



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 30/06/2021

Country: RWANDA

Description of the assignment: NATIONAL CONSULTANT TO CONDUCT A RAPID ASSESSMENT OF ECONOMIC AND SOCIAL IMPACT OF COVID-19 PANDEMIC ON GENDER EQUALITY AND WOMEN'S EMPOWERMENT IN THE TRANSPORT SECTOR

Project name: Promoting Gender Accountability in the Private Sector in Rwanda

Period of assignment/services: 45 working days counted from the date of contract signing

by both parties.

Proposal should be submitted by email to offers.rw@undp.org no later than **Wednesday July 14,2021** at the following address:

United Nations Development Programme
KN 67 Street No 4; P.O Box 445, Kigali
Attention: Mbasa Rugigana - Head of Procurement
Tel: +250590400, Fax: +25025276263

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP Rwanda will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

Maxwell Gomera

UNDP Resident Representative

1. BACKGROUND

The world is facing immeasurable health, economic and social crisis due to COVID-19 pandemic. As the pandemic takes a devastating impact on livelihoods across the globe, its effects on gender equality and women's empowerment, exacerbated by existing social and economic inequalities, become more aggravated.

Due to movement restrictions and social distancing in transport facilities, the Transport sector is among the sectors that were hit hard by COVID-19 pandemic especially public transport. Since the outbreak of COVID-19 pandemic, cities across the world have had to enforce massive restrictions on public transport

To limit transmission of the virus. At the same time, most of the transport companies are having to pay salaries to maintain their staff and some have lost their jobs.

The above challenges come at a time when Rwanda's Transport sector is regarded as one of the key engines of growth in the economy and the country had made significant achievements in the transportation sector by ensuring the provision of adequate transport services, door-to-door mobility and accessibility of people and goods which is key to economic growth.

The imposition of transport and travel restrictions resulted into shrinkage of many other businesses especially small informal businesses that are operating in this sector, which are mainly occupied by women and youth.

The transport projects for instance are being targeted for growth and job creation but it goes without mentioning anything on gender equality. Thus, the need to deploy efforts to bridge these existing gender gaps while responding to the impact of Covid 19 pandemic.

To ensure that no one is left behind during the recovery process, the Gender Monitoring Office in partnership with the United Nations Development Program (UNDP) through the project- "Promoting gender accountability in the private sector in Rwanda" intends to hire a consultant to conduct a quick assessment on the impact of COVID-19 pandemic on gender equality and women's empowerment in the Transport sector.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The rapid assessment of the impact of COVID-19 on gender equality and women's empowerment in Transport Sector will provide quantitative and qualitative information, sex- disaggregated data and analysis on effects imposed by the pandemic on transport sector. The source of data includes among others; Transport companies, Rwanda Utilities Regulatory Authority (RURA), the Ministry of Infrastructure and others that are closely linked to the transport sector. In terms of timing, the assignment will cover a period from March 2020 up to date.

For detailed information, please refer to **Annex 1**

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education

The consultant should have a master's degree in Development Economics, Social Science, Gender and Development Studies, Public Policy Analysis, or other related fields.

Professional Skills

-Five years proven professional experience in undertaking assignments related to gender equality and women empowerment and with a proof of previous work done.

-Proven experience working on gender and women empowerment aspects in the Transport Sector will be an added advantage.

-Proven competencies in research and facilitation skills, analytical work as well as ability to multitask, deliver on time, meet tight deadlines and work with limited supervision.

- Sound knowledge on National, Regional, and International gender equality frameworks.

-Proven experience working with the National gender machinery institutions on similar assignments is an asset.

-Proven excellent communication and writing skills in English and fluency in Kinyarwanda.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

(i) Explaining why they are the most suitable for the work

(ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

5. FINANCIAL PROPOSAL

• **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable deliverables. Payments are based upon outputs.

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station. UNDP does not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight; [70%]*

** Financial Criteria weight; [30%]*

Only candidates obtaining a minimum of 70% points will be considered for the Financial Evaluation

VI. Selection Criteria

Technical Criteria	Weight	Max. Point
The consultant should have a master's degree in Development Economics, Social Science, Gender and Development Studies, Public Policy Analysis, or other related fields	20%	20
Five years proven professional experience in undertaking assignments related to gender equality and women empowerment and with a proof of previous work done	15%	15
A strong and clear methodology to conduct the assignment and achieve expected results	20%	20
Proven experience working on gender and women empowerment aspects in the Transport Sector	10%	10
Proven competencies in research and facilitation skills, analytical work as well as ability to multi-task, deliver on time, meet tight deadlines and work with limited supervision	10%	10
Sound knowledge on National, Regional, and International gender equality frameworks	20%	20
Proven experience working with the National gender machinery institutions on similar assignments	10%	10
Proven excellent communication and writing skills in English and Kinyarwanda.	5%	5

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY