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CONGRÈS DU TRAVAIL ET DE LA  
FRATERNITÉ DES TRAVAILLEURS

URUBUGA RWUMURIMO  
N'UBUVANDIMWE SWABAKOZI



Rwanda Office

## TERMS OF REFERENCE

### PRODUCING A “SIMPLE GUIDE TO RWANDAN LABOUR LAW” IN KINYARWANDA

<b>Post title</b>	Short term expert to producing a “Simple Guide to Rwandan Labor law” in Kinyarwanda
<b>Duty station</b>	Kigali Rwanda
<b>Duration</b>	20 working days
<b>Reports to</b>	FES Rwanda
<b>Type of Contract</b>	National individual expert.

#### 1. Background

The Friedrich-Ebert-Stiftung (FES) in partnership with the Congrès du Travail et de la Fraternité (COTRAF) is implementing EU-funded 3 years project to foster social protection, social dialogue, minimum wages, and the respect of national and international labor norms in Rwanda. The project will target three sectors: Mining, tea, and education.

The Rwanda labor Code is complicated, and the articles are not easy to understand for workers in the above-mentioned sectors without law background. Ordinary workers often do not have the skills to read and comprehend the law, thus, based on the existing information in the labor Code, a simple guide which explains the most important law in a simple language will be developed and made available to workers in Tea, Education, and Mining sectors.

It is against this background, FES and COTRAF seek the service of an expert to extract the most important information from the labor code and produce a simple guide out of it.

The simple guide should be double sided flyer developed in Kinyarwanda. The content of the leaflet will be validated by FES and COTRAF committee before use in campaigns.

#### 2. The aim of the consultancy service

This consultancy service aims at producing and disseminating the Rwandan Labor Law in an understandable language for workers in Tea, Mining and Education sectors.

#### Key deliverables



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✓ 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](mailto:anne.felmet@fes-rwanda.org) or at [programmanager@fes-rwanda.org](mailto:programmanager@fes-rwanda.org)

#### 7. Evaluation Criteria

Experience of the consultant in similar assignment (40 points)

Qualification of the consultant (20 points)

Financial proposal (40 points)

Done at Kigali, on 23<sup>rd</sup> August 2022

Anne Felmet

Rwanda resident representative

FES Rwanda