiro, Nyarugenge, Gakenke, Musanze, Nyaruguru, Huye, Nyamasheke, Rubavu, Kirehe and Rwamagana), a mapping of existing opportunities towards women empowerment in 30 Districts and developed a national women empowerment strategy.

The developed strategy is aligned with National Priorities especially Rwanda Vision 2020, EDPRS II and other existing national, regional and international commitments on Women Empowerment and Gender Equality. The strategy should be also updated and aligned with international and national new developments such as the Sustainable Development Goals (SDGs), the National Transformation Strategy and Vision 2050 under development; (NTS 1 and 7 years Government Program) to be adopted very soon. So far, a draft document has been developed and needs to be updated, proofread and designed and later printed for dissemination.

It is within this background that UN Women is seeking to recruit, on behalf of the National Women Council, a consultant firm or team of consultants to update national women's empowerment strategy. The aim is to ensure the objectives; expected results and deliverables assigned to the consultant firm or team of consultants that will be hired to update the national women's empowerment strategy are effectively being delivered according to the approved terms of reference.

II. OBJECTIVE OF THE CONSULTANCY

The objective of the consultancy is to come up with an updated national women empowerment strategy across EDPRS II sectors and National Transformative Strategy through a women

capacity/skills assessment in 10 Districts Kicukiro, Nyarugenge, Gakenke, Musanze, Nyaruguru, Huye, Nyamasheke, Rubavu, Kirehe, Rwamagana and mapped existing opportunities towards women empowerment in 30 Districts. This strategy should come along with its own executive summary.

III.SPECIFIC OBJECTIVES

- Based on EDPRS /NTS sectors, carry out a situational analysis of existing women empowerment interventions in public, private, Civil Society Organizations and religious institutions and identify gaps, key achievements, challenges, causes, baseline indicators and key entry points for women empowerment to update the existing situational analysis.
- Update and finalise the socio- economic categorisation of women in 10 following Districts: Kicukiro, Nyarugenge, Gakenke, Musanze, Nyaruguru, Huye, Nyamasheke, Rubavu, Kirehe, Rwamagana. 2 Districts per Province and Kigali City per EDPRS sectors/in different domains (Eg.socio-professional).
- Update and finalise a women capacity/skill needs assessment conducted in 10 Districts and developed comprehensive and budgeted women empowerment strategy to empower women by socio-economic category across EDPRS/NTS sectors.
- Update and finalize the mapped existing opportunities towards women empowerment in 30 Districts.
- Update and finalize the developed national strategy for women empowerment across EDPRS II /NTS Sectors that can be used as a tool for empowering women (by socio-economic category) in all political and programmatic interventions planned and implemented at national and district level.
- Provide National women's Council monitoring and evaluation system/framework to report on women empowerment under EDPRS II sectors reporting mechanism

III. EXPECTED RESULTS

- i.The situation analysis on women empowerment carried out to find out achievements, gaps, causes, opportunities with baseline indicators updated.
- ii.Women socio- economic categorisation in 10 Districts updated;
- iii.Existing mapped opportunities towards women empowerment in 30 Districts updated
- iv.Women empowerment strategy developed across the EDPRS sectors including a monitoring, evaluation and reporting system with the realistic and achievable indicators updated

- v. Action plan for the women empowerment strategy implementation including a logical framework with key operational actions, indicators, responsible institutions, cost of interventions, time lines necessary to implement the plan updated

IV. DELIVERABLES

The consultant in his/her technical bid document will develop a conceptual framework including a detailed methodology, research instruments and detailed work plan. The consulting firm or team of consultants will prepare and present draft and final updated reports to be discussed and validated by stakeholders in accordance with the timeline. Proposal

The specific deliverables include:

- i. Inception report with detailed methodology and work plan;
- ii. Develop and present a checklist of empowered women by domain/sector drawn from EDPRS II;
- iii. An updated situation analysis including primary and secondary data presented by December 2017;
- iv. Update the draft report on Socio-Economic categorisation of women presented in 10 Districts by December 2017;
- v. Based on the existing capacity need assessment in 10 districts, draft report of comprehensive and budgeted capacity building plan to empower women across EDPRSII presented by December 2017
- vi. Update the draft mapping report of existing Opportunities in 30 Districts presented by December 2017
- vii. Draft and updated national women empowerment strategy presented by December 2017 which can include but not limited to: (i) a descriptive and analytical report on findings with appropriate options and recommendations for women empowerment, (ii) a framework to empower women in key areas identified by socio economic category, (iii) a log-frame with objectives, results, indicators, actions, timeline, (iv) a budget framework and (v) a monitoring and evaluation framework.
- viii. Revised mentioned reports highlighting the results and recommendations and incorporating earlier comments of stakeholders for validation;
- ix. Final reports incorporating stakeholder's recommendations, in puts, annexes and reference materials
- x. Hard and soft copies of the Women Skills assessment, mapping of existing opportunities in 30 Districts and women empowerment strategy.

V. METHODOLOGY

- The consultant will develop a detailed methodology and tools for carrying out this assignment. The methodology will be approved by National Women Council and UN Women before starting the consultation. The consultant will work closely with the NWC and other steering committee members and relevant stakeholders to develop the required documents. The consultant will conduct desk review of existing literature from sector, national, regional and international reports and policy documents.
- A situation analysis of women empowerment in Rwanda using a participatory approach with the key central government stakeholders, district leaders, development partners, private sector, civil society organizations working in women empowerment area, faith-based organisations, national women's councils at all levels and communities is recommended.

VI. DURATION, ADMINISTRATION AND REPORTING

The consultant will be working under the overall guidance of the Executive Secretary and the direct supervision of NWC as well as UN Women programme managers assigned to support in this assignment. All required reports will be submitted in English, in hard copies with annexes and soft copy sent via email that will be advised by NWC and UN Women.

VII. TIMING

The duration of the assignment is 1.5 months ((45 days=6weeks) with effect from the day of signature of contract and the final deliverable will be submitted to NWC and UN Women as per agreement in accordance with the signed contract and detailed as following: three weeks for women skills assessment in 10 Districts and mapping of existing opportunities and 3 weeks for developing strategy on women empowerment. The consultants will work closely and regularly with NWC and UN Women to perform assignment. The draft and final documents will be shared and validated by key stakeholders.

VIII. REQUIRED QUALIFICATIONS OF THE CONSULTANTS

The Consulting firm or team of consultants should have:

- The Consulting firm should have at least 5 years general experience in consultancy and research and 3 years specific experiences in gender and women empowerment areas, review, evaluation, strategic planning, or rural development, quantitative research, data analysis and reporting

- The Firm or team of consultants should be composed of at least 3 highly experienced consultants with a Master's degree in Gender Studies, Economic Planning, Policy and Strategic Development/Management, etc. Consultants should demonstrate the ability to work with a range of gender stakeholders, including high level policy makers, government officials, private sector and civil society organizations
- The lead Consultant should have a proven experience in public policy development and analysis with good knowledge of gender equality principles and women empowerment.
- All the consultants should have experience in conduction strategic analysis, excellent writing skills and analytical skills and demonstrated knowledge government processes, international gender commitments and instruments, policy and legal frameworks such as action plans for UNSCR 1325, CEDAW, and Beijing Platform for Action, SDGs, ILO Decent Work Country Program and others
- Demonstrate Commitment on full time availability to do the tasks and on a minimum supervision;
- At least 3 certificates of good completion for previous related consultancy work.
- Evidence of having developed gender related strategies during the last 5 years is an added advantage

IX. PAYMENT MODALITIES

The consultant firm or team of consultants will be paid in three (3) instalments as follows:

- 20% of the contract amount after signing contract and delivery of an acceptable conceptual framework with the consultant's interpretation of the TOR, detailed methodology and work plan;
- 40% upon delivery of an acceptable revised document of the National women empowerment as per the TOR and deliverables;
- 40% upon delivery of accepted final updated national women empowerment strategy as per the TOR and deliverables.

X: SUPERVISION AND REPORTING ARRANGEMENT

The consultant will be working under the overall guidance of the Executive Secretary of the National Women Council as well as UN Women programme manager assigned to support in this assignment. All required reports will be submitted in English, in hard copies with annexes and soft copy sent via email that will be advised by National Women Council and UN Women.

XI: HOW TO APPLY:

Interested firm consultancies or team of consultants should apply by presenting the following documents:

- Letter of Application, briefly describing the motivation behind the application and outlining the firm's or team 'suitability for the assignment, comprehensive methodology on how the firm/team will approach and complete the tasks.;
- At least 3 CV of the consultants and team leader, indicating educational background and professional qualification, copies of degrees/diploma and letters of reference
- Certificates of good completion proving that the firm has carried out similar assignments.

The applications must be addressed to UN Women operations Manager and can be submitted via email to rwanda.offers@unwomen.org or ababo2ce@gmail.com and in hard copies to UN Women's office in Kiyovu, 4KN 67st Kigali-Rwanda by 15th December 2017 at 5:00p.m.