

- 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

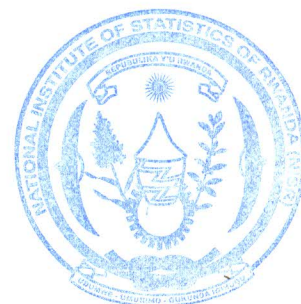
1. Objective of the assignment:

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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- **Economy:** giving NISR the best value for money, with value being defined as a more than just price but quality assessment as well;
 - **Efficiency:** being timely and practical in meeting the procurement needs for NISR as specified below.
 - **Fairness:** being impartial, consistent and reliable;
 - **Transparency:** the application of procedures that are clear, easily measurable and predictable;
 - **Accountability:** bestowing a sense of responsibility and accountability in procuring goods and services for NISR.
- c) Ensuring effective knowledge and skills transfer to NISR Procurement team

2. Scope of the assignment:

The Procurement Specialist is expected to:

- d) Prepare adverts and place them in relevant media in accordance with the latest World Bank Procurement Guidelines for Goods and Services.
- e) Prepare technical specifications and terms of reference (ToRs) of goods and services to be procured in close collaboration with key stakeholders (NISR Census Team, NISR Chief Budget Manager and WB Procurement Analyst).
- f) Prepare tender documents and Request for Proposals (RFP) for Goods and Services to be used during the 2012 Population and Housing Census
- g) Participate in bids evaluation and draft the technical and financial evaluation reports.
- h) Draft provisional and definitive notification letters
- i) Process claims and advise NISR management on the appropriate course of action to take.
- j) Draft contracts and submit them to successful bidders for review and eventually signature.
- k) Get NISR DG to sign the contracts.
- a) Assess the effectiveness of NISR's Procurement Team filing system, the extent to which it complies with best practice and provide advice on how to address any areas for development identified.

3. Key deliverables:

The expected key outputs and deliverables from the assignment are:

- l) Placing procurement adverts in relevant media;
- m) Drafting Technical Specifications and ToRs for clearance by relevant NISR and WB officials
- n) Finalising Tenders Documents and RFPs
- o) Drafting technical and financial bids evaluation reports within agreed deadlines
- p) Drafting provisional notification and definitive notification within agreed deadlines
- q) Drafting contracts and submitting them to successful bidders for review and eventually signature.
- r) Filing all procurement related documents promptly and in compliance with the Government and WB procedures.

4. Specific Tasks/activities:

The key tasks/activities for the Procurement experts are summarised below:

- s) ensuring that "prior review result" from the World Bank is received for any procurement above the agreed procurement threshold.
- t) Ensuring all ToRs are reviewed by the World Bank
- u) Ensuring strict adherence to procurement process including advertising, pre-qualification of consultants, preparation of long/short lists, issuance of RFP, conducting pre-bid meeting, bid receipts, and opening, proposal evaluation, negotiation and signing of contracts.
- v) Ensuring procurement records and documents are properly documented in the form required and duly authorised by the responsible officers and are readily available for independent review.
- w) Ensuring that all necessary clearances and approvals are obtained before procurements are initiated.
- x) Ensuring all procurement activities are carried out on the basis of approved procurement plans.

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- y) Ensure that all relevant procurement procedures (national, the World Bank or otherwise) are complied with in all material respects, properly documented and managed.
- z) Provide procurement reports on progress every two weeks.
- aa) Ensure that all procurements under their responsibility are carried out expeditiously and efficiently and free of wasteful expenditures, fraud, omissions and errors.
- bb) Ensure all procurement files in the evaluation process, financial offers not yet opened are kept in a safe and closed location.
- a) Make recommendations on how to improve the Procurement Filing system.

5. Methodology:

The Procurement Specialist will determine the most appropriate methodology, but activities are expected to include (but not be limited to):

- cc) a desk review of all relevant documentation,
- dd) Consultations with key NSS institutions (including NISR), NISR Chief Budget Manager, and the World Bank's Procurement Analyst for relevant inputs, guidance and clearances.

The Procurement Specialist will be responsible for any mis-procurement that may arise within their areas of direct responsibility.

NISR will provide the necessary logistical support or facilities.

6. Reporting and accountability arrangements:

Reporting to the NCT Project Coordinator, the NCT Procurement Specialist will work closely with NISR Procurement 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 NCT Procurement 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 Procurement Team in assimilating these responsibilities.

7. 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 NCT Procurement 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.

8. Skills and expertise:

The NCT Procurement Specialist will need to have:

- ee) A Master's degree in engineering, economics, finance, business administration, law or related field
- ff) At least 4 years experience in procurement field in a reputable high performing public sector organisation covering high-level complex procurement management functions;
- gg) Demonstrate extensive practical experience and skills in all aspects of international procurement of goods, works and consulting services and administration on World Bank projects with due regard to Government of Rwanda Procurement regulations;
- hh) Computer literate. Good knowledge of MS Office applications. Other software is an advantage.
- ii) Be fluent in English. Knowledge of French and Kinyarwanda is an advantage.
- jj) Outstanding planning, organizing and controlling skills;
- kk) Excellent leadership, organizational and interpersonal skills
- ll) Excellent communication and analytical skills



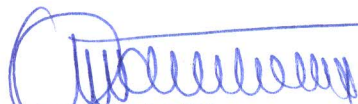
Application guidelines:

Interested persons meeting the above qualifications should submit their applications comprising of following:

- Letter of motivation highlighting how they meet the requirements for the post of their preference\
- A Detailed CV, copies of academic qualifications, copy of National Identity Card, names of three references;

Submission deadline is 17th April 2012 at 4pm at NISR office, former building-MINIPLAN-Muhima, P.O Box 6139 Kigali. Only short-listed candidates will be contacted.

Done at Kigali on 03rd April 2012



Odette MBABAZI

Deputy Director General in charge of Corporate Services
National Institute of Statistics of Rwanda

