



TERMS OF REFERENCE (ToR)

CONSULTANT FOR GENDER MAINSTREAMING WORKSHOP

1. Background

Never Again Rwanda (NAR) seeks to engage a qualified consultant to design and facilitate a comprehensive Gender Mainstreaming workshop for its staff and partners. This initiative aims to strengthen the organization's capacity to integrate gender considerations effectively across all programs, policies, and operations.

2. Objectives of the Consultancy

The consultant will:

1. Design and deliver a comprehensive gender mainstreaming training program
2. Strengthen staff capacity in gender analysis and gender-responsive programming
3. Develop practical tools and guidelines for gender mainstreaming
4. Provide post-workshop support for implementation
5. Assess the current state of gender mainstreaming in NAR and provide recommendations

3. Scope of Work

The consultant will be responsible for:

Pre-Workshop Phase

- Conduct a brief organizational assessment of current gender mainstreaming practices
- Design workshop curriculum and materials
- Develop pre- and post-workshop assessment tools
- Prepare all necessary training materials and handouts

Workshop Delivery

- Facilitate a 4-day workshop covering:
- Gender mainstreaming concepts and frameworks
- Gender analysis tools and methodologies
- Gender-responsive planning and budgeting



- Gender-sensitive monitoring and evaluation
- Practical application in all the organization contexts
- Conduct practical exercises and case studies

Guide participants in developing action plans

Post-Workshop Phase

- Prepare a comprehensive workshop report
- Provide recommendations for ongoing gender mainstreaming
- Develop follow-up guidelines and tools
- Submit all training materials and resources

4. Expected Deliverables

1. Inception report including:
 - Detailed workshop methodology
 - Draft agenda and curriculum
 - Assessment tools
2. Workshop delivery:
 - Facilitation of 4-day workshop
 - Workshop materials and handouts
 - Participant action plans
3. Final documentation:
 - Comprehensive workshop report
 - Recommendations for gender mainstreaming
 - Training materials and resources
 - Follow-up guidelines

5. Required Qualifications

The consultant should possess the following:

- Bachelor's degree in Gender Studies, Development Studies, Social Sciences, or a related field. A master's degree is a plus.
- Minimum 5 years of experience in gender mainstreaming and capacity building
- Demonstrated expertise in designing and facilitating gender training programs
- Strong understanding of gender issues in peacebuilding and development contexts

- Experience working with NGOs in the Great Lakes region
- Excellent facilitation and communication skills
- Fluency in English required; knowledge of Kinyarwanda or French is an advantage
- Previous experience with similar assignments in Rwanda or the region

6. Duration and Timing

- Total consultancy duration: 15 working days
 - 7 days for preparation and assessment
 - 4 days for workshop delivery
 - 4 days for report writing and follow-up materials

7. Reporting

The consultant will report directly to the Strategic Advisor in charge of Partnerships and Quality assurance and work closely with the Programs Team.

8. Application Requirements

Interested consultants should submit:

1. Technical proposal including:
 - Understanding of the ToR
 - Proposed methodology
 - Detailed work plan
 - Previous relevant experience
 - Sample training materials from similar workshops
2. Financial proposal including:
 - Consultant fees
 - Workshop materials costs
 - Any other relevant expenses
3. Supporting documents:
 - Updated CV
 - Sample of a previous workshop report

9. Evaluation Criteria

Proposals will be evaluated based on:

- Technical proposal (40%)
- Relevant experience and qualifications (30%)
- Financial proposal (20%)
- Regional experience and language skills (10%)



10. Important Dates

Application deadline: November 15, 2024

Selection and notification: November 22, 2024

Contract signing: November 29, 2024

Consultancy period: December 2-16, 2024

Workshop dates: December 9-12, 2024

11. Submission Details

Deadline: November 15, 2024, 5:00 PM (Kigali Time).

Submit applications to: info@neveragainwanda.org

Subject line: “**Consultant - Gender Mainstreaming Workshop**”

12. Budget

The consultant should provide a detailed budget breakdown, including:

- Professional fees
- Materials development
- Workshop materials
- Other related expenses

For any clarifications, please contact info@neveragainwanda.org

