

RE-ADVERTISEMENT PROCUREMENT NOTICE

NATIONAL INDIVIDUAL CONSULTANT

Date: 17/02/2020

Country: Rwanda

Description of the assignment: Recruitment of National Individual Contractor as Gender Specialist to Support the Preparation of a GEF-7 Project 'Supporting a Green Economy - Decoupling Hazardous Waste Generation from Economic Growth'

Period of assignment: 10 working days in 11 calendar months

UNDP Rwanda is looking to recruit a **National Individual_ Gender Specialist to Support the Preparation of a GEF-7 Project 'Supporting a Green Economy - Decoupling Hazardous Waste Generation from Economic Growth'**. The National Gender Specialist will develop the gender analysis and action plan, and support the International Team Leader to develop the Gender Mainstreaming Plan. The consultant will be a gender and expert with experience in in-depth gender analysis.

All interested and qualified international individual consultants may download the Individual Consultant Notice, Terms of Reference, and P11, Confirmation Letter and General Terms and conditions documents from UNDP Rwanda website at:

<http://www.rw.undp.org/content/rwanda/en/home/operations/procurement/notices/>

Delivery address: UNDP Rwanda, P.O. Box 445, 12 Avenue de l'Armée, Kigali, Rwanda, and Attn: Head of Procurement Unit, Or by email address at offers.rw@undp.org not later than **03 March 2020**, Time: 12h00 PM Kigali Rwanda local time.

N.B: 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.

Yours sincerely,

Varsha Redkar-Palepu

UNDP Deputy Resident Representative



**National Gender Specialist to Support the Preparation of a GEF-7 Project
‘Supporting a Green Economy - Decoupling Hazardous Waste Generation
from Economic Growth’**

Application type:	External vacancy
Job Title:	National Gender Specialist
Category	Environment / Chemicals and Waste
Duty station	Kigali (Home based)
Application Deadline:	
Type of contract:	Individual Contract
Expected starting date:	Immediately
Duration	10 working days in 11 calendar months

1. Background

Rwanda is a landlocked country situated in central Africa, also known as “the land of a thousand hills”. Rwanda’s Volcanoes National park in the Virunga volcanic mountains with its high altitude forests, is world famous for mountain gorillas and golden monkeys. In the southwest is Nyungwe National Park, with ancient mountain rainforests providing a habitat for chimpanzees and other primates. Rwanda is part of two water catchments, the River Nile and the Congo Basin and is an important source of water for its own inhabitants and those of the countries benefitting from the Nile and the Congo Basin. The country has one of the highest population densities in Africa (1,060/sq mi) with a young, mostly rural population. In 2019, the population is estimated at 12.79 million, an increase from 2013’s estimate of 11.8 million¹. For 25 years since the war and the 1994 genocide, Rwanda has been developing very quickly. As such, like many other countries around the world, Rwanda is faced with the growing challenge of managing municipal, hazardous and toxic wastes as well as minimizing the environmental consequences of rapid industrialization impacting land, air and water quality and threatening the health of humans, water bodies and ecosystems.

The country has made great strides through a number of well-known waste related interventions. For example, Rwanda is renowned for its excellent policy on the banning of plastic bags. The plastic ban policy entered in force in 2008, and it has had a tremendously beneficial impact on the nature of the

¹ <http://worldpopulationreview.com/countries/rwanda-population/>

country, and inspired other countries worldwide (in particular developing countries) to replicate similar measures. Moreover, the collection of waste in large municipalities, like Kigali, is effective and is ensured by a proper collaboration between private operators and the government. Another waste related highlight is the partnership between Enviroserve, FONERWA (the Rwanda Green Fund) and the Government, which led to the construction of an e-waste recycling facility that started operations in 2018.

On the other hand however, there remain significant shortcomings that expose the country to the severe impacts of improper waste management, while rapidly growing sectors like industry, agriculture and healthcare are not implementing cleaner production measures. As a result these sectors lead to releases of POPs and mercury through air emissions, waste disposal, effluent discharge and soil contamination such as unintentional POPs, POPs and mercury. Releases of such chemicals, in particular releases to water sources and air, have a global impact. While there are numerous types of hazardous waste streams in the country, responding to the objectives of the GEF the project will focus on POPs (including U-POPS, PCBs, pesticides), and mercury (Hg) which are under the Stockholm and Minamata Convention, respectively. This focus will be used to strengthen understanding, control and monitoring capacities of general hazardous and chemicals waste as well. The main root causes and barriers that need to be addressed to overcome the challenges mentioned are the following:

- A growing population and economy, which without applying the 4R approach (Reuse, Reduce, Recycle and Recovery) is leading to the generation of increased emissions, releases and waste volumes of hazardous and toxic chemicals
- A policy and regulatory environment that does not promote/incentivize or prescribe cleaner production, the assessment and introduction of POPs/Hg-free alternatives, or management/treatment for hazardous waste streams
- Limited investment opportunities to launch new businesses in waste recovery, reuse, recycling or disposal/treatment
- Limited understanding of the main hazardous waste flows because waste data is not regularly collected, monitored or managed (except for a few limited baseline studies) and an increase in the complexity of hazardous waste streams
- Too few adequate, compliant landfills, hazardous waste treatment facilities or interim storage facilities

In order to address these pertinent issues, a project concept titled “**Supporting a Green Economy - Decoupling Hazardous Waste Generation from Economic Growth**’ was developed. The concept was submitted to and was approved by the Global Environmental Facility (GEF) in December 2019 for further development into a full project document (Prodoc). The GEF has since granted Rwanda a Project Preparation Grant (PPG) to develop the Prodoc.

The project aims to support the Government of Rwanda and its private and public sector in decoupling hazardous waste generation and harmful releases from economic growth by enhancing the introduction of the 4R approach (Reuse, Reduce, Recycle and Recovery) in priority industries and economic sectors, while at the same time enhancing private sector led national waste treatment capacity to ensure the sound management of wastes, generate income, create jobs and protect human health and the environment. It will address the aim through the following four components.

Component 1: Establishment of an enabling policy/regulatory framework to create (financial) incentives for the sound management of chemicals, the introduction of safer alternatives, minimization of hazardous waste generation and its environmentally safe treatment.

Component 2: Minimize hazardous waste generation through the introduction of safer alternatives and cleaner (production) processes in selected industries and priority sectors.

Component 3: Improve private sector and institutional capacity for the sound environmental treatment and disposal of hazardous waste streams.

Component 4: Raise awareness to support behavioral change, capture and disseminate experiences, lessons-learned and environmental best practices. Gender will be mainstreamed throughout project planning, implementation, monitoring and evaluation.

In this regard, UNDP Rwanda is hiring a **National Gender Specialist**. S/he will work as part of a team of consultants comprising of; a Lead International Project Development Specialist (GEF PPG Team Leader); a National Chemical and Hazardous Waste Specialist (Lead National Consultant), International Private Sector Specialist, National Private Sector Specialist, International Safeguard Specialist, and National Gender Specialist to prepare the full project document for the project.

2. Objective and Scope of Work

(1) Objective

The National Gender Specialist will develop the gender analysis and action plan, and support the International Team Leader to develop the Gender Mainstreaming Plan. The consultant will be a gender and expert with experience in in-depth gender analysis.

(2) Scope of Work

Preparatory Technical Studies: Gender Analysis

This component will be prepared by the National Gender Specialist with guidance and quality assurance from the Team leader.

- A gender analysis will be prepared to fully consider the different needs, roles, benefits, impacts, risks, differential access to and control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.);
- Given the project's context, identify appropriate measures to address these and promote gender equality and women's empowerment in areas such as industries, waste streams, waste management facilities and relevant institutions and general public etc.;
- The analysis shall include gender disaggregated data and recommendations that will help formulate the Gender Action Plan and Budget to guide gender mainstreaming during project implementation based on specific interventions. The Gender Action Plan and Budget must be attached as Annexes to the Project Document.

Project Document: Gender Action Plan and Budget

Based on the technical studies and reviews undertaken, the full UNDP-GEF Project Document will be developed (following the 2019 annotated UNDP-GEF Project Document), and the GEF CEO Endorsement Request (available [here](#)) will be prepared. The final ProDoc, which addresses all comments received from the stakeholders and UNDP-GEF will have to be prepared and submitted to the UNDP-GEF by 10th October 2020 and to the GEF before 10th December 2020. All comments from GEF Secretariat must be addressed and Prodoc be endorsed by the GEF Council by 10 June 2021 (exact dates TBD). The Team Leader is responsible for drafting the ProDoc, with inputs from each consultant as needed.

Based on the Gender Analysis conducted during the preparatory studies, the National Gender Specialist will draft the Gender Action Plan. Gender Action Plan and Budget will outline the gender-specific outputs to be delivered during project implementation in order to promote gender equality and women's empowerment and to ensure that inequalities are not exacerbated. As part of the work of preparing the Gender Action Plan, indicators should be proposed for inclusion in the Results Framework to facilitate the monitoring of the proposed gender mainstreaming actions.

(3) Specific Tasks

- 1) Preparatory Technical Studies and Reviews: Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Team Leader, including:
 - a. Prepare the gender analysis and action plan in close coordination with other consultants on the industries, waste streams, waste management facilities and relevant institutions / private sector. Work closely with the GEF PPG Team Leader to ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework;
 - b. Advise on gender responsive stakeholder analysis and consultations and ensure that they are complete and comprehensive; and
 - c. Support the completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs as guided by the PPG Team Leader.
- 2) Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes:
 - a. Support the completion of the SESP for the gender aspects in particular, based on assessments undertaken during Component A and detailed development of project interventions, and identify management measures to mitigate risks to be incorporated into the ProDoc;
 - b. Support the preparation of the Gender Mainstreaming Plan, with appropriate budget and identification of appropriate project interventions to ensure gender mainstreaming including at project demonstration sites;
 - c. Using the findings from the gender analysis, provide inputs to the project's results framework and theory of change; ensure gender considerations are integrated into the project's theory of change;
 - d. Support the development of the Stakeholder Engagement Plan to ensure it is Socially Inclusive and Gender Responsive;
 - e. Support the preparation of the Gender Action Plan and Budget;
 - f. Support the agreements on project management arrangements and ensure that gender and safeguards are adequately incorporated into these arrangements.
- 3) Validation Workshop:
 - a. Contribute to the validation workshop and participate in it; and
 - b. Support all necessary revisions that arise during the workshop, as appropriate.

3. Outputs/Expected deliverables

The National Gender Specialist will provide the following key deliverables:

Deliverable 1: Provide relevant inputs to the Inception Report. The inception report will be approved by the technical working group and UNDP RTA. To be delivered within 3 weeks from the signing of the contract (estimated number of work days – 1).

Deliverable 2: Preparatory Technical Studies & Reviews (Gender Analysis). The deliverable will be accepted upon validation by stakeholders and after duly addressing the comments received, to be approved by the technical working group and UNDP RTA. To be delivered within 4 months from the signing of the contract (estimated number of work days -5).

Deliverable 3: Contribution to the Draft of the UNDP-GEF Project Document, SESP, CEO Endorsement Request, and Mandatory and Project Specific Annexes (draft Gender Action / Mainstreaming Plan) and contribution to the validation workshop. The GEF PPG Team Leader will be responsible for the consolidation and finalization of all required materials. The deliverable will be accepted upon validation by the stakeholders and approval by the technical working group and UNDP RTA. To be delivered within 6 months from the signing of the contract (estimated number of work days - 3).

Deliverable 4: Final UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes. The final deliverable shall duly address the comments from the validation workshop and UNDP-GEF. The deliverable will be accepted upon submission and approval by the UNDP RTA. To be delivered within 9 months from the signing of the contract and before the submission deadline (estimated number of work days – 0.5).

Deliverable 5: Final document addressing all comments from GEF secretariat for CEO endorsement. The deliverable will be accepted upon submission and approval by the UNDP RTA. To be delivered within 11 months from the signing of the contract and before the submission deadline (estimated number of work days – 0.5).

4. Duration of the contract

The assignment is expected to take 10 work days in the period of 11 months and before any given GEF final deadline. The approval and clearance by UNDP-GEF should be secured within 9 months and before the internal deadline.

5. Institutional arrangement

UNDP will recruit and contract the individual consultant who will be selected through a competitive process and to undertake the assignment as described in this ToR. The consultant will report to the Programme Specialist and Head of Unit, Sustainable Growth Unit of UNDP Rwanda or any person delegated to perform such duty.

A technical working group will be formed, which should be composed of technical staff from the UNDP Country Office and Rwanda Environment Management Authority, chaired by the Head of Unit, Sustainable Growth Unit, UNDP to clear the deliverables and provide daily guidance and support to the consultants team. Guidance will be given by this technical working group, UNDP/GEF Regional Technical Advisor (RTA) and if necessary senior managers in UNDP CO. Deliverables submitted by the individual consultant should be accepted by both the technical working group and/or UNDP-GEF RTA and approved by DG REMA before any payment is made.

6. Duty station

The assignment is home-based with required travels to the field (project site and workshop venue). The consultant is expected to organize own transport within Kigali and to potential sites outside of

Kigali for data collection (expected 1 work day). UNDP will facilitate transport and daily subsistence allowance in case validation workshops take place outside of Kigali.

7. Required expertise and experience

Academic Qualifications/Education:

- Bachelor's degree or higher in a relevant field, such as gender studies, gender and development, women and environment, or women and sustainable development;

Experience:

- Minimum 3 years of demonstrable experience in the technical area of gender mainstreaming, and social and environmental safeguards risk assessment and mitigation;
- Experience carrying out participatory gender analysis; experience collecting and formulating gender responsive indicators and sex-disaggregated data and preparing gender responsive project analysis; developing gender action plans;
- Prior experience in the safeguards assessments and processes of international organizations and donors, such as World Bank, UNDP, etc will be an asset;
- Demonstrated understanding of the links between sustainable development, social and gender issues;
- Experience with project development and results-based management methodologies is highly desired;

Language skills:

- Excellent written and oral communication skills in English and fluency in Kinyarwanda.

Competencies:

- Demonstrates practical knowledge of inter-disciplinary development issues;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates strong oral and written communication skills;

8. Payment modality

The consultant will be paid the consultancy fee upon completion of the following deliverables.

Deliverable#	Description	Payment rationale (%)
1	Submission and acceptance of the inception report	20%
2	Submission and acceptance of the preparatory technical studies and reviews	40%
3	Submission and acceptance of the draft UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes and contribution to the validation workshop	30%
4 & 5	Submission of the final UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes, duly addressing comments from the validation workshop and from UNDP-GEF (Deliverable 5) and after addressing all comments from GEF secretariat for CEO endorsement (Deliverable 6)	10%

9. Application procedures

Qualified and interested candidates are hereby requested to apply. The application should contain the following:

- Personal CV or P11, indicating education background/professional qualifications, all past experience, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- Brief description of why the individual considers him/herself as the most suitable for the assignment and a methodology, on how they will approach and complete the assignment;
- Financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, to be provided by the UNDP procurement.

10. Evaluation criteria

The consultant will be evaluated against a combination of technical and financial criteria (combined scoring method). Maximum score is 100% out of which technical criteria equals 70% and financial criteria equals 30%. The technical evaluation will include the following:

Criteria	Weight	Max. point
Bachelor's degree or higher in a relevant field, such as gender studies, gender and development, women and environment, or women and sustainable development;	20	20
Minimum 3 years of demonstrable experience in the technical area of gender mainstreaming, and social and environmental safeguards risk assessment and mitigation;	30	30
Experience carrying out participatory gender analysis; experience collecting and formulating gender responsive indicators and sex-disaggregated data and preparing gender responsive project analysis; developing gender action plans;	20	20
Prior experience in the safeguards assessments and processes of international organizations and donors, such as World Bank, UNDP, etc will be an asset;	10	10
Experience with project development and results-based management methodologies is highly desired;	15	15
Excellent written and oral communication skills in English and fluency in Kinyarwanda.	5	5
Total	100%	100

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 equality encouraged to apply. All applicants will be treated with the strictest confidence.
