



MINISTRY OF GENDER AND FAMILY PROMOTION

TENDER NOTICE

TENDER REFERENCE: 21/S/IC/MGPF/WB/16-17

TITLE OF THE TENDER: CONSULTANCY SERVICE TO DEVELOP A STANDARD OPERATIONAL MANUAL AND A STRATEGIC PLAN FOR THE ANTI-GBV CENTRE OF EXCELLENCE

SOURCE OF FUNDING: World Bank

RECRUITMENT OF AN INDIVIDUAL CONSULTANT

1. Introduction

The government of Rwanda has undertaken a number of strategic interventions such as the establishment of Isange One Stop Centers whose models and approaches have given the best response, treatment and care for survivors of sexual violence. Its effectiveness relies on the well-coordinated efforts from stakeholders such as the Ministry of Health, Rwanda National Police, the Ministry of Justice and the Ministry of Gender and Family promotion, the Ministry of Defense, Ministry of Local Government among others.

As part of the above initiatives, a regional anti-GBV Centre of Excellence (CoE) was set up to build capacity in GBV & Child Abuse of service providers, conduct reaserch and publish findings. The centre need to have a set of clear rules and regulations for operations detailing the Center's key functions, main activities to be carried out within the Centre as well as roles and responsibilities of key Government stakeholders.

These among others would require the development of standard operating procedure on the management and operationalization of the centre including staffing, core activities to be carried out with the centre, responsibility of various Government institutions, resource mobilization and cost sharing for smooth running and maintenance of the centre.

The Ministry of Gender and Family Promotion in partnership with RNP, wishes to recruit an individual consultant to develop both a strategic plan and a detailed standard operational manual reflecting the objectives and use of the Anti-GBV Centre of Excellence, responsibilities of Government counterparts (MIGEPROF/MOH/MINIJUST) and details of maintainance and running cost of the CoE.

2. Scope of the assignment

The individual consultant will work directly with the technical committee comprising of the Ministry of Gender and Family Promotion, RNP, Ministry of Justice and Ministry of Health to address the following:

1. Conduct institutional assessment to determine existing mechanism, systems, procedures and process to guide the preparation of multi-service operational manual for the CoE. Develop areas of focus/interventions for CoE though an initial set of consultations:
 - a. Conduct interviews with participating Government institutions to understand their expected long term outcomes of the CoE;
 - b. Conduct interviews with development partners including donors, and non-government organizations for ideas on the outcomes of the CoE;
2. Determine responsibilities and roles of key stakeholders with a focus on: (i) responsibility for overall management of the center's plan of activities (including staffing, operating costs and management of equipment) and coordination with other partners: (ii) roles and responsibilities of institutions and partner organization;

3. Provide internal detailed check list of administrative, human resources and managerial procedures for effective functioning of the CoE;
4. Develop cost details for functioning as well as maintenance of the CoE, including sources of financing and procedures to be followed to secure budget;
5. Develop a detailed operational procedures and process manual for the CoE;
6. To develop a five years strategic plan for the anti-GBV regional centre of excellence as a separate document;
7. Conduct final workshop for review of the manual with the technical committee comprised of RNP, MIGEPROF, MINISANTE and MINIJUST.

The expected duration for this assignment is 70 working days (including meeting days).

3. Expected deliverables/outcomes

The consultant is expected to:

- Prepare and present inception report highlighting in details the methodology and roadmap for producing both the standard operating manual and the strategic plan;
- Develop and present a draft documents to stakeholders reflecting the objectives and use of the Anti-GBV Centre of Excellence, responsibilities of Government counterparts, cost details of maintaining and running the CoE as well as action plan & the budget for the centre;
- Prepare and submit the final standard operating manual and strategic plan for validation.

4. Profile and qualifications

The Individual consultant should have experience in organizational development, administration, management and operations with proven experience working with Government institutions that deal with combating SGBV. She/He must possess among others the following:

- At least a Master's degree in Gender studies, development studies, social sciences, business administration, project management or any other relevant university degree. **30 points**
- At least 5 years of proven experience working in the areas of organizational development and other related fields; **15 points**
- At least 5 years of proven experience in developing strategic plans in the field of gender or other related field; **45 points**
- Proven experience/track-record of implementing organizational development interventions (developing/designing organizational systems and accompanying processes); **5 points**
- Proven experience in managing or working with training centers. **5 points**

5. Other Details:

- The deadline for the submission of applications shall be on 03/04/2017 at 10h00. The technical proposal will be opened the same day at 10h15.
- Late applications shall not be considered and online application is unacceptable.

6. Submission requirements

The application shall include:

- A motivation letter expressing suitability for the assignment;
- Curriculum Vitae of the consultant with the required supporting documents
- Technical and financial offer in separate envelopes.

Kigali on

Mrs. UMUTONI GATSINZI Nadine
Permanent Secretary/MIGEPROF

