Terms of Reference

Documentation of good practices and success stories of Women Cooperatives supported by the National Women Council and Lessons Learnt

1. BACKGROUND AND CONTEXT

The National Women Council (NWC) is a forum for advocacy and social mobilization on issues affecting women in order to build their capacity and ensure their participation in the development of the country in general and the development of women in particular. The National Women Council’s main responsibilities are as follows:

- Gathering and analyzing ideas of women;
- Building the capacity of women;
- Sensitizing women to participate in the country’s development programmes;
- Advocating for gender equality;
- Advocating on serious issues affecting the development and the rights of women;

With the financial support of support of the Swedish International Development Cooperation Agency (Sida) through ONE UN/UN Women, the National Women Council has built capacity of elected women leaders in planning and leadership and supported country wide women cooperatives made of women in category 1 and 2 of ubudehe. They benefited from a start up to make stronger their small businesses or firming activities, generate income and improve their welfare. The programme supported 134 women cooperatives in total including 44 cooperatives based in City of Kigali focusing on former women street vendors and 91 cooperatives operating in rural area. The 134 cooperatives comprise of 20 members each group totalizing 2,680 members.

As the project is coming to the end of its implementation cycle in June 2018, National Women Council in collaboration with UN Women wishes to document the best practices and lessons learned by assessing the changes it has brought as a result of the training and startup capital provided to targeted beneficiaries (women cooperatives members and women leaders).
outcome of the documentation will also serve as a knowledge product to be shared across a wider audience and to inform future program undertakings.

To respond to this intent, UN Women is seeking to recruit, on behalf of National Women Council, a qualified and experienced firm consultant for a short term technical support to document key achievements registered by 134 supported women cooperatives and lessons learnt for the last 2 years of the programme period (2015-2017) whilst borrowing lessons from the same experience to inform future program undertakings.

OBJECTIVES OF THE CONSULTANCY

The overall objective of the consultancy is to take stock of the achievements made by women cooperatives since the fiscal year 2015/2016-2016/2017 while borrowing lessons from the same experience to inform future program undertakings.

1. SPECIFIC OBJECTIVES:
   - Document the best practices and lessons learned during the project implementation cycle in the form of narrative, case stories, photographs and documentary firm for showcasing to a wide spectrum of audience.
   - Capture and document case stories that have evolved at the ground level during the project implementation cycle with relevant photographs showcasing changes and impacts brought out by the project.

2. SCOPE OF WORK
   i. Carryout a comprehensive situational analysis of the existing constraints affecting Supported Women Cooperatives.
   ii. Based on the review and analysis, prepare and present during technical committee meeting comprising NGM, UN Women, district representatives, an inception report indicating the consultant’s understanding of the assignment, the proposed methodology, timeframe and budget.
   iii. Refine the methodology based on the inputs and comments and prepare a checklist of topical themes-cooperatives for documenting best practices, lessons and case stories.to be
approved by National women Council and UN Women (both hard document and documentary firm)

iv. Evaluate the program achievements since 2015-2017 verses planned targets and document cause for discrepancies.

v. Review existing literature and carry out key informant interviews to draw lessons learnt in implementation of women projects through cooperatives.

vi. Organize a national dissemination workshop during which the findings will be presented to stakeholders.

vii. Present the draft report during a national dissemination workshop comprising NWC Secretariat, other NGM representatives, Districts, SACCOs and UN Women for feedback/review and comments. The draft report should be presented in soft and hard copies and will consist of: a. Narrative of best practices & lessons; b. Case Stories and c. Photographs with captions

The consultant firm will also present to the stakeholders meeting an 8 to 10 mins documentary film of key achievements, lessons learnt and key recommendations: in Kinyarwanda with subtitles in English for final comments

3. DELIVERABLES

i. An inception report with a clear methodology, time frame and final checklist and the content of themes and topics to be documented as best practices/lessons/case stories.

ii. The draft report incorporating i) Narrative of Best Practices & Lessons, ii) 3 case stories and 50 pictures.

iii. A power-point presentation for use during the national validation and dissemination workshops

iv. A ready to print and professionally designed final report comprising of best practices/lessons, case stories and photographs

v. A final 8 to 10 mins documentary film of key achievements, lessons learnt and key recommendations on CDs in Kinyarwanda with subtitles in English (duplication number to be communicated). The consultant will be expected to design the CD and its cover.
6. DELIVERABLE TABLE

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<thead>
<tr>
<th>Deliverable</th>
<th>Timeframe</th>
<th>Percentage of Contract</th>
<th>Approval Details</th>
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<tbody>
<tr>
<td>Final inception report on the key achievements and lessons learnt in</td>
<td>Within 15 weeks</td>
<td>30% of the contract</td>
<td>Inception to be approved by both UN Women and NWC</td>
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<td>implementation of women cooperatives.</td>
<td>after contract</td>
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<td></td>
<td>signing</td>
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<td>Presentation of preliminary findings and submission of draft report with</td>
<td>Within 40 days</td>
<td>40% of the contract</td>
<td>At least two meetings to follow up the execution of the assignment.</td>
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<td>photos</td>
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<tr>
<td>Submission of an 8-10 documentary firm on CD after incorporation of the</td>
<td>Within 35 days</td>
<td>30% of the contract</td>
<td>The approval should be provided on time</td>
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<tr>
<td>comments</td>
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<td>Submission of best practices and case stories reports and CD (both hard</td>
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<td>and soft copies)</td>
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The final documentary product must be delivered to NWC and UN Women on three original CD copies. The whole raw footage will also be submitted to the Office for archive purposes and other use.

4. DURATION AND ADMINISTRATION OF THE CONSULTANCY

5. The consultancy will be carried out for a period of 90 days from the time of contract signature by both parties, including consultation, field visit and preparation and submission of final report. The contract will be deliverable–based and payment will be made after submission of the deliverables as specified in the contract agreement. An original copy of final report (hard & soft) is to be provided by the service provider as well as a CD of the documentary firm. The
consultant will work closely with NWC Project Staff and Women empowerment unit regularly and UN Women Programme Manager. **PAYMENT SCHEDULE**

The payments accruing to this exercise will be disbursed as here below:

- **First Installment:** 30% upon completion and submission of the inception report detailing the methodology, timeframe and budget with tax invoice
- **Second installment:** 40% of contract amount shall be paid upon submission of draft Outcome Assessment Study report / Draft documentary video on CD.
- **Third/Final Installment:** 30% of the contract amount shall be paid upon completion and submission and acceptance of final report/ final documentary video comprising the key achievements, lessons learnt, success stories and recommendations for future interventions with tax invoice.

6. **QUALIFICATION AND EXPERIENCE**

A consulting firm experienced in undertaking research and gender work will be selected to conduct the envisaged documentation of good practices and success stories of women cooperatives supported by NWC. The Firm should have at least 3 highly experienced consultants including a communication expert who will oversee the development of a documentary video on key achievements and success stories.

6.1 **TEAM LEADER**

The consultants should have the following qualifications:

i. Master’s degree in a field relevant to the assignment, such as Gender studies, Gender Economics, Communication, Economics, Business Studies, development studies, Public Policy, Social Development, and Education Sciences.

ii. At least 3 prior working experiences in documentation of best practices & lessons and case stories and feature writing in newspapers

iii. Have at least 3 years of experience in developing reports, reviews, quality impact evaluation and documentation of program best practices
iv. At least 5 years of practical experience working in gender mainstreaming, and gender analysis and proven knowledge of Rwanda context
v. Proven experience in qualitative and quantitative research methods.
vi. Proven experience in multi-stakeholder engagement and strong interpersonal and leadership skills.
vii. Proficiency in written and spoken English and knowledge of Kinyarwanda is required; French would be an added advantage.

6.2. COMMUNICATION EXPERT WHO WILL DEVELOP THE DOCUMENTARY

viii. At least five years of progressively responsible experience in journalism and TV and/or Radio Production position;
ix. At least 5 years of professional experience and track record in professional photography and videography.
x. Substantial consultancy experience with a record of providing high-quality, creative, images for clients.
xi. Professional experience in programmes for the protection of vulnerable populations (women, children, etc.), preferably as an international humanitarian.
xii. Communication expert will be required to have his/her own equipment.
xiii. Ability to deliver within timelines provided.
xiv. Professional qualifications (degree-level) in photography, film production or related-fields

7. APPLICATION PROCEDURE

Interested candidates should apply by presenting the following documents:
• Letter of Application, briefly describing the motivation behind the application and outlining the candidate’s suitability for the, comprehensive methodology on how the consultant will approach and complete the assignment, etc.;
• Personal CV, indicating educational background and professional qualification, copies of degrees/diploma, letters of reference/certificates of good completion proving that the consultant has carried out similar assignments, financial proposal that indicates the all-inclusive total contract
price, supported by breakdown of costs, contact details of three reference persons and contact details of the candidate (e-mail addresses and telephone numbers).

Applications can be submitted through a sealed envelope deposited at the UN Women Office Reception, 4 KN 67 ST, Kigali-Rwanda C/O UN Women Kigali-Rwanda, UNDP Compound or via email to tumaini.ochieng@unwomen.org. Applications must be submitted no later than Thursday, 21 September 2017 at 17h00 Rwanda local time.