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Rwanda Office

TERMS OF REFERENCE

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

Post title	Short term expert to producing a “Simple Guide to Rwandan Labor law” in Kinyarwanda
Duty station	Kigali Rwanda
Duration	20 working days
Reports to	FES Rwanda
Type of Contract	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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2.1 A draft Simple Guide to Rwandan Labor Law. COTRAF and FES and TU representatives will provide comments on the draft and the consultant will finalize the Simple Guide in view of those comments.

2.2 A revised simple guide to Rwandan labor law will be validated by FES and COTRAF representatives

3.3 Final simple guide to Rwandan labor law (Hard and soft copies and the soft copies should be in both editable and PDF versions) will be presented to FES and COTRAF.

Reporting arrangements (Supervision and Collaboration)

The consultant will report to FES and work closely with TU representatives for any inputs needed in developing the content to the simple guide to Rwandan labor law

3. Time Schedule

The Assignment shall be expected to be completed within a maximum of (20 days) from date of commencement. The consultant will provide a detailed time schedule for the task and delivery of the outputs. The schedule will be agreed upon by the two parties (consultant and FES& Cotraf).

4. Qualifications of the Consultant

- Expert knowledge in trade union movement in Rwanda, labor rights, and the legal framework on labor matters.
- Knowledge on the national and international labor standards
- Ability to develop a simple guide and write at a high level
- Ability to analyze existing documents and conduct interviews with key informants

5. Required Skills and Experience Education

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

6. Application process

The short term expert will submit an expression of interest to FES Rwanda on info@fes-rwanda.org and copy to anne.felmet@fes-rwanda.org and cotrafrwanda2003@gmail.com, before 8th September 2022 at 5PM . The expression of interest should include the following:

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



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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 or at 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 23rd August 2022

Anne Felmet

Rwanda resident representative

FES Rwanda