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CONGRÈS DU TRAVAIL ET DE LA
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Rwanda Office

U.F.

TO CONDUCT A GENDER AUDIT TO IDENTIFY CURRENT BARRIERS TO WOMEN'S EFFECTIVE PARTICIPATION IN UNION STRUCTURES AND MAKE UNIONS MORE RESPONSIVE & INCLUSIVE FOR WOMEN

Poste title	To Conduct a Gender Audit to Identify Current Barriers to Women's Effective Participation in Union Structures and Make Unions More Responsive & Inclusive for Women
Duty station	Kigali- Rwanda
Duration	20 Workdays
Report to	COTRAF-RWANDA & FES
Type of Contract	Individual national consultants

1. BACKGROUND

COTRAF RWANDA (Congrès du Travail et de la Fraternité des Travailleurs au Rwanda) in Partnership with the Friedrich Ebert Stiftung (FES) is implementing EU funded 3 years Project to foster social protection, social dialogue, minimum wages, and the respect of national and international labour norms in Rwanda. The project targets three sectors: Mining, tea, and education.

The above-mentioned sectors are simultaneously facing enormous challenges in terms of gender imbalance, occupational safety, and low income. All three sectors are important for the Rwandan economy, and it is worthy reflecting about relationships between men and women, their access to resources, their activities, and the constraints they face relative to each other in the above-mentioned sectors and especially in trade union structures.

In trade unions working in Tea, Mining and Education, women are significantly underrepresented, both in workplace, TU committees and at the top of the TU federation, including professional TU structures at national level. It is therefore necessary to look for the causes to remedy this situation. The only way to ascertain whether trade unions benefit women and men equally is to perform a gender audit.

The gender audit will draw a baseline picture of the COTRAF's trade unions on the participation of women and men in the structures and raise women's awareness of about barriers to meaningful and inclusive participation. Our assumption is that women are less involved than



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men in leadership and governance of trade unions and even tend to avoid them. Therefore, the objective of the gender audit in COTRAF's unions is to promote learning on how to implement gender mainstreaming effectively in their policies, programs, and structures as well as to assess the progress made in achieving gender equality and equity.

2. THE AIMS OF THE CONSULTANCY SERVICE

The aim of this gender audit is to establish a baseline identifies current barriers to women's effective participation in union structures and make unions more responsive & inclusive for women of COTRAF-RWANDA and Its member Unions. The gender audit findings will also facilitate the process of identifying gaps that may not be immediately visible as it compels COTRAF's trade unions to closely examine its organization's policies and practices with a new lens. Besides, gender audit in COTRAF's trade unions structure not only supports the development of gender equity strategies to promote equality, but will also encourage the development of gender sensitivity throughout the workplace and organizational environment, thus the gender audit will also :

- generate understanding of the extent to which gender mainstreaming has been internalized and acted upon in COTRAF's trade unions structures,
- assess the extent of gender mainstreaming in terms of the development and practice of gender responsive policies and programs in COTRAF-RWANDA
- identify and share information on mechanisms, practices and attitudes that have made a positive contribution to mainstreaming gender in COTRAF- RWANDA
- assess the level of resources allocated and spent on gender mainstreaming and gender activities in COTRAF-Rwanda,
- Examine the extent to which human resources policies are gender sensitive in COTRAF-RWANDA.

3. KEY DELIVERABLES

3.1. A draft of gender audit in COTRAF's trade unions structures , will be presented to Cotraf -Rwanda and FES for Review

3.2. A revised gender audit document will be validated by FES and COTRAF's trade unions representatives



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3.3. A final gender audit report in English, will be presented to FES & COTRAF-RWANDA for approval

4. REPORTING:

The consultant will report to COTRAF-RWANDA and Copy to FES

5. TIME SCHEDULE:

The gender audit shall be completed within a maximum of 20 Work days from date of agreement. The consultants will provide a detail time schedule for the task and presentation of the outputs. The schedule will be agreed upon by two parties (Consultants & COTRAF-FES)

6. QUALIFICATIONS AND COMPETENCES

- ✓ A minimum of 5 years practical experience in the field of gender equality and gender mainstreaming
- ✓ Formal training in gender analysis and gender planning and demonstrated expertise in mainstreaming gender in projects and programs,
- ✓ Thorough understanding of the gender context in Rwanda
- ✓ Experience working with government institutions and international or non-governmental organizations supporting gender and development work in trade unions is an added advantage
- ✓ Strong communication skills, and ability to liaise with various stakeholders, including trade unions
- ✓ Expert knowledge on conducting gender audit survey

7. EDUCATION

- Advanced University degree in gender studies, Education, Social sciences, or any related degree.
- Minimum of 5 years of relevant experience is required.
- Excellent written and spoken English

8. APPLICATION PROCESS

The consultant will submit an expression of interest to COTRAF-RWANDA at (cotrafrwanda2003@gmail.com) and to FES at (info@fes-rwanda.org) before 23/09/ 2022 at 5PM.

The expression of interest should include the following:



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✓ Updated curriculum vitae that clearly spells out qualifications and experience in relation to this assignment.

✓ Contacts of 3 organizations that have recently contracted the consultant to carry out a similar assignment.

✓ Financial proposal for this assignment.

Please note that these (Financial shall be submitted to the designated email. While submitting your application be sure that your email subject line is EIDHR/ 2021/429/ 349 (Your Name)

Online submissions only are considered. For any further information or clarification please contact us on anne.felmet@fes-rwanda.org or josephprojectofficer2@gmail.com.

8.EVALUATION CRITERIA

Competence and Experience of the consultant in similar assignment (30 points)

Qualification and Education of the consultant (20 points)

Financial proposal (50 points)

Done at Kigali, on 05th September 2022

Anne Felmet

Rwanda resident representative

FES Rwanda