



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 30/06/2021

Country: RWANDA

Description of the assignment: **NATIONAL CONSULTANCY FOR CONDUCTING A RAPID ASSESSMENT OF ECONOMIC AND SOCIAL IMPACT OF COVID-19 PANDEMIC ON GENDER EQUALITY AND WOMEN'S EMPOWERMENT IN THE AGRICULTURE 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: Mbasu 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 COVID-19 pandemic continues to be the main catalyst of both global health risks and unprecedented global economic crisis. The worldwide spread of this pandemic has had a severe impact on global business by disrupting business/trade flows between business entities and countries. The pandemic has affected hundreds of thousands of different sectors and sent millions into formal and informal unemployment, of both men and women, boys, and girls.

In response to social and economic crisis caused by the pandemic, Rwanda has taken unprecedented measures to minimize the spread of the virus. These include social distancing, restriction of movement of people, borders closure, lockdown as well as the temporary closure of formal and informal economic activities. Consequently, livelihoods have been dramatically disrupted as well as the economic, social and productive fabric that sustain society.

The Agriculture sector remains a priority sector as a backbone of the Rwandan Economy and the contribution of men and women as key producers for both their families, the market and the country in general is enormous.

The efforts by the economic recovery plan, through food distribution and cash transfers to households' heads is highly appreciated targeting most vulnerable women and youth, specifically women headed households.

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) intends to hire a consultant to conduct an assessment on economic and social impact of COVID-19 on gender equality and women's empowerment in the agriculture sector.

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

The rapid assessment of the economic and social impact of COVID-19 on gender equality and women's empowerment in agriculture Sector will provide quantitative and qualitative information, sex disaggregated data and analysis on effects imposed by the pandemic on agriculture sector. The source of data includes among others; MINAGRI, RAB, NAEB, MINICOM, Agriculture cooperatives, Private Sector and CSOs players in agriculture sector and those closely linked to the sector. In terms of timing, the assignment will cover a period from March 2020 up to date.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Educational requirement

The candidate 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 conducting consultancy assignments related to gender equality and women empowerment.

- 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.
- Proven experience working on gender and women empowerment aspects in the agriculture Sector will be an added advantage.
- Proven experience working with the National gender machinery institutions on gender related research and assessments is an asset.
- Sound knowledge on National, Regional and International gender equality frameworks.
- Proven excellent communication and writing skills in English and 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.

The financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

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

7. SELECTION CRITERIA

Criteria	Weight	Max. Point
Technical		
The candidate should have a master's degree in Development studies, Economics, Social Science, Gender and Development Studies, Public Policy Analysis, or other related fields	20%	20
At least Five years proven professional experience in conducting consultancy assignments related to gender equality and women empowerment	15%	15
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
Proven experience working on gender and women empowerment aspects in the agriculture Sector.	10%	10
A strong and clear methodology to conduct the assignment and achieve expected results	20%	20
Proven experience working with the National gender machinery institutions on gender related research and assessment.	10%	10
Sound knowledge on National, Regional, and International gender equality frameworks	10%	10
Proven excellent communication and writing skills in English and Kinyarwanda	5%	5
TOTAL	100%	100

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