

Terms of Reference (ToR) Full Stack Developer Consultant for Maintenance and Upgrade of the Gender Management Information System (GMIS)

1. Background and Context

The Gender Monitoring Office (GMO) is mandated to effectively monitor gender mainstreaming and the fight against Gender-Based Violence in public, private, civil society, and religious institutions, aiming to achieve gender accountability for sustainable development in Rwanda. The Office also serves as a hub of knowledge on gender equality and accountability to inform decision-making and national planning.

In line with this mandate and considering the importance of gender data in evidence-based programming, advocacy, and decision-making, GMO has developed a Gender Management Information System (GMIS) that captures, stores, and retrieves gender-related data in Rwanda for information and reporting purposes. With the use of the system, it is evident that it shows operationalization technical issues and changes that need to be fixed regularly to allow its proper usage and access by both internal and external users.

It is within this framework that the Gender Monitoring Office, with the support of Innovation for Poverty Action (IPA), seeks to recruit a qualified Full Stack Developer consultant to provide technical support and maintenance for the GMIS, provide continuous support, and system upgrades.

2. Objective of the Assignment

The primary objective of this consultancy is to maintain, optimize, and upgrade GMIS to improve system functionality, usability, security, and performance while aligning with GMO's strategic mandate.

3. Scope of Work

The consultant will be responsible for:

- Providing continuous technical support, troubleshooting, and system monitoring for GMIS.
- Performing system maintenance, including updates, bug fixes, and security compliance on the Ubuntu server.
- Conducting a user needs assessment to determine necessary outputs and system improvements.
- Upgrading existing features and developing new modules as required.
- Supporting integration with other government systems and the Gender Data Lab.

- Conducting regular backups, system updates, and performance optimization.
- Enhancing user interface (UI) and user experience (UX) for improved usability.
- Providing knowledge transfer and training to GMO staff on system operation and updates.
- Preparing technical documentation, user manuals, and progress reports.

4. Deliverables

- Inception Report detailing the initial assessment, proposed upgrades, and implementation plan.
- Weekly system performance and maintenance reports, highlighting issues addressed and tasks completed.
- Upgraded GMIS system with optimized features and new modules as required.
- Source code of the upgraded system, including version history.
- User manuals and technical documentation for internal use.
- Training sessions delivered to GMO staff, including practical demonstrations and Q&A sessions.

5. Duration of the Assignment

The consultancy is expected to run for 2 months, with the possibility of extension based on performance and institutional needs.

6. Reporting

The consultant will work directly with GMIS Joint Team under the direct supervision of GMO's Executive Secretary or another designated representative. Regular progress updates to a GMO/IPA joint team will be required throughout the duration of the assignment.

7. Required Qualifications and Experience

The consultants should have the following qualifications and expertise:

- Bachelor's or Master's degree in Computer Science, Engineering, Information Technology, or related field.
- Proven experience as a Full Stack Developer (Front-end and Back-end).
- Strong expertise in Java, Spring Boot, JavaScript, HTML5, CSS3, Angular/React, and REST APIs.
- Experience with Database Management Systems (PostgreSQL/MySQL/Oracle).
- Knowledge of system integration, security, and cloud deployment.
- Familiarity with Ubuntu server administration and Linux-based hosting environments.
- At least 7 years of relevant professional experience in software development and maintenance.
- Previous experience working on government or institutional systems is an asset.

8. Skills and Competencies

- Strong problem-solving and analytical skills.
- Ability to work independently and deliver within deadlines.
- Excellent communication and teamwork skills.
- Commitment to confidentiality and data protection.

9. Application Process

Interested candidates should submit:

- An updated CV.
- A cover letter explaining their relevant experience.
- Technical and financial proposals.
- At least three references from previous similar assignments.

INTERESTED APPLICANTS MEETING THE POSITION REQUIREMENTS SHOULD SEND THEIR APPLICATION ON RWA_proposals@poverty-action.org

APPLICATIONS WILL BE CONSIDERED ON A ROLLING BASIS. APPLICATIONS SUBMISSION DEADLINE IS **October 29, 2025**. ONLY SHORTLISTED CANDIDATES WILL BE NOTIFIED.