CONSULTANCY ANNOUNCEMENT

Location: Kigali

Title: Terms of Reference for hiring a technical expert to strategically advise on the development of Gender Management Information (GMIS)

Project: Advancing and Sustaining Gender Equality Gains in Rwanda

Duration of contract: Seven Months (7 Months)

Deadline application date: 21/9/2017

Expected Starting Date: 28/9/2017
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I. Background and Justification

The Government of Rwanda recognizes the importance of promoting gender equality and women’s empowerment both as an end goal as well as an effective pathway for combating poverty and for stimulating sustainable development. To achieve this commitment, the Government of Rwanda has put in place different mechanisms and institutions mandated to ensure the promotion of gender equality and fight gender based violence.

Gender Monitoring Office is mandated to effectively monitor gender mainstreaming and the fight against Gender Based Violence in public, private, civil society and religious institutions and to be an icon observatory for gender equality that promotes accountability for sustainable development in Rwanda. Gender Monitoring Office also serve as a national reference point for information and data on gender equality and accountability to inform effective gender responsive decision making and planning.

However, planning for gender mainstreaming and empowerment of women should be evidence based. There is a need for clear facts and information on the presence or absence of inequality between men and women, boys and girls to inform appropriate decision making. The availability of gender disaggregated data reflecting how men and women, boys and girls participate in and or benefit from the country’s development process is a key factor that could contribute and advocate for addressing evident gaps or informing on progress achieved and lessons learned.

The National institute of Statistics (NISR) in its various surveys and many other actors including administrative entities collect data on different topics. The Gender Monitoring Office on its side has produced gender profiles and assessment in different EDPRS sectors showing the status of gender equality and women’s empowerment. All these data are scattered in different reports and institutions. Further, the lack of a “self-contained” system of capturing gender related indicators and data makes it difficult to have a comprehensive view of the state of gender equality across sectors to facilitate informed and timely planning and reporting.

To respond to the aforementioned challenges, Gender Monitoring Office planned to develop a Gender Management Information System (GMIS) for the National Gender Machinery. The system will be a web-based online portal to capture, store and retrieve gender related data in Rwanda for information and reporting purposes. The system is expected to strengthen coordination, data storing, dissemination and feedback amongst members of the Gender Machinery Institutions and other stakeholders.
To develop and manage this web-based online portal requires expertise that National Gender Machinery institutions as well as UN Women Country Office do not have. It is in this regards that UN Women is seeking to recruit, on behalf of Gender Monitoring Office an individual consultant to strategically advise on the processes of hiring a consultancy firm that will develop the system as well as oversee and provide strategic/technical advice during the course of developing the Gender Management Information System (GMIS). The ultimate aim is to ensure the objectives, expected results and deliverables assigned to consultant firm that will be hired for developing the GMIS are effectively being delivered according to the approved terms of reference.

II. Objectives

II.1. Main Objective

The main objective of the consultancy is to ensure the approved terms of reference guiding the consultant firm hired for developing the GMIS are timely and effectively delivered and also oversee different phases of GMIS development.

II. 2. Specific Objectives

The following are specific objectives of the consultancy:

- Provide technical assistance to GMO and UN Women during the development of Terms of Reference for Consultancy Services to Design and Develop Gender Management Information (GMIS);
- Participate in the evaluation processes of the above-mentioned consultancy;
- Contribute in the Inception Report review and approval of the said consultancy;
- Monitor the compliance of the objectives of the aforesaid consultancy services and ensure their timely completion;
- Monitor the status of the expected results of the said consultancy services throughout their implementation and assess whether they have all been achieved;
- Review the GMIS mockup, prototype and the developed system;
- Verify whether the successful bidder of the aforementioned consultancy services is delivering to all the key deliverables, and advise the client on the needed follow up.

III. Expected Results

- Gender Monitoring Office (GMO) and UN Women (UNW) are updated and have understanding of all processes concerning the Design and Development of Gender Management Information (GMIS);
• The compliance of the set objectives and expected results of the aforesaid consultancy services monitored and their achievement assessed;

• Verification done on whether the successful bidder of the aforementioned consultancy services is delivering to all the key deliverables, and the client advised on the needed follow up;

IV. Key Deliverables

Key deliverables of the consultancy include the following:

• Final Terms of Reference for Consultancy Services to Design and Develop Gender Management Information (GMIS) provided;

• Participate and contribute in the evaluation processes and advise on the responsive bidder

• Assess the inception report of the hired firm and provide technical advice on the relevance of the system in relation to set objectives

• Monthly Progress Reports of the consultancy, showing key achievements on the development of GMIS and technical recommendations given to both the client and system’s developer, and indicating whether provided recommendations have been addressed;

• Final Report of the consultancy submitted and approved.

V. Qualifications Requirements

The consultant must have at least Bachelors Degree in Computer Science, Computer Engineering, Information Technology and Information System, with at least 5 Years of proven experience in Computer Programming, web design, Software Development and Systems Design. The applicant must as well have experience in Computer Application (or MIS) Project Management or similar field. Knowledge on Gender concepts will be an added advantage.

VI. Duration of the assignment

This assignment is expected to be conducted in a period of 7 months from the time of contract signature by both parties.
VII. Supervision arrangement

The consultant will work under the overall guidance of the GMO technical team and in close collaboration with UN WOMEN/One UN, Project Coordinator. All deliverables shall be agreed upon with GMO/UN Women and presented in the English language in hard and electronic copies. The draft and final report will be shared with and validated by GMO Management.

VIII. Payment Schedule

The payment schedule will be determined under the modalities to be defined in the contract between both parties. Payments will be made by UN Women based on the quality completion of deliverables, as approved by GMO.

IX. 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.