1. **Title of assignment:** National Consultant on Gender-based Approach to Disaster Risk Reduction in Rwanda.

2. **Duty station of the assignment:** Ngororero (with monthly meetings in Kigali)

3. **Duration:** 3 months (March 2017 – May 2017)

4. **Expected Starting date:** 1st March, 2017.

5. **BACKGROUND**

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers.

In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activities can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

UNV Rwanda in partnership with UNDP and the Government of Rwanda (GoR) is implementing a project on **Enhancing Disaster Risk Reduction (DRR) Strategies among rural women by Promoting Volunteerism** - (DRRV).

The current vacancy is to recruit a national consultant in support of the implementation of the project **Enhancing Disaster Risk Reduction Strategies among rural women by Promoting Volunteerism**.

6. **DUTIES AND RESPONSIBILITIES**

Under the supervision of the UNV Programme Officer, the incumbent will perform the following tasks:

- In collaboration with the District authorities of Ngororero, and the project team, perform an analysis of current DRR policies and structures at district level, in order to outline the areas where a gender-based approach needs to be integrated;
- In collaboration with the District authorities of Ngororero, and the project team, develop a handbook for gender-based approach to disaster risk reduction, with special focus on the phases of early warning and preparedness;
• Support the project team in the implementation of the project activities, specifically by providing Kinyarwanda language support in preparation for and during awareness raising trainings for local women;
• Provide support to the Project Coordinator and the Programme Officer when and as required in relation to the DRR project.

7. OUTPUTS/DELIVERABLES:
• Analysis Report of the National Policies and Structures on DRR to enable integration of a Gender-Based Approach to DRR - Focus on Ngororero District is developed and handed to UNV;
• A handbook on the Integration of a Gender-Based Approach to DRR with focus on Early Warning Signs and Preparedness at district level is developed and handed to UNV;
• Interpretation services are rendered during 4 community training meetings on DRR in Ngororero. A document in Kinyarwanda is made from excerpts of the DRR Training Modules and used during training;

8. TIME FRAME:

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverable</th>
<th>Timeline</th>
<th>Required</th>
<th>Focal person for collaboration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Analysis Report of the National Policies and Structures on DRR to enable integration of a Gender-Based Approach to DRR - Focus on Ngororero District is developed and handed to UNV;</td>
<td>March 01 – April 28, 2017</td>
<td>Current existing documents and national policy on DRR;</td>
<td>UNV DRR Experts</td>
</tr>
<tr>
<td>2</td>
<td>A handbook on the Integration of a Gender-Based Approach to DRR with focus on Early Warning Signs and Preparedness at district level is developed and handed to UNV;</td>
<td>May 02 – May 31, 2017</td>
<td></td>
<td>UNV DRR Experts</td>
</tr>
<tr>
<td>3</td>
<td>Interpretation services are rendered during 4 community training meetings on DRR in Ngororero. A document in Kinyarwanda is made from excerpts of the DRR Training Modules and used during training;</td>
<td>March 01 – May 31, 2017</td>
<td>Training Manual on DRR</td>
<td>UNV DRR Experts</td>
</tr>
</tbody>
</table>

9. SUPERVISION MODALITY:

The National Consultant on Gender-based Approach to Disaster Risk Reduction in Rwanda will be supervised at two levels: level of inception (draft methodology) and level of delivery of final products. Both levels will include the UNV Programme Office and UNV Regional DRR Expert with inputs from the UNV DRR at Field Unit. Emphasis will be laid on UNV established supervision criteria; it will focus on the quality of information gathered and analysed to produce the final document;
It will also entail comparisons and trial of use of the product to rate effectiveness and efficiency in use.

10. COMPETENCIES

Core Competencies:

- Demonstrated commitment to UNDP’s mission, vision and values;
- Sensitivity and adaptability to cultural, gender, religion, race, nationality and age;
- Highest standards of integrity, discretion and loyalty.

Functional Competencies:

- Excellent communication skills (spoken, written and presentational);
- Good interpersonal skills and ability to work in and with teams;
- Demonstrated analytical and report writing skills;
- Good understanding of national and local DRR policies;
- Ability to set priorities and manage time effectively.

11. REQUIRED SKILLS AND EXPERIENCE

Education:

- Master’s degree in disaster management, or international relations, or the Social Sciences.

Experience:

- 2 years’ experience in working on DRR issues, at national or local level;
- Experience in mainstreaming gender-based issues within policies at national and local level;
- Experience in developing and conducting trainings will be considered an asset.

Language requirements: Excellent Kinyarwanda and English (both written and verbal).

Interested candidates should apply by presenting the following documents:

12. Application procedure

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

b. Personal CV or P11, indicating all past experience from similar projects, 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 Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.

### 13. EVALUATION CRITERIA:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s degree in disaster management, or international relations, or the Social Sciences.</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>2 years’ experience in working on DRR issues, at national or local level;</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Experience in mainstreaming gender-based issues within policies at national and local level;</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Experience in developing and conducting trainings in Kinyarwanda;</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Sound methodology</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Advanced computers skills (word-processing/spreadsheets, PowerPoint, use of Adobe cS6)</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Fluency in English and Kinyarwanda (speaking, writing, understanding)</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

### 14. SCOPE OF PRICE SCHEDULE:

This is a short contract. The Consultant will be paid in two instalments:
First instalment upon delivery of inception report on methodology
Second instalment upon completion and submission of final product and report to UNV.

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverable</th>
<th>Instalment payment (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Analysis and inception Report of the National Policies and Structures on DRR to enable integration of a Gender-Based Approach to DRR - Focus on Ngororero District is developed and handed to UNV;</td>
<td>70%</td>
</tr>
<tr>
<td>2</td>
<td>A handbook on the Integration of a Gender-Based Approach to DRR with focus on Early Warning Signs and Preparedness at district level is developed and handed to UNV;</td>
<td>30%</td>
</tr>
<tr>
<td>3</td>
<td>Interpretation services are rendered during 4 community training meetings on DRR in Ngororero. A document in</td>
<td></td>
</tr>
</tbody>
</table>
Kinyarwanda is made from excerpts of the DRR Training Modules and used during training;

Signed by

Victor Che Ngutih
UNV Programme Officer.