



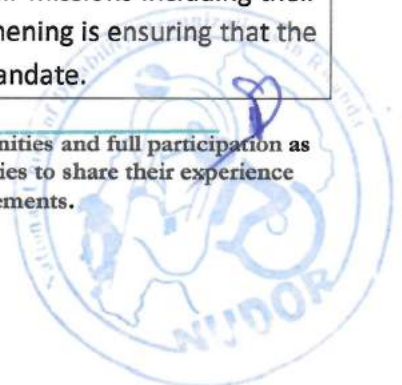
# NUDOR

NATIONAL UNION OF DISABILITY ORGANIZATIONS IN RWANDA  
Registered at RGB under N° 72/2014 according to the law No 04/2012 of 17/02/2012; TIN : 102404301;  
E-mail : [info@nudor.org](mailto:info@nudor.org); Website: [www.nudor.org](http://www.nudor.org);  
P.O Box: 1546 KIGALI TEL: +250- 0788845444/ +250- 0788400063

## TERMS OF REFERENCE FOR HIRING A HEAD OF PROGRAMME

I. POSITION INFORMATION	
Project title:	Capacity Building trajectory programme
Job Title:	Head of Programmes
Reporting to:	Executive Secretary
Duration :	Two-years renewable including six months of probation period
Working nature:	Full-time assignment
II. PROJECT BACKGROUND/OBJECTIVES	
<b>NUDOR's BACKGROUND</b> <p>The National Union of Disability Organizations of Rwanda (NUDOR) exists to strengthen the voice of the disability movement in Rwanda. It was established as a civil society organization in 2010 by 8 National organizations of Persons with Disabilities and has currently 15 member organizations. Together NUDOR and its members are working so that persons with disabilities can enjoy the equal rights to which they are entitled.</p> <p>NUDOR's vision is a society where people with disability enjoy the same human rights and opportunities as other citizens. NUDOR's mission is to serve as a platform for organizations of People with Disabilities, to share their experiences, to express their views and to support them in strengthening their capacities and achievements. In order to well coordinate the work of its member organizations, NUDOR secretariat is shifting from implementation to coordination which gives more responsibilities to the secretariat for capacity strengthening to ensure that the next 3 years MOs are strong enough for implementing projects.</p> <p>To make sure that this shifting is well processed, an organisational assessment has been conducted. Some of the results have shown that the structure needs also to change to be adapted to new working environment of NUDOR. This OA was commissioned by the Liliane Foundation (LF) and the Disabled Peoples Organisation Denmark (DPOD) in collaboration with NUDOR. LF and DPOD have also supported the related CDT's implementation.</p> <p>The overall objective of the Organisational Assessment (OA), as per Terms of Reference (TOR), was to identify organisational strengths and weaknesses which can guide the future organisational development planning and strengthening of NUDOR to meet her mandate, vision and mission more efficiently and effectively, and to support members and POs in achieving their missions including their role of Strategic Partner Organisations. One of the important area of strengthening is ensuring that the secretariat is capable to manage the members in order to contribute to its mandate.</p>	

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The key challenge for NUDOR is that it is caught in a project-based implementation approach which disallows for a more strategic approach to address the overarching legal and structural challenges in society for PwDs to gain equal rights and access.

For NUDOR to be able to address national structural and legal challenges e.g. in **health, education and economic empowerment**, NUDOR Secretariat shall have focus on its key functions and responsibilities in four areas: i) Be able to collect data and information for **results documentation**; ii) have the capacity to use the documentation of the results, i.e. to **analyse** and potentially conduct **research** within the three thematic areas; and iii) transform new knowledge and to use now knowledge in **capacity building** of, e.g. MOs and partner organisations ) to use new knowledge in **advocacy** work with national authorities and to **leverage new funding** in the donor community.

To achieve the above, the six elements of the organisations need to be tailored accordingly. NUDOR will have to prepare and implement according to a strategic plan which includes detailed planning for all three thematic areas. The support systems, i.e. finance and administration, should be tailored to support the three thematic areas where the tasks are not on projects but on performing the functions and responsibilities described above. The structures of the NUDOR Secretariat should be redesigned and tailored around the three thematic areas and the support. Leadership roles and responsibilities should be redesigned to focus on more strategic, political and advocacy-level, decision-making and implementation. Human resources (e.g. current staff) should be employed in new roles with the responsibility to operationalise the above-described essential function and responsibilities (documentation, analysis/research, capacity building and advocacy). The mindset of staff, the Board and the MOs would be changed to focus more on the strategic level than the current project level.

The above suggested changes will require MOs assume the responsibility of implementing projects at the district, community and village levels. This will require significant capacity building of MOs' project cycle management and leadership skills, and the NUDOR Secretariat should be tasked to coordinate and conduct the capacity building.

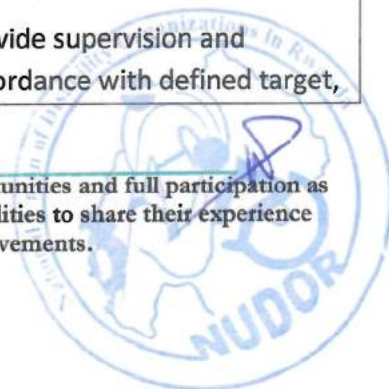
To ensure that the coordination of the action and programmes is met, a new position was established to support the Executive Secretary in managing the changes.

### III. Major Functions

As far as this position is a member of the Management Team,

1. he/she will be responsible for leadership and management of program's development, implementation and M&E.
2. The Head of Programmes will take the lead of our programs and provide supervision and technical support in order to achieve programmes' objectives in accordance with defined target,

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strategies and goals.

3. As a senior staff member in NUDOR, Head of Programmes will assist the ES to represent the Umbrella in different national and international forums to network and promote the image of NUDOR and its MOs.
4. S/he will also assist the ES in the development of the Organizational strategy, organizational development and partnership building.
5. S/he will be mainly responsible for designing, coordinate the implementing and managing interventions and strategies ; and ensuring that they are aligned to the strategic plan of NUDOR.

#### IV. Major Duties and Responsibilities:

##### 1. Programme development planning and implementation

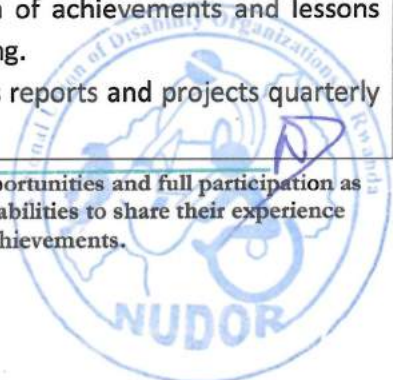
- Provide leadership to the Programme Managers towards achieving the objectives of NUDOR, and in the development of strategic plans and budgets for all programs.
- Work closely with the ES to develop new programmes ideas that attract quality grant proposals with NUDORs membership and support the strategic direction.
- Lead and ensure quality implementation and documentation/reporting of the programmes and projects in an effective way proving value for money
- Ensure programs and projects' reviews are regularly and effectively conducted to drive plans, monitor, and control the delivery of programs to schedule and related budget.
- Create and implement best practice program management vision, strategy, processes and procedures to support and improve program performance.
- Take ownership of the program management guidelines, and associated documents.
- Participate in developing, implementing and managing key performance indicators (KPIs) for each programme with MEL officer and respective programme staff.
- Represent The NUDOR in various programme-related knowledge sharing and learning forums, document and share feedback with the Team.

##### 2. Program Reviews, Monitoring, Evaluation, Program Learning and Reporting

**In Close collaboration with the MEL Manager, the HoP will:**

- Monitor programmes to ensure alignment with the strategic objectives of NUDOR and the overall vision
- Keep track of information flows and systematic documentation of achievements and lessons learnt from every programme to improve strategic decision making.
- Ensure quality and prompt submission of reports of programmes reports and projects quarterly and annually.

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- Monitor trends in development programmes and programme management practices, document and provide recommendations where necessary

### 3. Donor relationship management partnerships and networking

- Support the ES in developing and managing relationship with the NGO's donors
- Lead on development of Programme ideas into quality grants proposal through a participatory approach with NUDOR's member organisations.
- Lead Programme coordinators in improving and strengthening the NUDOR's relationship with strategic networks and partnerships.
- Coordinate and support review of the NUDOR's partnerships as well as follow up of partners after review and reflections.
- Ensure effective partnerships at all levels following the NUDOR's procedures and guidelines
- participate in partnerships meetings, events, and forums at both national and international levels.

### 4. Programmes ' finance management

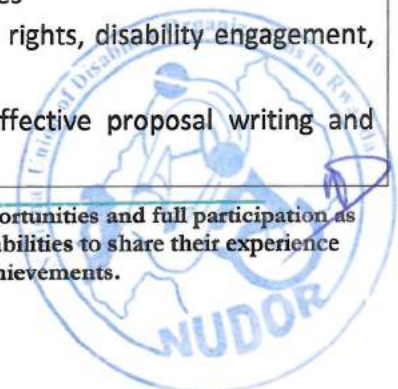
- Ensure the development, monitoring, review and update of all activities and work plans of the Programmes unit attain its objectives as cost-effectively and efficiently as possible
- Manage the expenditure and disbursement of resources allocated to activities of each programmes.
- Monitor and advise on programme spending and provide reports as necessary
- Review programme concepts and partner financial requests for Management's approval
- Liaise with the finance controller, on financial management and budget follow up

## V. Profile

### Required Qualifications

- Masters in programme/project management, development studies or related discipline.
- Master in other programme with a proven Training in Project planning and management or related discipline.
- Minimum of 4 years relevant experience in reputable organizations preferably in the development or non-profit sector
- Experience in developing, coordinating, monitoring, evaluating and assessing impact and processes of a programme
- Experience in proposal writing and managing funds for programmes
- Prior experience managing/ leading projects related to disability rights, disability engagement, Human rights and civic engagement is an added advantage
- Excellent verbal and written communication skills, including effective proposal writing and correspondence to internal and external audiences.

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- Great eye for opportunity and ability to proactively identify unique areas of crossover from which to leverage partnerships

## Preferred Skills

- Up to date knowledge of development concepts and techniques given understanding of disability issues and promotion of gender equality at both national and international levels
- Excellent understanding of development partnerships, fundraising, and donor strategies
- Excellent presentation, communications, and negotiation
- Planning, organizing, coordination and management
- Leadership and management skills - formal or informal i.e. Team leader responsibility.
- Fluency in written and spoken English & French on an international working level.
- Proficiency in Microsoft tools
- Intrapreneurial spirit, with ability to work under minimal supervision, take ownership, self-starter, creative thinker and innovative mindset

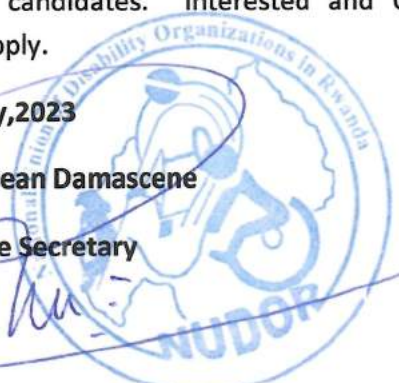
The interested candidate will submit the hard copy, the notified degree, well detailed CV with all relevant supporting documents to NUDOR Office located at Kicukiro district, Niboye Sector, Road KK21 Ave Building 36, 2km from SIMBA Supermarket Kicukiro. The submission deadline is 23<sup>rd</sup> February 2023 at 12o'clock.

The written and oral tests will be administrated on Tuesday, 28<sup>th</sup> February, 2023, at NUDOR office for only shortlisted candidates. Interested and Qualified Persons with disabilities and women are encouraged to apply.

Kigali, 7<sup>th</sup> January, 2023

**NSENGIYUMVA Jean Damascene**

**NUDOR Executive Secretary**



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