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## TERMS OF REFERENCE (ToR)

### FOR MONITORING & EVALUATION (M&E) SPECIALIST

**Project:** TechSheCan

**Implementing Agency:** Korean Institute for Development Strategy (KDS)

**Duration:** 3 Years

**Reporting To:** Permanent Secretary (MIGEPROF)

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## I. PROJECT OVERVIEW

The ODA Project to Support Women's Empowerment in Rwanda (2025–2027), titled "TechSheCan", is a bilateral cooperation initiative between the Ministry of Gender Equality and Family (MOGEF) of the Republic of Korea and the Ministry of Gender and Family Promotion (MIGEPROF) of Rwanda. This multi-year project aims to empower young women and girls aged 18–35, particularly school dropouts, teen mothers, and other vulnerable groups, by equipping them with technical and entrepreneurship skills to access decent employment and income generating opportunities, particularly in traditionally male-dominated sectors. It also supports the formation of women-led cooperatives, and facilitates linkages to microfinance and community-based self-employment pathways such as service kiosks. The project aligns with Rwanda's National Strategy for Transformation II (NST2)—the national development framework from 2025 onward—which prioritizes:

- Inclusive, sustainable, and private-sector-led economic growth
- High-quality job creation for youth and women
- Promotion of TVET and digital skills for the future of work
- Gender equality and empowerment of vulnerable groups

The project also supports key national strategies, including the National Skills Development and Employment Promotion Strategy (NSDEPS), which emphasizes demand-driven TVET and inclusive skills development and the National Gender Policy (2021), which calls for the removal of gender-based barriers to economic participation, and promotes affirmative actions in STEM, TVET, and Labor markets.

## II. RATIONALE AND CONTEXT

Despite Rwanda's policy advancements, persistent structural barriers limit women's participation in high-quality, non-traditional employment sectors:

- Women represent only 16% of enrols in traditionally male-dominated TVET fields.
- Girls and women face disproportionate unpaid care burdens and gender stereotypes that limit their participation.
- Limited access to finance, land, and professional networks hinders women entrepreneurs.



To tackle these challenges, TechSheCan proposes a holistic model by combining technical skills training integrating entrepreneurship, cooperative development, and financial inclusion, TechSheCan addresses these systemic barriers and creates a gender-transformative vocational ecosystem.

### **III. JOB DESCRIPTION**

The Monitoring & Evaluation (M&E) Specialist will ensure effective tracking, assessment, and reporting of the TechSheCan project's progress. The project aims to train 700 young and vulnerable girls in male-dominated trades, entrepreneurship, financial literacy, and gender equality while also supporting employment and business formation (cooperative, Start-up) as well as access to available loans in financial institutions. The M&E Specialist will provide data-driven insights to enhance project implementation and stakeholder collaboration.

#### **Key Responsibilities:**

##### **1. Monitoring & Evaluation Framework**

- Develop and implement a robust M&E framework to track project indicators (outputs, outcomes, impact).
- Design data collection tools (surveys, interviews, focus groups) for trainees, cooperatives, and stakeholders.
- Conduct baseline, mid-term, and end-line evaluations to measure progress.

##### **2. Project Activity Evaluation**

- Monitor curriculum development, trainee selection, TVET school partnerships, and training delivery.
- Assess the effectiveness of gender-transformative modules (entrepreneurship, financial literacy).
- Evaluate employment and business group formation (start-up and cooperative), loan access, and kiosk operationalization (20 kiosks nationwide).

##### **3. Stakeholder Engagement & Reporting**

- Analyze the collaboration efficiency of key partners (MINALOC, MOYA, RTB, RCA, BDF, local governments).
- Prepare regular monthly reports, and quarterly evaluation reports highlighting successes, challenges, and corrective actions.
- Submit cohort-specific reports (after every 100 trainees) to the Technical Working Group (TWG) and Project Steering Committee (PSC).
- Ensure that documentations are duly reviewed, signed, and approved by MIGEPROF, PMC, or relevant stakeholders when required.

##### **4. Data Management & Learning**

- Maintain a digital M&E database for real-time tracking of trainees, loans, and kiosks.
- Document success stories, lessons learned, and best practices for replication.



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- Recommend adaptive strategies to improve project delivery.

## **5. Compliance & Accountability**

- Ensure alignment with MIGEPROF, MOGEF (Korea), and donor reporting requirements.
- Facilitate third-party audits or evaluations as needed.

## **IV. REQUIRED QUALIFICATIONS & EXPERIENCE**

### **A. Academic Background**

- Master's degree in Monitoring & Evaluation, Project Management, Statistics, Development Studies, or related fields.
- Certification in data analysis is an advantage.

### **B. Work Experience**

- Minimum 5 years of M&E experience in youth/women empowerment, TVET, or microfinance projects.
- Proven track record in designing M&E systems for donor-funded programs.
- Experience with cooperative development, loan monitoring, or SME support programs in Rwanda.
- Familiarity with Rwanda's gender policies, financial inclusion strategies, and TVET sector.

### **C. Skills & Competencies**

- Advanced quantitative & qualitative data analysis skills.
- Proficiency in M&E software (e.g., DHIS2, Excel).
- Strong report-writing and presentation skills for diverse stakeholders.
- A passion for gender-transformative economic empowerment.
- Fluency in English and Kinyarwanda (Korean language is a plus).

## **V. PERFORMANCE INDICATORS**

- Timeliness and quality of M&E reports (quarterly/cohort-based).
- Stakeholder satisfaction with data-driven decision-making.
- Accuracy of trainee, loan, and kiosk tracking.
- Number of adaptive strategies proposed and implemented.

## **IV. APPLICATION REQUIREMENTS**

Interested candidates should submit:

1. A detailed CV with M&E project highlights.
2. A cover letter demonstrating alignment with the role.
3. Academic/professional certificates.
4. Two reference letters from past employers.



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## **In Summary**

1. The M&E Specialist will ensure the TechSheCan project achieves its goals through rigorous monitoring, stakeholder coordination, and evidence-based improvements. The ideal candidate will combine technical M&E expertise with a passion for gender-inclusive economic empowerment.
2. The contract duration for the M&E Specialist position is one year, running from October 2025 to September 2026. The contract is renewable within the overall project timeline, subject to performance and evolving project needs.