

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT
General Rapporteur for UNFPA Rwanda 9th Country Programme Prioritization Workshop

TERMS OF REFERENCE	
Hiring Office:	UNFPA Rwanda Country Office
Purpose of work:	<p>The United Nations Population Fund (UNFPA) is the United Nations sexual and reproductive health agency with the mission to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled. Within the framework of the Sustainable Development Goals and the Programme of Action of the International Conference on Population and Development (ICPD), UNFPA Rwanda has been implementing the 8th Country Programme (CP, July 2018 – June 2024) with the Government of Rwanda and various development partners. The goal of the CP is to achieve universal access to sexual and reproductive health, realize reproductive rights and reduce maternal mortality, and to improve the lives of women, adolescents and youth, towards the achievement of three transformative results: (i) zero preventable maternal deaths; (ii) zero unmet need for family planning; and (iii) zero gender-based violence and harmful practices. In pursuit of this goal, the UNFPA Rwanda seeks to achieve results in the following thematic areas of programming under the Country Programme: sexual and reproductive health and rights; adolescents and youth; and population dynamics.</p> <p>Within the frameworks of the National Strategy for Transformation 1 (NST1), Common Country Analysis (CCA) and United Nations Sustainable Development Cooperation Framework (UNSDCF), UNFPA Rwanda is preparing the 9th Country Programme (CP) for the period of July 2024 – June 2029. The 9th CP will deliver on UNFPA’s promise of the 3 transformative results and the SDG Agenda. Its aim is to ambitiously respond to national priorities and advance the agenda for all people in line with the 3 transformative goals. UNFPA will not get there without a bold, innovative and transformative strategy; and this will be only possible in strong partnership with the government partners and other development stakeholders in the country.</p> <p>Against this background, UNFPA is proposing a prioritization workshop to inform the development of the 9th Country Programme of UNFPA Rwanda in collaboration with various development partners including relevant government institutions. The 2-day prioritization workshop is proposed to be held at the Kigali Convention Center, from 19th to 20th September 2023.</p> <p>Objectives: During the workshop UNFPA staff, government partners, and other development stakeholders are invited to apply their knowledge and understanding of the issues and challenges Rwanda faces on the journey to become a high income country by 2050, and use their expertise, imagination and creativity to co-create and outline the ambition for the UNFPA Rwanda’s next CP.</p> <p>The specific aims of the 2-day prioritization workshop are for all participants to collaboratively:</p> <ul style="list-style-type: none"> ● Shape vision for the UNFPA Rwanda’s 9th CP. ● Create a common understanding of the big challenges in Rwanda regarding the UNFPA mandate towards 2030 and beyond. ● Outline the most pressing and critical national development priorities, gaps, bottlenecks and entry points in implementing a successful programme focused on upstream work, including policy, capacity building, advocacy and knowledge management, and confirming areas where UNFPA can link future work to current and emerging policy priorities in Rwanda. ● Understand the mega-trends and their impact on Rwanda: Strategic catalytic solutions and strategies to address these. ● Identify opportunities for accelerated progress to deliver on the ICPD agenda.

	<ul style="list-style-type: none"> Strengthen coherence and partnership amongst the partners in Rwanda, and increase buy-in to the next CP. <p>UNFPA Rwanda CO is looking for the services of a Rapporteur to record the proceedings of the 9th Country Programme Prioritization workshop. The rapporteur will capture and record the key discussion points and recommendations emanating from the workshop.</p>
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<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>Scope of Work The General Rapporteur (GR) will work for a maximum of 4 working days (2 days during the workshop, plus 2 days for preparatory meeting, report drafting and finalization upon receiving the feedback):</p> <p>Phase 1: Preparatory meeting</p> <ul style="list-style-type: none"> The GR will attend a preparatory call with the organizers on a mutually agreed date before the commencement of the meeting to better understand his/her role; Assess the accuracy of resources (equipment, Internet connectivity, timing, logistics) assigned to the meetings and advise organizers in a timely manner; Suggest a reporting format for review and approval by the organizers. <p>Phase 2: Report writing during the workshop</p> <ul style="list-style-type: none"> The GR will ensure an accurate and structured recording of the deliberations of the meeting; S/he will be responsible for taking notes during the session and preparing a report of the session's proceedings as follows: <ul style="list-style-type: none"> A summary of key points made during the presentations. An accurate record of key points made during the discussions. A synopsis of key recommendations/actions points emanating from the group works and from the discussions. An analysis of key points and recommendations as they relate to meeting proceedings. The GR will attend the workshop for the full duration of the programme. The GR is expected to work with his/her own equipment including a laptop and any other equipment needed for the scope of these TORs. Provide a written draft summary before the end of the workshop. <p>Phase 3: Finalizing the report after the workshop</p> <ul style="list-style-type: none"> Provide a professionally written, accurate, relevant, useful and analytical report in soft copy (emailed) according to the format provided and the following agreed timelines: <ul style="list-style-type: none"> Summary draft report made available to organizers within 5 days after the workshop First full draft report (based on revised summary) made available to UNFPA who will revert with comments, within 3 working days Submission of final workshop report 1 working day after receiving comments
<p>Duration and working schedule:</p>	<p>The contract will start on the 18th of September 2023 and will end on the 27th of September 2023. The consultant will be working for a maximum of 4 days within the timeframe of the contract.</p>
<p>Place where services are to be delivered:</p>	<ul style="list-style-type: none"> The workshop venue will be Kigali Convention Center. Reporting virtually.
<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<p>Outputs The Rapporteur will provide the outputs specified in the scope of work as mentioned above and specifically:</p> <ol style="list-style-type: none"> A summary of the meeting A final workshop report in a pre-agreed format according to the above timeline.

Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>The Rapporteur will have to propose formats for each task to be approved by the Rwanda CO team.</p> <p>In addition to the ongoing tasks to be fulfilled during the planning workshop, as highlighted above, the GR will have to deliver the following documents within the following timelines:</p> <ul style="list-style-type: none"> ○ Summary draft report made available to organizers within 5 days after the workshop ○ First full draft report (based on revised summary) made available to UNFPA who will revert with comments, within 3 working days ○ Submission of final workshop report 1 working day after receiving comments.
Supervisory arrangements:	The rapporteur will work in close collaboration with the UNFPA Rwanda CO M&E Specialist under the overall oversight of the Deputy Representative of UNFPA Rwanda CO.
Required expertise, qualifications and competencies, including language requirements:	<p>The candidate will have a minimum qualification of a:</p> <ol style="list-style-type: none"> 1. Master's Degree in a Public health/ Business/Development/Social sciences/ Economics/Communication/Journalism, Politics or related field. Additional training and qualifications/good experience in report writing is an advantage. 2. At least 5 years of relevant experience. 3. Experience in UNFPA's mandates (Sexual and reproductive health, Adolescents and youth, and Population dynamics) is an asset. 4. Track record in similar tasks (rapporteur, writing reports for development programmes, etc.). 5. Ability to make powerpoint and other types of presentations. 6. Ability to meet tight deadlines and work under pressure. 7. Very good writing and analytic skills. 8. Being a resident of Rwanda is a requirement.
Inputs / services to be provided by UNFPA or implementing partner (e.g., support services, office space, equipment), if applicable:	N/A
Other relevant information or special conditions, if any:	N/A
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Date:</p>	