

REPUBLIC OF RWANDA



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**REQUEST FOR EXPRESSION OF INTEREST (EOI) WITH REFERENCE N°048/EOI/NO/2012-2012/NISR/SMRP UNIT/NSDS BASKET FUND/EICV4 CO-ORDINATOR**

**TITLE: RECRUITMENT OF A NATIONAL INDIVIDUAL CONSULTANT TO CO-ORDINATE THE FOURTH INTEGRATED HOUSEHOLD LIVING CONDITIONS SURVEY (EICV4) OPERATIONS**

**1. Background and Justification**

The NISR is mandated to track and monitor the Economic Development and Poverty Reduction Strategy (EDPRS) Performance Indicators. In particular, it manages all statistics for national development. In the context of data production and management, the NISR carries out most of the time national surveys in order to inform the progress of EDPRS, and these include among others, Demographic and Health Survey (DHS), Integrated Household Living Conditions Survey (EICV).

Three years after realization of EICV3, NISR is organizing EICV4 in order to evaluate the level of achievement of the Millennium Development Goals (MDGs) by 2015. It is in this context that the NISR intends to contract a National Individual Consultant who will lead and coordinate the EICV4 operations.

**2. Overall Objectives of the assignment**

The overall objective of the assignment is to support NISR in preparing and implementing the EICV4 survey.

**3. Specific objectives and scope of the tasks:**

The consultant will provide technical support to prepare and design this survey, conduct the training of field staff and test the data collection instruments, review and ensure the quality of data, assist in data processing and analysis as well as report production.



The tasks under each specific objective are as follows:

### **3.1. Technical preparation of the survey**

- Preparation of draft project design
- Preparation of estimated budget of the survey
- Preparation of the sampling frame of the survey
- Participation in the elaboration of the sample design of the survey
- Coordinating the elaboration of data collection tools and manuals
- Estimation of the required human and material resources
- Development of recruitment and procurement plan
- Development of the time frame and calendar of activities of the survey

### **3.2. Training of field staff and testing of data collection instruments**

- Participate in the recruitment of the staff (Pilot Survey – Listing – Data collection)
- Training of the pilot survey
- Organization and coordination of the pilot survey
- Production of tools and manuals
- Organization of publicity of the survey
- Training of Listers
- Training of Enumerators
- Participation in the training of data entry clerks
- Organization and deployment of logistics (materials and vehicles)

### **3.3. Implementation of fieldwork activities**

- Organization of listers in teams
- Organization and coordination of supervision of listing operation
- Organization and supervision of enumerators in teams and the entire data collection exercise
- Organization and repatriation of filled questionnaires from the field to the data entry
- Management of field staff and equipments
- Organization of regular technical meetings on the progress of the survey
- Production of monthly reports on survey activities

### **3.4. Quality control of data**

- Monitoring the progressive trend of the data throughout data entry process
- Correction of eventual inconsistencies found during the data entry operation
- Organization of a closing workshop of field operations in order to take lessons learnt throughout the survey
- Participation in the elaboration of technical specifications for data cleaning

### **3.5. Contribution to data analysis**

- Participation in the elaboration of tabulation plan and analysis
- Participation in the calculation of indicators
- Contribution to interpretation of data
- Participation in the dissemination of results



A handwritten signature in blue ink, consisting of a stylized 'O' followed by a flourish.

#### **4. Key deliverables/expected outputs:**

The consultant will provide the following deliverables/outputs:

- The EICV4 project design document
- The estimated detailed budget of the survey
- The sampling frame of the survey
- Data collection tools and manuals
- Calendar of activities
- The pilot survey report
- The listing operation report
- Training reports
- Monthly reports on the progress of data collection
- The final report on the data collection operations

#### **5. Reporting arrangements and overall coordination**

The National Individual Consultant will report directly on the deliverables of the EICV4 to the Director of Statistical Methods, Research and Publication unit who will be the overall coordinator of all the activities of the said assignment.

#### **6. Methodology:**

The preparatory activities of EICV4 coordinated by the consultant will be done by both NISR technical team and the consultant. The consultant will further work closely with the Human Resource and Procurement Units

The implementation of the survey should be done in accordance within the agreed upon time frames and the calendar. The 10 cycles of data collection should respect the agreed calendar of visits over a period of one year. This will allow effective data collection of complex information, such as household consumptions and expenditures. NISR will provide all necessary documentation pertaining to previous surveys.

#### **7. Duration of the assignment**

This consultancy assignment may run for a period of 2 years or any other period as shall be agreed upon and is planned to start with effect from 1st May 2013. The final output of the assignment is expected by end of April 2015.

#### **8. Competence and Qualifications**

The consultant must have:

- a) Bachelor's Degree or Masters Degree in Statistics or Economics field with at least 5 years of experience in designing and conducting households surveys;
- b) Demonstrated ability and at least 5 years of experience in survey designing, planning, development of data collection tools, training of survey fieldworkers, organization of fieldwork, supervision of surveys fieldwork, data quality control, overall coordination of national surveys, especially, the Household Living Condition Survey (EICV) and/or related national household surveys in Rwanda;



- c) Fluency in Kinyarwanda, French and/or English is required and additional language skills will be an advantage;
- d) Excellent abilities in the use of statistical packages (SPSS, STATA, ...);
- e) Ability to work under busy working environment.
- f) Applicants should be Rwandan by nationality

## 9. Selection Process

The desired individual consultant will be selected in accordance with the Law on Public Procurement N° 12/2007 of 27/03/2007 and Ministerial Order N° 001/08/10/MIN of 15/01/2008 establishing regulations on public procurement and standard bidding documents and procedures set out in the World Bank's Guidelines: Selection and Employment of Consultants by World Bank Borrowers (January 2011 Edition)

## 10. Application and Submission

Interested and suitably qualified candidates should submit their applications with the following in order to be eligible for detailed evaluation:

- A motivation letter highlighting how they meet the above;
- A detailed CV clearly indicating consultant's profile and the competence to conduct the EICV4 assignment;
- Brief note/description of how the coordination and supervision of work will be done (2-3 pages);
- Three references where particular assignment has been conducted;
- Copies of Academic documents

The deadline for submission of expression of interest will be on **Friday, 3<sup>rd</sup> May 2013 at 9:00hours local time** to the following address:

The Director General  
National Institute Of Statistics of Rwanda (NISR)  
Avenue de la Paix, former MINIPLAN Building, Muhima (Nyarugenge District)  
P.O. Box 6139 Kigali  
Tel: +250-571035 Fax: +250-570705  
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All applications should be submitted to the Central Secretariat of the NISR. The outer cover for envelope shall be clearly marked: **REQUEST FOR EXPRESSION OF INTEREST (EOI) WITH REFERENCE No048/EOI/NO/2012-2012/NISR/SMRP UNIT/NSDS BASKET FUND/EICV4 CO-ORDINATOR**

Done at Kigali 16<sup>th</sup> April 2013

  
**Odette MBABAZI,**  
**Deputy Director General of Corporate Services**

