

Junior Expert (JE) Job description

Function Code (completed by the Junior Programme for the position publication)

RWA.2408

I. DESCRIPTIVE PART OF THE JOB

Application date	05/06/2024
Job title	Junior Expert in Gender, and Monitoring, Evaluation and Learning.
Junior Expert	<i>To check the box, double click on the right, choose properties. Select 'checkbox enabled by default' and validate with OK.</i> <input checked="" type="checkbox"/> European <input type="checkbox"/> National
Job holder (name of JE) <i>(to be filled in after the selection of JE)</i>	
Job holder's (JE's) Signature + date <i>(to be filled in after the selection of JE)</i>	

General information			
Enabel or NGA Project/programme	<input type="checkbox"/> Enabel	If Enabel : Navision code	
	<input checked="" type="checkbox"/> NGA	If NGA : NGA name	Plan International Belgium
Full denomination of the project/programme	Bike for Future project (Funded by Belgian Corporates)		
Project/programme 's location	Gatsibo District ; Bugesera District		
Duty station of supervisor	Kigali	Duty station of JE	Kigali, Country Office level
JE will be assigned to	<input checked="" type="checkbox"/> Project/programme	<input type="checkbox"/> Representation (Enabel)/Country Office (NGA)	
Project duration (dd/mm/yy)	Start date:	Expected start date for the job (dd/mm/yy):	01/02/25
	End date :		
	15/02/2023		
	14/02/2027		
Requested JE contract duration	<input type="checkbox"/> 1 year <input checked="" type="checkbox"/> 1 year with possible extension		

<p>1. Context of the project 2. Objectives of the project 3. Partners of the project 4. Main activities of the project</p>	<p>1. Rwandan society made significant progress towards gender equality. Despite that, girls still face various challenges such as violence and discrimination because they are less valued in society. There are still persistent gender and social norms, gender stereotypes and different roles assigned to girls and young women, including a high burden of household chores. There is still a high level of tolerance for gender-based violence in Rwanda. Discrimination results in young women engaging in more vulnerable and informal employment compared to boys. One young woman out of three is neither employed nor in education or training. Due to gender norms, girls and young women remain underrepresented in STEM domains (science, technology, transportation, engineering and mathematics), which are perceived as 'for boys only'. This has long-term consequences for their future and hinders them from becoming economically empowered women. Sport and social activities are also considered for boys only as girls have to take care of domestic work. In summary, current Gender norms, stereotypes and customs (e.g., that girls and young women should take care of housework and children alone) have a major impact on girls' future opportunities and empowerment. This plays out even more in rural areas and the poorest communities. Challenging gender stereotypes regarding young women's access to economic opportunities is therefore crucial to achieving SDGs 5 and 8.</p> <p>2. The Bike for future project aims at empowering girls and young women through the practice of sports and economic opportunities focused on bicycle-related jobs. Hand in hand, sporting events and entrepreneurship groups will strengthen the technical and everyday life skills of girls and young women so that they are economically and socially empowered to lead. Through the support from Belgian cycling Partners & Sponsors, Plan International will work for 4 years starting February 2023 with young people, especially girls in the Districts of Gatsibo and Bugesera. In 2025, the World Road Cycling Championship will take place in Rwanda. This is a unique opportunity to highlight the needs of girls and young women of Rwanda, mobilize them and work with them to: (i) advocate for their rights in terms of social and economic empowerment, and (ii) to access the career path of their choice, whether or not it is job opportunities traditionally held by men such as mechanics, STEM, and (iii) access sports activities to develop crucial skills.</p> <p>3. The partner of the project is Learn Work Develop (LWD). Their areas of expertise is education, livelihoods, Adolescent Sexual Reproductive Health and Rights (ASRHR), Anti-Sexual and Gender Based violence (SGBV), Child protection, Environmental protection, Social justice and Advocacy.</p> <p>4. The project is structured around 4 main outcomes: (i) Economic empowerment, (ii) Social empowerment, (iii) Challenging gender stereotypes through community support, (iv) Commitment of the private sector companies to involve youth in their respective sectors.</p> <p>Activities include:</p> <ul style="list-style-type: none"> (i) Professional training for girls; training on sustainable development and environment protection; start their own business after the training (e.g: bicycle store, repair store), and share their stories as successful entrepreneurs. (ii) Sport classes and competitions; training on gender equality and gender-based violence prevention; awareness raising activities; participation of youth to specific events (World Road Cycling Championship to share their experiences of the project, and advocate for the importance of sport, cycling, and economic opportunities relevant for them) (iii) Sport tournaments between districts to raise awareness in the communities around girls' participation in sports; community forums; dialogues, radio spot and study tours (iv) Awareness raising sessions to prevent GBV in the workplace; apprenticeships and internships; dialogue sessions for decent working conditions for young women <p>The structure of the project team is comprised of: 1 Program coordinator (100%), 1 M&E officer (100%), as well as support positions such as a communication manager, and a gender advisor who provide ad hoc support to the project. This is to show you that the Junior Enabel will not come to fill in the gaps but will be completely integrated within the project team.</p>
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	<p>More information on Plan international Rwanda:</p> <ul style="list-style-type: none"> - Plan International Rwanda (plan-international.org) - Plan International Rwanda Facebook page - Plan International Rwanda YouTube page - Plan International Rwanda Twitter account
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Position of the JE within the organisation	
<p>The JE depends hierarchically on the supervisor (N+1). Besides the supervisor, one or more resource persons for technical support of the JE may be appointed in case the supervisor does not have the same technical background as the JE. If this person is already identified, please indicate below.</p>	
Supervisor's name, job title & background (N+1)	Etienne Niyiturinda, Program Coordinator of the Bike for future project, based in the CO, in Kigali
Resource person(s) for technical support's name, job title & background	Celine Babona, Gender focal point and Diane Nyirarukundo (MERL Manager) based at the CO in Kigali. Anees ur Rrehman, Head of Programmes, based in Kigali
For Enabel JE, the follow-up will be assured by a Junior Programme Project Officer.	
For NGA JE: name & job title of the contact person from NGA headquarters that will assure the follow-up	Deborah Varisano, Programme Officer, Plan International Belgium, responsible for Rwanda Back-up: Pierre Laviolette Head of Programme Management Unit Plan International Belgium

JE – Job description
Job objective
<p>Explain in MAX. 5 SENTENCES the purpose of the job. What real need does this job fulfil? What's the added value of the job?</p> <p>The purpose of this position is to reinforce the integration of the <i>Gender Transformative approach</i>, specifically focusing on <i>gender-based violence prevention and economic empowerment of girls and young women</i> within the project. It involves enhancing the capacities of implementing partners through training and continuous support on gender transformation tools and approaches. The job also includes supporting the partner in implementing and utilizing their monitoring and evaluation systems. The added value of this function lies in ensuring project quality, both technically and qualitatively in achieving results. The Junior Expert provides crucial support through capacity building and operational assistance dedicated to monitoring and enhancing implementation quality for colleagues and partners.</p>

Result area n°1		Time in % :	60%
JE's role [as...]	As junior Gender expert		
JE's responsibility (= verbs)	Strengthen the integration of the Gender Transformative approach through utilising the gender transformative marker in the project and improve the capacities of the partner involved in the implementation and ensuring quality implementation of gender related activities.		
In order to ... [objective]	Make interventions tailored to the specific needs identified by adolescents and youth especially young women and work towards behaviour change related to gender stereotypes as regard economic opportunities and sport practices		

<p><i>Most important tasks[What activities (= verbs) are to be performed to achieve the objective?]</i></p>	<ul style="list-style-type: none"> • Review the content of the different activities to ensure that the gender or gender transformative dimension is taken into account and make recommendations. • Participate in the creation or revision of training modules for young people on gender, positive masculinities, and gender-based violence • Propose specific and innovative approaches to project teams on the consideration of the dimension of economic, social and gender empowerment; • Engaging young people on issues related to gender-based violence; • Support the project team and the implementing partner in the implementation of activities in the communities where the project is involved. • Follow up on the implementation of recommendations. • Work with youth structures and associations and train them on gender and inclusion as part of Plan International's interventions. • If it is possible for all parts, the junior expert will also be invited to support other projects of Plan International Belgium only on an ad-hoc basis (on gender or M&E-related aspects)
<p>Concrete expected outputs <i>[What final and tangible products the JE is to produce?]</i></p>	<ul style="list-style-type: none"> • Proposals for actions to integrate the gender approach into the various activities • Revised training modules for young people (if needed) • Revised content and description of activities, taking into account aspects related to the <i>gender transformative approach</i>. • A mechanism for monitoring activities and the gender component in particular • Gender assessment analysis semi-annual and annual report developed and submitted on time

Result area n°2		Time in % :	15%
JE's role [as...]	<i>As junior expert in Monitoring and Evaluation, and Capitalization</i>		
JE's responsibility (= verbs)	Ensure the monitoring of implementation through the project's indicators to capitalize on good practices and technical and thematic innovations.		
In order to ... [objective]	Improve the implementation of the project in a documented manner in order to achieve the expected results and objectives.		
<p><i>Most important tasks[What activities (= verbs) are to be performed to achieve the objective?]</i></p>	<ul style="list-style-type: none"> • Participate in monitoring visits and data collection activities during site visits (preparation of data collection, collection, cleaning and processing, analysis and reporting). • Support the team and partners in annual planning exercises. • Support the final evaluation of the project. • Follow up on the implementation of feedback mechanisms (allowing participants in activities to give their opinion as well as their suggestions or complaints in relation to the implementation of the project). 		
<p>Concrete expected outputs <i>[What final and tangible products the JE is to produce?]</i></p>	<ul style="list-style-type: none"> • Reports of monitoring activities (data collection, visits) are available; • Annual planning documents are updated; • Feedback mechanism monitoring assessments are conducted 		

Result area n°3		Time in % :	20%
JE's role [as...]	<i>As partnership and networking officer</i>		
JE's responsibility (= verbs)	Follow up on key relationships (eg. partner, other Belgian and non-Belgian CSO, Belgian Embassy) as part of the efficiency and visibility of the project		
In order to ... [objective]	Promote the project widely within different forums and platforms and strengthen advocacy and synergy of action with key actors.		
<p><i>Most important tasks[What activities (= verbs) are to be performed to achieve the objective?]</i></p>	<ul style="list-style-type: none"> • Support in side events during the WC to increase visibility Conduct capacity gaps and develop plans to support the project's partner • Support on capacity development plan implementation • Follow the capacity building plan of the partner and propose additional themes according to their needs, including on gender-related aspects. • Have regular interactions with implementing partners (office visits, visits to intervention communities) • Participate in the activities of the Joint Strategic Framework (forum for exchanges of Belgian actors in Rwanda) 		

Concrete expected outputs <i>[What final and tangible products the JE is to produce?]</i>	<ul style="list-style-type: none"> Capacity development plans are updated Partner monitoring reports are updated Partner monitoring corrective action logs report are updated Joint Strategic Framework: reports of the participation in the different meetings
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ATTENTION, next to his/her tasks related to the project activities, the Junior Expert will also have to carry out several tasks, common to all Junior Experts, for the Junior Programme:

Result area n°		Time in % :	5%
JE's role	As Ambassador for Global Citizenship		
Most important tasks	<ul style="list-style-type: none"> Support to the Belgian Corporates of the Bike for future project as regard their visibility and communication requests. Own initiative to make certain aspects of global citizenship known to the Belgian public (podcast, video, action, event...) Support to an already existing initiative in the field of global citizenship (eg of Enabel, a Belgian or local NGO, ...) Any other global citizenship activity requested or approved by the Junior Programme. 		
Concrete expected outputs	<ul style="list-style-type: none"> 1 global citizenship initiative finalised and/or supported per year Possibly other individual awareness-raising activities (eg. photo exhibition, video, educational kit, games, testimonies, ...) 		

JE's contribution to the Junior Programme priorities	
Innovation	
<i>What space does the function offer for experimenting with innovative tools/approaches? E.g.: action research, testing & roll-out of new technologies, etc.</i>	
JE's role	<ul style="list-style-type: none"> As a support to the project team, actively help for the preparation of the Road World Championship in 2025 (press, logistics of key sponsors participating in the event). As a tester of Monitoring and evaluation tools, the JE will support the testing, improvement, validation of monitoring tools in the field.
Most important tasks	<ul style="list-style-type: none"> Accompany the process of preparing Plan's team and the Partner for press-related questions and logistics of sponsors' participants before and during the Championship of 2025. Learn how to use <i>PMERL</i> – the new digital project/program management system through the encoding of monitoring and evaluation data Support teams in the use of <i>PMERL</i> in data processing. Note and notify of any system malfunctions. Extract data from dashboards to support reporting, analysis of implementation performance.
Concrete expected outputs	<ul style="list-style-type: none"> Press manual developed alongside a clear chronogram before the Championship. Participation in an intensive <i>PMERL</i> training Incident reports found on the platform Reports illustrated with excerpts from the platform

Support local partners	
<i>How will the JE cooperate with and support the local partners, of the hosting partner team, etc ? Will (s)he have the possibility to work in pairs with a (young) local professional?</i>	
JE's role	<ul style="list-style-type: none"> To support the partner team in M&E processes and activities. To participate in capacity building of the implementing partner to ensure gender-transformative interventions
Most important tasks	<ul style="list-style-type: none"> Facilitate trainings on gender, positive masculinities, gender-based violence; Provide regular technical support to implementing partners
Concrete expected outputs	<ul style="list-style-type: none"> Revised training modules. Trainings co-organized with the Plan International Rwanda team. Post-training accompaniment of the partner

Requested profile				
Required training/degree (area of diploma) for the job <i>> Remark : will be eliminatory on CV for the candidates. Be complete & specific, please.</i>	<input type="checkbox"/> Agronomy/ Bio-engineer <input type="checkbox"/> Biology/ Environment <input type="checkbox"/> Geography <input type="checkbox"/> Civil/industrial/ electrical engineer/ Architect <input type="checkbox"/> ICT/NTIC <input type="checkbox"/> Mathematics/ Exact sciences <input type="checkbox"/> Law/Criminology	<input checked="" type="checkbox"/> Political sciences/ International relations/ Diplomacy <input checked="" type="checkbox"/> Sociology/ Anthropology/ Social work <input checked="" type="checkbox"/> Psychology <input checked="" type="checkbox"/> History/Philosophy /Art/Religion <input checked="" type="checkbox"/> Educational sciences <input type="checkbox"/> Human resources / Organizational development	<input type="checkbox"/> Economy/Commercial engineer/Marketing <input checked="" type="checkbox"/> Communication/Public relations/Journalism <input type="checkbox"/> Languages/Philology /Translator <input type="checkbox"/> (Bio/Para)medical sciences <input checked="" type="checkbox"/> Public health <input checked="" type="checkbox"/> Development studies <input type="checkbox"/> All profiles <input type="checkbox"/> Others and/or details (if needed)	
Necessary specific knowledge for the job <i>> Remark : will be eliminatory on CV for the candidates.</i>	<ul style="list-style-type: none"> 3 months experience or knowledge (specific training) on gender or child protection issues and rights Knowledge of M&E processes: 3 months experience in collection and analysis of quantitative data or experience in conducting surveys 			
Language skills <i>> For Dutch and French level A2 is required. If a higher level of these Belgian national languages is required, please indicate this. > Indicate which language skills are essential or preferable for the job with possible comments on the expected level of knowledge and/or an argumentation.</i>	Languages	Knowledge	Comments	
	English	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Preferable	Language used by Plan International Rwanda and can be used with Plan Belgium as well	
	Kinyarwanda	<input type="checkbox"/> Essential <input checked="" type="checkbox"/> Preferable	As this is the official language of Rwanda, any knowledge of Kinyarwanda is a plus.	
	Dutch	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Preferable	Min. A2-level (if level is not more than A2: good knowledge of French required for the selection interviews) + language used by Plan international Belgium, Belgian donors and the target audience in Belgium	
	French	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Preferable	Min. A2-level (if level is not more than A2: good knowledge of Dutch required for the selection interviews) + language used by Plan international Belgium, Belgian donors and the target audience in Belgium	
Preferred assets for the job <i>> Remark : will not be eliminatory on CV for the candidates.</i>	<ul style="list-style-type: none"> Knowledge in the field of economic and social empowerment Interest and experience in (digital) communication tools Good writing skills Very good command of the information tool (office suite) Good knowledge of M&E processes Excellent interpersonal skills and good listening skills Ability to work in a team and independently Ability to work with multi-sector partners Communication skills with a variety of interlocutors 			
Driver's licence for motorcycle & car	Motorcycle	<input type="checkbox"/> Essential <input type="checkbox"/> Preferable	Car	<input type="checkbox"/> Essential <input checked="" type="checkbox"/> Preferable

Country context information
Living conditions

Capital / rural area	<p>Rwanda is a country situated in Central Africa, bordered to the North by Uganda, to the East by Tanzania, to the South by Burundi, and to the West by the Democratic Republic of Congo.</p> <p>After the Genocide of 1994 against the Tutsi, unit and reconciliation program through the promotion of a common identity 'we are all Rwandans'. Rwanda is now in the process of becoming a stable, dynamic, regional trading and technology hub, recognized for its low corruption and good governance.</p>
Security context	<p>Rwanda is a safe and stable country. The risk of terrorism, violence or crime is lower in Rwanda than in other African countries and lower in Kigali than in most other African cities. Nonetheless, there are some security threats to be made aware of. There's no recent history of terrorism in Rwanda attacks that can't be ruled out. There is a low threat from terrorism, but it is important to be aware of the global risk of indiscriminate terrorist attacks especially targeting public areas. There is a strong-armed police and military presence in Rwanda, particularly on the streets of Kigali. This is normal, and should not be viewed as coercion. Indeed, this firm presence contributes to the low level of crime in Rwanda. Petty theft and pick-pocketing are not common but normal precautions should be taken. Violence and serious crime are rare. Rwanda, particularly Kigali, is safe at night.</p>
Access to services	<p>Access to medical care: Medical infrastructure is of good quality in Kigali. Modern private and public hospitals are accessible that are equipped for all medical procedures. Medical insurance that includes medical repatriation is recommended.</p> <p>Access to public transport and road safety: Transport is readily available in Kigali, with moto-taxis, local buses, and regular taxis all likely to seek the right fare. Moto-taxis have a poor safety record and Plan International Rwanda does not recommend their use. Local buses are very cheap and offer a cramped, intimate experience. Most visitors will use conventional taxis—Yego Cabs.</p>
Isolation / social life	There are a lot of internationals in Kigali. Due to the calm security context, It is possible to practice many activities in Kigali and outside of the capital.
Location suited for families (with children)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Other useful observations?	
Work context & conditions	
Work location	Plan International Country Office (CO) in Kigali
Field exposure? (Direct contact with local partners & reality, ...)	Yes
Frequency field missions (Weekly? Monthly? Number of days?)	Field visits will be at least monthly as per project implementation plan. Both districts of the project implementation areas are situated 45 mins/1 hour from Kigali (Bugesera), and 2h/2h30 from Kigali (Gatsibo). The short distances from Kigali allows for short field visits (one day: leaving early and coming back before dawn), which will make it possible for the Junior Expert to go on additional field visits if need be.
Accessibility of the supervisor	Yes
Teamwork / isolated work	Team work
What transport arrangements will the project consider in order to insure the JE's professional travels/journeys?	<input type="checkbox"/> Motorcycle from the project at disposal of the JE <input type="checkbox"/> Borrow a car belonging to the project/programme when required <input type="checkbox"/> Local transport? What? : <input checked="" type="checkbox"/> Other, please specify : Vehicle with driver from the project
What transport arrangements will the JE consider in order to ensure his/her private travels/journeys?	<input type="checkbox"/> Motorcycle <input type="checkbox"/> Car <input type="checkbox"/> Local transport? What? : <input checked="" type="checkbox"/> Other, please specify : follow advice given to other JEs in Rwanda
Other useful observations?	