1. BACKGROUND, CONTEXT AND JUSTIFICATION

Gender equality is a human rights, good governance, democracy, sustainable development and inclusiveness principle as provided in the foundational issues of the Constitution the Republic of Rwanda of 2003 revised in 2015. Consequently, gender equality is everyone’s responsibility as Rwandans strives to building a transformative and prospering Country.

The Government of Rwanda underlines the importance of putting men and women’s potential to full use as they are the country’s major natural resource. To this end, every sector of the economy is required to mainstream gender in all its plans and programs. The Gender Monitoring Office (GMO) has been ascribed the responsibility to ensure that public and private institutions, civil society and faith-based organizations duly implement their gender equality commitments.

To guarantee that gender equality and women’s empowerment principles are mainstreamed in policies and programs of different sectors and at different levels, GMO, through its Five-year Strategy 2017–2022, aspires to build accountability systems and mechanisms for the sustainability and acceleration of gender equality. Currently, there are gender accountability systems in place for the public sector but none exist for the private sector. In order to build an accountability system for the sustainability and acceleration of gender equality in the private sector, GMO, with the support of the One UN under the leadership of the United Nations Development Programme (UNDP) and the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is implementing the the Gender Equality Seal (GES) Certification Program for the Private Sector in Rwanda. The GES Certification Programme is introduced as an initiative to enhance the sector’s accountability for gender equality and as an accountability tool to guide gender mainstreaming within the Private Sector Federation (PSF).

The GES Certification Program will support and guide the private sector’s delivery and compliance to gender equality principles by establishing standards that promote gender equality and empower women. In addition, the Program will provide participating companies the necessary tools and guidance to promote a more equitable work environment that maximizes the capacities of all employees and that enhances their service delivery and productivity. Upon successful completion of the certification process, participating companies meeting defined standards in advancing gender equality are awarded the Gender Equality Seal certifying that they actively promote gender equality at the workplace.

In this spirit, GMO in partnership with UNDP intends to hire a highly-motivated Gender Equality Seal Consultant to facilitate the effective implementation of the GES Certification Programme within the private sector. The Consultant will guide and coordinate all activities geared towards the successful implementation of the GES Programme including capacity building activities.

TERMS OF REFERENCE

TITLE: CONSULTANT FOR THE GENDER EQUALITY SEAL CERTIFICATION PROGRAMME FOR THE PRIVATE SECTOR IN RWANDA
Objective of the Assignment

The overall aim of the required Gender Equality Seal for the Private Sector national consultant is to support the Gender Monitoring Office, UNDP, UN Women, PSF and participating private sector enterprises to effectively design, initiate, implement, monitor and evaluate the GES Certification Programme in Rwanda.

2.1. Specific Objectives

- Ensure that GMO, the One UN and PSF’s roles are clearly defined and a related action plan is well developed and delivered;
- Ensure that GES stakeholders have the same understanding of the Programme and are involved in its implementation and monitoring;
- Facilitate the effective roll-out of the Programme and monitor its implementation including developing the required foundational documents comprised of among others the final certification framework, the GES guidance note and standards application tools;
- Provide technical assistance to the GES in the PS coordination framework and build capacities of involved companies;
- Document the GES Programme roll-out process, the recommendations on how best to implement it within the private sector and on how to scale it up to other sectors.

3. Scope of the Assignment

The GES Consultant will ensure the private sector is engaged during the GES Programme roll-out and implementation while constantly engaging GMO, UNDP, UN Women, PSF and stakeholders.

4. Tasks to be Accomplished by the Consultant

- Develop the GES management and implementation Framework;
- Develop and deliver an Action Plan for the roll-out, implementation and monitoring of the GES Certification Programme;
- Promote the GES Certification Programme, including developing tailored business cases;
- Develop the GES implementation guidelines;
- Draft the Standard of the GES Certification Programme in collaboration with the GES Coordination Team;
- Identify the Gender Equality Seal advisory team and ensure they are adequately trained to fulfil their respective roles;
- Develop GES qualification requirements for participating companies;
- Prepare the Official launch the GES Certification Programme for the Private Sector in Rwanda;
- Develop a technical support plan for participating companies;
- Organize capacity building sessions and tools for the GES Coordination Team and participating companies;
- Offer quality technical support and guidance to participating companies during the entire implementation of the GES Certification Programme Coordinate the organizational diagnosis by involved companies,
• Submit monthly and quarterly comprehensive implementation reports of the GES Programme;
• Support GMO with the delivery of activities related to the GES in the private sector Programme

5. KEY DELIVERABLES

• GES Certification Programme adopted and awareness around the Programme within the PSF increased
• Certification standards and tools established
• Stakeholders' capacities on GES developed
• GES Certification Programme rolled out and implemented in 10 companies
• GES Certification Programme conducted by the companies
• GES support plan and package developed
• Periodic reports on GES roll-out and implementation produced submitted and presented to the GES Coordination Team
• Document GES roll-out achievements, challenges, lessons learnt and best practices and advise client on the best approach or engagement strategies with the private sector

6. SUPERVISION AND REPORTING ARRANGEMENT

The GES Consultant will be working under the daily supervision of Executive Secretary and reporting to the Chief Gender Monitor. The consultant will also closely engage and collaborate with the GES technical team and the GES coordination team. All produced reports must be submitted to GMO with copy to the members of the coordination team.

7. DESIRED BACKGROUND AND EXPERIENCE

The consultant must meet the following required minimum conditions:

• Bachelors' degree in Gender and Development Studies, Communications, Social Work and Social Administration, International Relations, Public Policy Analysis, Economics or in other related subjects.
• Well-motivated and with proven experience working with the Gender machinery and private sector
• Proven professional experience in gender equality and women empowerment-related issues;
• Evidence/proof of past experience in executing similar assignments within a multi stakeholder's framework;
• Proven experience working with development projects;
• Sound knowledge on national, regional and global gender equality frameworks
• Proven competencies in research and facilitation skills, as well as ability to multi-tasks, deliver on time, meet tight deadlines and work with limited supervision;
• Sound knowledge and experience on branding and communications
• Proven excellent communication and writing skills in English and Kinyarwanda. Knowledge of French is an added advantage;
• Knowledge on gender equality seal will be an added value;
8. DURATION OF THE ASSIGNMENT

The assignment will be undertaken in the period of eight months.

9. REMUNERATION

The Consultant will be remunerated on a monthly basis during the entire duration of the contract. Payments will be made by UNDP upon approval on of monthly reports by GMO and in close collaboration with the GES Coordination Team.

10. Selection Criteria

Interested candidates should apply by presenting the following documents:

a. **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;

b. **Personal CV or P11**, indicating all experience from similar evaluations, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;

c. **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment.

d. **Financial and Technical Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.

The consultancy fee instalments will be paid as Lump Sum Amounts inclusive of expenses related to the consultancy. The contract price will be fixed regardless of changes in the cost components.

Below is the breakdown of technical proposal on 100% which will be marked out of 70%:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
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<tbody>
<tr>
<td><strong>Technical</strong></td>
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<tr>
<td>Bachelors’ degree in Gender and Development Studies, Communications,</td>
<td>15 %</td>
<td>15</td>
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<tr>
<td>Social Work and Social Administration, International Relations, Public</td>
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<td>Policy Analysis, Economics or in other related subjects.</td>
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<td>proved experience working with the Gender machinery and private sector</td>
<td>20 %</td>
<td>20</td>
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<td>Sound knowledge on national, regional and global gender equality</td>
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<td>frameworks</td>
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<tr>
<td>Proven competencies in research and facilitation skills</td>
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<td>Evidence/proof of experience in executing similar assignments within a multi stakeholder’s framework.</td>
<td>25%</td>
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<tr>
<td>Proven experience in conducting development projects</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>Sound knowledge and experience on branding and communications</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>Proven excellent communication and writing skills in English and Kinyarwanda.</td>
<td>5%</td>
<td>5</td>
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<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
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### 11. Time Frame for the evaluation process

The Consultant for the Gender EQUALITY Seal Certification Programme for the private sector in Rwanda will be conducted from 30 November 2017 to 30 July 2018 for an estimated 176 working days.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Tasks and deliverables</th>
<th>Time-Line</th>
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</table>
| **Submission& approval of report** | • Develop the GES management and implementation Framework  
• Develop and deliver an Action Plan for the roll-out, implementation and monitoring of the GES Certification Programme | 1month |
| **Submission& approval of report** | • Promote the GES Certification Programme, including developing tailored business cases  
• Develop the GES implementation guidelines  
• Draft the Standard of the GES Certification Programme in collaboration with the GES Coordination Team | 1month |
| **Submission& approval of report** | • Develop GES qualification requirements for participating companies  
• Prepare the Official launch the GES Certification Programme for the Private Sector in Rwanda  
• Develop a technical support plan for participating companies | 1month |
| **Submission& approval of report** | • Offer quality technical support and guidance to participating companies during the entire implementation of the GES Certification Programme  
• Coordinate the organizational diagnosis by involved companies, submit monthly and quarterly comprehensive implementation reports of the GES Programme | 1month |
- Certification standards and tools established

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<th>1month</th>
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<td></td>
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</tbody>
</table>

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equally encouraged to apply. All applicants will be treated with the strictest confidence.

Approval

This TOR is approved by:

*Stephen RODRIGUES*

UNDP Country Director