

B. Monitoring and Evaluation (M&E) specialist

1. Objective of the assignment:

The National Institute of Statistics of Rwanda (NISR) seeks to hire the services of an experienced and capable Monitoring and Evaluation (M&E) specialist to provide technical support in feeding, maintaining, reporting and where necessary improving on the existing M&E system which reflects the status of all the activities pertaining to the successful implementation of the National Strategy for the Development of Statistics (NSDS). The NSDS is a 5-year roadmap that looks at statistical priorities for Rwanda as a whole and provides a flexible framework both to produce statistics to meet immediate data needs and to build sustainable capacity to produce and use statistics in the future. The M&E specialist will keep track of the NSDS implementation from a programmatic point of view, and will help to correlate this data with the NSDS financial expenditures of the project.

2. Scope of the assignment:

The M&E specialist will be required to provide support in the following areas:

- Keeping track of the NSDS progress both in terms of activities, outputs and outcomes as well as financial expenditures.
- Arranging annual reviews to assess progress made in implementing the NSDS
- Producing planning and reporting documents for the NSDS Steering Committee/National Partnership Group as specified in the MoU governing the Basket Fund. Notably these include:
 - An Integrated Annual Action Plan and Budget
 - Quarterly work plans and progress reports
 - Both forward and backward looking review reports
 - Financial statements
 - Procurement Plan
- Ensuring NSS activities (and related budgets) i.e. activities of NISR and those of statistics producing units in the Health, Education, Agriculture, Local Government and Macroeconomic/Finance sectors are integrated in the NISR annual work plan
- Providing M&E support to these statistics-producing units in coordination, alignment of their work, and training programmes
- Building the capacity of NISR Planning and M&E team.
- Providing regular updates on capacity building and skills transfer; and be able to identify related challenges and issues with suggested actions to manage them.
- Implementing the existing monitoring and evaluation system and suggest improvements where necessary in order to ensure a comprehensive reporting to the NSDS Steering Committee/National partnership Group.

3. Key deliverables:

At the end of the assignment, the M&E specialist will be expected to have generated the following deliverables:

- Established a well elaborate operational planning and M&E framework with agreed upon tools
- Participating in monitoring and evaluation processes of each of the NISR projects
- Well aligned budgets with strategic, annual and procurement plans
- A capacity building and knowledge transfer plan;
- Producing monthly, quarterly and annual reports for consumption by all NSS stakeholders indicating progress in the achievement of the indicators and targets set out in the NSDS and other M&E frameworks NISR signed up to
- Ensuring that all activity reports from all financed projects are available for documentation and audit purposes;
- Informing and proposing any necessary review in relation to the improvements of the implementation of the integrated work plan
- Providing effective support to the NCT Project Coordinator in coordinating quality assurance processes;
- NISR Planning and M&E team adequately capacitated to fully take over M&E responsibilities for the wider NSS



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- Facilitating documentation of the best practices and lessons learned in M & E to contribute to policy/planning evolution and capacity development;
- Well established rapport with key NSS institutions and other development partners, with regard to M&E functions

4. Reporting and accountability arrangements

Reporting to the NCT project coordinator, the M&E Specialist will work closely with NISR Planning and M&E team as well as focal points in key NSS institutions (statistics producing units in the Health, Education, Agriculture, Local Government and Macroeconomic/Finance sectors). The performance of the M&E specialist will be assessed at regular scheduled intervals (in line with NISR operating procedures) against performance criteria that will be agreed within one month of her/him taking up the position. The performance criteria will emphasise the inclusiveness of NSS institutions and the capacity building of NISR's M&E team in assimilating these responsibilities.

5. Duration, terms and conditions of appointment

The assignment is expected to be executed over a period of 12 calendar months renewable upon satisfactory performance and availability of funds. The M&E specialist is required to take up full responsibilities of the assignment from 1st April 2012. The successful candidate will be expected to devote more efforts in developing the exit strategy as well as knowledge transfer plan during the first six months of the assignment.

6. Skills and expertise

The M&E Specialist will be a capable and experienced manager ideally with direct experience of financial and strategic management of statistical development activities in developing countries, with the following key skills and competencies:

- Rwandan nationality
- A Master's degree in Management, Economics, Statistics, or other relevant academic field
- At least 4 years relevant experience in Planning, Monitoring and Evaluation
- Good communication and interpersonal skills
- Experience in working with development partners including the World Bank an advantage
- Fluency in English; working knowledge of French and/or Kinyarwanda an advantage
- Strong analytical and report writing skills

C. Procurement specialist

1. Objective of the assignment:

The National Institute of Statistics of Rwanda (NISR) is seeking the services of experienced and capable Procurement Specialist to assist the NSDS Coordination Team in managing the NSDS procurement activities. The NSDS (National Strategy for the Development of Statistics) is a five year roadmap that looks at statistical priorities for Rwanda as a whole and provides a flexible framework both to produce statistics to meet immediate data needs and to build sustainable capacity to produce and use statistics in the future.

The assignment has three main objectives:

- a) Ensuring all procurement tasks funded through the NSDS Basket Fund are carried out within the agreed timeframe
- b) Ensuring strict adherence to the following 5 fundamental principles:

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