



TERMS OF REFERENCE FOR HIRING AN INDIVIDUAL CONSULTANT TO DEVELOP THE GENDER MAINSTREAMING STRATEGY FOR RWANDA DEVELOPMENT BOARD

1. INTRODUCTION AND BACKGROUND

Rwanda Development Board (RDB) was established in 2009 as a ONE STOP SHOP with the mandate of transforming Rwanda into a dynamic global hub for business, investment, innovation and strategic skilling for economic transformation to achieve the national development agenda.

RDB's Vision is to transform Rwanda into a dynamic global hub for business, investment, and innovation while its **mission** is to fast-track economic development in Rwanda by enabling private sector growth.

In line with the government of Rwanda's commitment to promote gender equality and RDB's vision to transform Rwanda into a dynamic global hub for business, investment, and innovation, RDB committed to participate in the Gender Equality Seal (GES) program since 2018. The GES serves as a tool to guide promotion of gender equality in all RDB's functions and services provided to customers and stakeholders.

The Assignment

With the support from the Gender Monitoring Office (GMO) , UNDP and UN Women, RDB was introduced to the concept of gender equality in the workplace and has had an opportunity to reflect on its performance on those metrics. RDB conducted a Gender Equality Seal diagnosis, which highlighted a number of Gender equality gaps. But the urge to deepen the discussions and extend the analysis to how RDB performs its core mandates of fast tracking economic development in Rwanda by enabling private sector growth, remained relatively unsettled. RDB felt the need to enhance its capacity in gender analysis and create a culture of gender accountability at both institutional and service delivery levels. At the end of the engagement, the study recommended a



gender mainstreaming strategy as a key policy document that would help to improve the quality of RDB's policies, programs and projects to address gender needs at both institutional and service delivery levels.

It is in this regard that RDB wishes to develop a five-year Gender mainstreaming strategy that will guide the institution in promoting gender equality in all its functions.

2. OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to develop RDB's Gender Mainstreaming Strategy.

3. SCOPE OF WORK

The scope of work will include:

- ❖ A gender situation analysis showing achievements, capacity/skills, facility and budget gaps ;
- ❖ Identification of gender gaps in policies, processes and procedures, as well as all functions of the institution. These include RDB Human Resource Management, Planning and Budgeting process, composition of committees, participation of men and women in various decisions affecting the institution and its mandate.
- ❖ Sex disaggregated data especially in Corporate Social Responsibility (CSR) interventions;
- ❖ Identify opportunities for promoting gender equality including strategic actions to be undertaken by RDB in mainstreaming gender in the services offered including but not limited to Companies registration, gender responsive investment promotion,....
- ❖ Propose Strategic interventions and action plan to address identified gender gaps;
- ❖ Develop a logical framework and action plan
- ❖ Preparation for presentations and facilitation of validation meetings with technical teams and key stakeholders.



5. EXPECTED OUTPUTS AND DELIVERABLES

- ❖ Inception Report with a detailed approach and Methodology and work plan for delivering the assignment;
- ❖ Draft Gender mainstreaming strategy with a logical framework and action plan annexed to the report
- ❖ Present the draft Gender mainstreaming strategy to key stakeholders for comments, inputs and validation
- ❖ Final Gender mainstreaming strategy with a logical framework and action plan and an M&E framework annexed to the report

6. QUALIFICATION AND EXPERIENCE

- Master's degree in Gender and Development studies, Economics, Social Sciences or bachelor's degree in these fields with at least 10 years' experience working in gender and development or gender related tasks;
- Having conducted similar assignments in Public, Private institutions or Non-government organisations proved by at least 2 certificates of good completion;
- Sound knowledge on national, regional and global gender equality frameworks;
- Understanding of Rwanda's national development frameworks i.e Vision 2050, Vision 2035, the National Strategy for Transformation (NST) and the cross-cutting nature of gender in these frameworks
- Proven professional experience with track record on gender equality and women empowerment;
- Strong analytical and capacity development skills;
- Proven skills in analysing policies, programmes and projects and understanding the private sector dynamics and issues for sound recommendations based on the evidence



- Proven excellent English writing skills;
- Understanding of Rwanda Development Board (RDB) functions will be a plus.

7. DURATION

The assignment is expected to be completed within three (3) months from contract sign off date.

8. SUPERVISION AND REPORTING ARRANGEMENT

The consultant will be working under the overall guidance of RDB Deputy CEO while being technically supervised by a team which will be designated RDB. All reports will be submitted in English, in soft copies sent through email as will be advised by RDB

9. APPLICATION PROCEDURE

Interested candidates will send their applications which includes technical and financial proposals to UN Women not later 15th June 2021 at 5pm. Candidates will send their applications to rwanda.offers@unwomen.org