

TERMS OF REFERENCE FOR RECRUITING OF A MODERATOR FOR CENTER OF EXCELLENCE ON INCLUSIVE AND SUSTAINABLE NEW COMMUNITIES (ISNC)

1. BACKGROUND

During the last ten years Rwanda has experienced one of the most exciting and fastest periods of growth and socio-economic progress in its history. It was tenth fastest growing economy in the world during the decade from 2000. At the same time more than a million people have been lifted out of poverty (MINECOFIN, 2013). A range of initiatives on community development and local economic development have been carried out by development partners and the national government, contributing to the notable growth.

In 2013, the Ministry of Foreign Affairs of the Republic of Korea (ROK) and United Nations Development Programme (UNDP) launched a global initiative called “Saemaul Initiative towards Inclusive and Sustainable New Communities (ISNC)”. The initiative focuses on scaling up local development solutions for sustainable livelihoods, drawing on the experiences of ROK’s Saemaul Undong (SU) – New Village Movement – which was a rural development programme implemented in the early 1970s that significantly reduced rural poverty by increasing household incomes, improving basic infrastructure and services, revitalizing local communities and empowering women. The key principles of Saemaul Undong approach are: self-reliance, cooperation and can-do spirit.

Rwanda has been selected along with other five countries to roll-out the global initiative. Under this initiative a project has been developed by UNDP with the National Fund for Environment and Climate Change (FONERWA) as a national implementing partner. The overall objective of the Rwanda project is to establish a Centre of Excellence to collect and share the best practices of Saemaul model for integrated local development in Rwanda, as well as regionally and globally – through South-South Cooperation. The project envisions an increased sustainability and scale-up of innovative local community development efforts through strengthened financing mechanisms and information management system. Particular, emphasis will be on mainstreaming environment and climate change into rural development planning and implementation.

As one of the main outputs of the project, a web-based Center of Excellence platform will be developed in 2017 to be used as a knowledge management portal and make available codified knowledge on technologies, best practices of Saemaul model and Rwandan homegrown solutions to local development challenges that proved successful in local communities. The web-based center of Excellence will focus on knowledge sharing for programs initiated to mainstream the environment and climate change into local development. Rwanda homegrown solutions, lessons learned, best practices drawn in various programs and knowledge on Saemaul model will be shared to improve learning, programming and policy development.

Within this background, FONERWA is seeking a moderator who is responsible for overall planning, operation and up scaling of the CoE platform.

2. SCOPE OF THE WORK

- 1) Identify, collect, classify and package available knowledge regarding Saemaul Undong, and good examples of Rwandan homegrown solutions on rural/community development and update them in the CoE platform.
- 2) Conduct consultation with relevant stakeholders and partners to establish the Virtual CoE and engage them in supporting the CoE
- 3) Moderate online and offline dialogues to engage various stakeholders in the community level especially students and the youth by providing information on Saemaul Undong, good examples of Rwandan homegrown solutions and community development and to encourage the students to develop ideas on how to implement sustainable rural development models.

3. DUTIES AND RESPONSIBILITIES

- Identify and codify available knowledge in Rwanda (Policy, strategy, best practices, lesson learned, reports) that contribute to community rural development in Rwanda in the following areas.
 - Policy relevant programmes including Integrated Development Programme (IDP) and Village 2020 Umurenge Programme (VUP)
 - Sustainable Land Management,
 - Integrated Water Resources Management
 - Sustainable Forest Management
 - Renewable Energy and Energy Efficiency
 - Green agriculture practice
 - Green village/rural planning
- Collect, and package knowledge, lessons learned, best practices and success stories for programs initiated to mainstream environment and climate change into local development in Rwanda.
- Disseminate collected knowledge, lessons learned, best practice on Rwanda home grown solutions and Saemaul Undong in the CoE platform.
- Identify and Map programs initiated to mainstream environment and climate change into local development implemented by institutions (REMA, MINIRENA, FONERWA, RNRA, UNDP, UNEP, KOICA, MINALOC, LODA, etc ...
- Conduct stakeholder's consultations and engage with them to promote and support the use of virtual CoE.
- Identify and establish rural thematic communities of practices. This includes identifying experts, Specialist, professions in various institutional supporting sustainable rural development and link them to promote knowledge sharing through communities of practices.
- Moderate and facilitate internal and external online discussion assisting the CoE members and topic raisers and ensuring that discussions are lively, well moderated and facilitated
- Organize consultation workshop activities: schedule workshop, off-line dialogues, and conduct marketing initiatives, develop publications.
- Conduct regular field visit of the selected rural development projects to engage stakeholders in the community level and to build partnership.
- Draft and send regular newsletters of the CoE to the members. Promptly update the email list of the CoE members

- Ensure the continuous update and upgrade of the CoE platform, functionalities and activities
- Increase the visibility of the CoE by establishing and maintaining contacts with external entities and organizations (UN Agencies, Universities, Research institutes, NGOs, and online Community of Practice (COP) etc.) strengthening the cooperation with other platforms and initiatives in the area of rural/community development
- Identify and follow-up opportunities with other development partners and government agencies to produce written, audio, video, and graphic content for the CoE.
- Enhance, complement and evangelize the CoE by maintaining a presence on social networking sites (Facebook, Twitter, YouTube, LinkedIn, etc.) in order to promote the CoE, attract new members, and engage current members
- Answer questions and offer support to the members of the CoE in case of addressing issues/concerns/complaints in collaboration with relevant FONERWA teams
- Conduct a survey if needed to identify the needs and challenges of the stakeholders.
- Coordinate with internal FONERWA team to produce new infographics, knowledge products, etc on mainstreaming environment and climate change in rural/community development.
- Provide hands-on support to the organization of competition award on youth and students' proposals on rural development and home grown solutions
- Provide hands-on support to the organization of national symposium.

The consultant' responsibilities are spread out over the course of the online discussion as follows:

- Participate in the brainstorm on the list of individuals, organizations or networks to specifically target for participation in the discussion;
- Introduce the general framing questions for the discussions as well as key background materials (e.g. platforms, sources, other papers) for kicking off the discussion;
- Support to articulate the rationale and 'deliverables' of the discussion.
- Draft the discussion 'launch message', social media messages at least 1 week before launching the initiative (includes framing questions, background reading (as applicable, rationale and deliverables);
- As the discussion unfolds, formulate additional specific discussion questions (as needed) to encourage the participants to share helpful suggestions, analysis and experiences;
- Respond to participants' particular questions and, if discussion lulls, introduce pertinent issues and/or guide the discussion. Where appropriate, post useful literature related to the discussion;
- Draft (i) weekly discussion summaries, and (ii) the final discussion synthesis and address follow-up questions. The Synthesis should be a concise, easy-to-use reference which reflects the best judgment, experience and knowledge of the guest moderator/s and the online engagement specialist.

- The consultant will take the results of the e-discussion forward within their organizations/networks and potentially present at meetings
- Flag any technical, text or language challenge that a participant might have to the organizing entity.

4. EXPECTED DELIVERABLES

- Operational Virtual CoE
- Knowledge map and Inventory list of Knowledge products regarding Saemaul Undong and Rwanda home grown solutions
 - Policy relevant programmes including Integrated Development Programme (IDP) and Village 2020 Umurenge Programme (VUP)
 - Sustainable Land Management,
 - Integrated Water Resources Management
 - Sustainable Forest Management
 - Renewable Energy and Energy Efficiency
 - Green agriculture practice
- Documentation of Projects/program and its interventions in rural development.
- A well-established communities of practices and networks for learning with a list of individuals and organizations registered in communities of practices
- A concept note for competition award on youth and students' proposals on rural development and home grown solutions
- A concept note for national symposium.
- Conduct 2 or 3 new online/offline discussions created on topics related to rural development and community development per month
- Minimum 8 knowledge products uploaded to the CoE platform per month
- Discussion synthesis reports produced per workshop/dialogue
- Monthly newsletters delivered to the members
- An email list created for stakeholders and partners.
- CoE traffic analytics report submitted per month

5. Reporting

The consultant will produce monthly report. The report will be submitted both electronically and in hard copy in the number of one (1) copy to Fund Coordinator. The consultant will produce a final summary and a complete report at the end of the assignment including annexes detailing items mentioned above under expected deliverables. The report must be submitted in English.

6. DURATION OF THE CONTRACT

The consultancy is for 7 months of period after signing of the contract.

7. INSTITUTIONAL ARRANGEMENT

FONERWA will contract the consultant to undertake the assignment as described in this ToR. The Consultant will report directly to Fund Coordinator.

8. DUTY STATION

The duty station of the work is the FONERWA office in Kigali, Rwanda. However, the consultant may be required to travel to sites outside Kigali.

9. REQUIRED EXPERTISE AND QUALIFICATION

Education:

- Master's degree in related field: rural development, Social Sciences, Agriculture/Agribusiness, Knowledge Management, Environmental Sciences or relevant field.

Professional Experience and expertise requirements:

- At least 8 years of professional experience in the field of rural development, agricultures, environment, climate resilient and livelihood improvement.
- Experience in online/offline forums moderation
- Understanding of Rwanda rural/community development strategies and home grown solutions
- Understanding of recent trend and best practices on rural development in other countries especially African region
- Good understanding of Saemaul Undong
- Experience in knowledge management and research skills will be added value.
- Excellent computer skills (MS word, excel, PowerPoint, Photoshop etc)
- Excellent communication skills, especially written skills
- Being familiar with best usage of social medial
- platforms for knowledge sharing.

Language requirement:

- Excellent written and verbal communication skills in English;
- Excellent written and verbal communication skill in Kinyarwanda is highly required;
- Working Knowledge of French will be an added advantage;

10. PAYMENT MODALITIES

The consultant will be paid monthly in line with an agreed daily fee.

The proposed daily fees shall be the basis for contract negotiation.

REPUBLIC OF RWANDA



FUND FOR ENVIRONMENT AND CLIMATE CHANGE IN RWANDA (FONERWA)

TITLE: Recruitment of Individual Consultant as Moderator for Center of Excellence on Inclusive and Sustainable New Communities (ISNC)

REFERENCE N°: N° 12/S/IC/2016-2017/FONERWA-UNDP

TYPE OF CONTRACT: Individual consultant

1. Background and context

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It is from this background that Fund for Environment and Climate Change (FONERWA) has received funding from United Nations Development Programme (UNDP) to support its above

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mentioned global initiative. The Fund for Environment and Climate Change, now invites eligible individual consultants to submit their applications to provide the above mentioned services as detailed in the ToRs.

Detailed **Terms of Reference** can be accessed/downloadable from FONERWA website: www.fonerwa.org

Selection Criteria

The consultant selection will be under an Individual Consultant selection procedures (IC).

Submission requirements.

The application shall include:

- A motivation letter expressing suitability for the assignment,
- Curriculum Vitae of the consultant with the required supporting documents (copies of academic certificates and experience related certificates);
- A detailed work plan and financial proposal that will facilitate contract negotiation

Address for application

All applications to be clearly marked **“Recruitment of Individual Consultant as Moderator for Center of Excellence on Inclusive and Sustainable New Communities (ISNC)”** and addressed to;

The FMT-Coordinator

Fund for Environment and Climate Change (FONERWA)
KG7 Avenue, Inyota House, near Uk Embassy
P.O.BOX 7436 Kigali-Rwanda

Other Details

- Late applications shall not be considered and online application is unacceptable;
- The deadline for submission of applications shall be on 6th February, 2017 at 2:30 PM
- The applications shall be valid for 90 days from the date of submission

For more information, you may visit FONERWA website on www.fonerwa.org and for more enquiries please contact us on info@fonerwa.org

Done at Kigali on 19/01/2017

Fatima Mukarubibi (Delegated Signatory)

Fatima Mukarubibi
Permanent Secretary
Ministry of Natural Resources

