



GREAT LAKES INITIATIVE FOR HUMAN RIGHTS AND DEVELOPMENT (G.L.I.H.D)

TERMS OF REFERENCE FOR TRANSLATION OF A HUMAN RIGHTS EDUCATION MATERIAL (HUMAN RIGHTS MANUAL) AND DEVELOPING GLIHD'S STRATEGIC PLAN

Duty Station: Kigali – Rwanda

Application Deadline:

September 15, 2016

Type of Contract:

Consultancy Service Contract

Languages Requested:

Kinyarwanda and English

Expected Duration of Assignment:

30 days

Background and Context

Great Lakes Initiative for Human Rights and Development is national non-governmental, human rights based and public interest organization registered and operating in Rwanda.

In carrying out its activities, GLIHD monitors domestic implementation of different regional and international human rights instruments such as Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), Convention on the Rights of Child (CRC), International Covenant on Civil and Political Rights (ICCPR), African Charter on Human and Peoples' Rights (African Charter), the Protocol to the African Charter on Human and Peoples Rights on the Rights of Women in Africa and more.

In order to enhance its work GLIHD has developed a human rights education material (human rights manual) whose main objective is to serve both as an awareness raising material and a guide to using different human rights instruments. Currently GLIHD intends to translate the human rights manual from English to Kinyarwanda. GLIHD also wishes to develop a strategic plan that will guide its work for the coming 5 years from 2017 to 2021.

Overall objective of the assignment

The overall objectives of the proposed consultancies are to translate the human rights manual from English to Kinyarwanda and to develop the organization's strategic plan.

Physical Address: Kicukiro, KK 357 ST 16, Near Saint Joseph School

E-mail: glihd.org@gmail.com; infos@glihd.org

Website: www.glihd.org

Tel: 0788695363/0788559021

Registration: N° 080/2014



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Expected results

- A well translated final copy of the human rights manual from English to Kinyarwanda is available for its use;
- A final copy of comprehensive strategic plan is available.

Scope of work/Duties and Responsibilities

Under the overall guidance of GLIHD the consultant will perform the following tasks:

a) Translation of the human rights manual

- ✓ Read the English version of the human rights manual for necessary editing;
- ✓ Produce a first draft of the Kinyarwanda version of the human rights manual;
- ✓ Incorporate inputs and attend to comments as will be provided by reviewers;
- ✓ Present the draft translated document at the validation workshop;
- ✓ Revise the comments with extreme care after validation of the document;
- ✓ Provide a final draft of the manual after incorporating the final comments from the validation workshop.
- ✓ Abide with the deadlines

b) Developing the strategic plan

- ✓ Gathering all information necessary for the development of the strategic plan through reading of key organization's documents and interview with GLIHD's staff;
- ✓ Producing and presenting the first draft of the strategic plan;
- ✓ Incorporate inputs and attend to comments as will be provided by reviewers;
- ✓ Provide a final draft of the manual after incorporating the final comments;
- ✓ Abide with the deadlines.

Duration of the assignment

The duration of each consultancy will take a period of one (1) month from day of signing the contract. It is anticipated that the work will commence on 20th September to 19th October 2016.

Required skills and experience

A Masters Degree in Human rights law and background training in languages are required. Proficiency in oral and written English and Kinyarwanda is of great importance.

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For the consultants who will wish to develop the strategic plan, there should be able to prove in the proposals their experience in carrying out similar work.

Note: For consultancy firms, their track records should be demonstrated with evidence and CVs for individuals constituting the team that they have done similar work. Having worked on any translation of legal document, particularly human rights documents will be an added advantage.

Submission application

Interested individuals or consultancy firms are requested to submit their applications including a letter of expression of interest, technical and financial proposals from individuals or firms with the relevant experience and qualifications.

Applicants are requested to submit their application package in two hard copies in sealed envelopes; two for technical proposal and two for financial proposal. Also, the two envelopes per each proposal (technical and financial) shall be put together in one envelope which will be sent to GLIHD's following Physical Address: **KK 357 ST 16, Kicukiro-Niboyi, Near St Joseph School**. The application letter is addressed to the Executive Director. Note that, electronic application will not be accepted.

Deadline for submission

The deadline for application is set on **15th September 2016** at 5:00pm

Kigali on 8th September 2016

MULISA Tom
Executive Director

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