I. **Background**

With the support of ONE UN/UN Women, the Rwanda Women Parliamentary Forum / *Forum des Femmes Rwandaises Parlementaires* (FFRP) wishes to develop a documentation booklet on women representation and participation in the Parliament of Rwanda since 1962 that will serve as a knowledge generation and sharing with other stakeholders. So far, a draft document has been developed and needs to be updated, proofread and designed and later printed for dissemination. The draft document narrates the contribution of Women Parliamentarians and needs to be improved by highlighting key success stories on women representation and participation in the Parliament of Rwanda and track evidence of their impact towards FFRP interventions to promote gender equality and women’s empowerment. It is also important to search and add illustrations to make it interesting for readers.

It is against this background that, UN Women is seeking to recruit, on behalf of FFRP, a qualified and experienced individual consultant for a short term technical support to develop a documentation booklet on women representation and participation in the Parliament of Rwanda for the Period of 1962-2017, narrating key Success Stories on FFRP intervention to promote gender equality and women empowerment.

II. **General Objective**

The overall objective of the assignment is to develop a documentation booklet narrating FFRP experience and providing identified key success stories regarding women participation in the National Parliament from 1962 of up to now.

III. **Specific Objectives:**

. The specific objectives of the assignment include:
  - Organize an internal discussion with FFRP board to assess organizational view on the clarity of the narration of the historical background of the FFRP and all the content of the booklet;
  - Update and edit the existing document comprising historical background of FFRP and produce a comprehensive booklet highlighting success stories that could inspire other
women caucuses’ organizations. Reviewing and analyzing existing literature relevant to the assignment: available at Parliament/FFRP or found in other accurate sources;
- Mapping out main results of women participation in Parliament and set up criteria to be used to identify key success stories because of FFRP interventions that can be analyzed under this assignment;
- Identify and complete critical knowledge to improve the quality of the booklet;
- Ensure internal consistency of the booklet, both analytical and stylistic; general readability and accessibility to a broad readership (worldwide);
- Ensure that the booklet is well written, grammatically correct and accessible; correcting spelling mistakes, syntax and content errors, style and punctuation, pagination, etc.
- Ensure that the booklet is attractive, illustrated and easy to consult and read;
- Identify success stories and articulate evidence of impact in terms of - but not limited to-:
  what happened? Any significant change? How did it work? Any lessons learned? and present them in a way that they should be extracted and printed in separate tools for information sharing and dissemination;

IV. **Duration of the assignment**

This assignment is expected to be conducted in a period of **30 working Days** from the time of contract signature by both parties.

V. **Expected Deliverables**

The selected consultant will be responsible for delivering the following specific deliverables:

i. An inception report indicating the consultant's understanding of the assignment, specific success stories to be documented, proposed methodology, timeframe and schedule of the work;

ii. A draft version of the reviewed and completed booklet including illustrated success stories to be approved by FFRP and UN Women;

iii. A narrative report highlighting changes inserted in the initial draft of the booklet and assorted success stories;

iv. A presentation shared during the validation meeting and integration of final inputs/comments to improve the documentation report;

v. A final version in English of the edited and proofread booklet with illustrated success stories.
VI. Qualifications for consultant

Education:
At least a Master’s degree in any of the following social sciences: Communication, Gender Development studies, Social Development, Gender and Economics, Development Studies, Public Policy, Education Sciences or another related field

Experience:
1. At least 10 years of demonstrated expertise in programme reporting, books editing and/or proposal writing,
2. At least 5 years of proven experience in research, conducting study analysis and/or impact evaluations and undertaking documentations or reviews;
3. Proven record of at least three similar assignments in developing countries;
4. At least 3 years’ experience in professional writing, editing, proof-reading for publications or organizations including design and layout of gender related documents on both national and international levels;
5. Experience in the usage of computers and office software packages (MS Word, Excel, desktop publishing applications.)

Language Requirements:
The Consultant should possess excellent command of written and spoken English including the ability to convey complex concepts and recommendations, in a clear and persuasive style tailored to satisfy different audiences. Knowledge of Kinyarwanda is required; French would be an advantage.

Skills Required:
1. Excellent analytical and organizational skills.
2. Experience in creating high quality corporate products.
3. Ability to be flexible and respond to changes to concepts and texts as part of the review and feedback process.
4. Strong interpersonal skills and ability to communicate and work with a diverse group of people.
5. Patience and professionalism.
6. Demonstrated ability to meet deadlines and work under pressure.

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1For a firm consultant, the performance evaluation of CV will be based on the CV of the team Leaders of the firm
VII. **Supervision arrangement**

The consultant will work under the overall guidance of the Bureau of the FFRP Coordinator and in close collaboration with UN WOMEN/One UN, Programme Coordinator. All deliverables shall be agreed upon with FFRP/UN Women and presented in the English language in hard and electronic copies. The draft and final documents will be shared with and validated by FFRP Executive Committee.

VIII. **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, located in Kiyovu, 12 Avenue de l’Armée; or via email to tumaini.ochieng@unwomen.org. Applications must be submitted no later than Friday, 13 September 2017 at 17h00 Rwanda local time.