



NATIONAL INSTITUTE OF STATISTICS OF RWANDA

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Website: [www.statistics.gov.rw](http://www.statistics.gov.rw)

## TERMS OF REFERENCE

### REQUEST FOR EXPRESSION OF INTEREST FOR ADDITIONAL INDIVIDUAL CONSULTANTS AS PART OF THE NSDS COORDINATION TEAM

REFERENCE NO: 006/REOI/NO/2013-2014/NISR/DDG'S OFFICE/NSDS BF/NTC

#### 1. Background

The National Institute of Statistics of Rwanda (NISR) has now been up and running since 2005. It led the development of the NSDS (2009-2014) with the aim to improve the range, quality and timely dissemination of key statistics, and to ensure that data are consistent between different sources across Rwanda's National Statistical System (NSS). Implementation of NSDS and the associated funding will facilitate more effective development policies and programmes in pursuit of the outcomes of the Government of Rwanda (GoR)'s Economic Development and Poverty Reduction Strategy (EDPRS), the Millennium Development Goals and Vision 2020.

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 NSDS Coordination Team (NCT) was set up to coordinate project activities of all NSDS Basket Fund beneficiaries, manage reporting and auditing activities, and ensure compliance with the disbursement and financial management and procurement procedures. The NCT reports directly to the Director General and comprise the NCT Coordinator, and a number of technical staff (including M&E and sector coordinators), procurement specialist and procurement assistant, and financial management specialist to work on management and coordination of NSDS programme activities on a full time basis.

The National Institute of Statistics of Rwanda (NISR) seeks to hire the services of experienced and capable consultants as follows:

- 1. Monitoring and Evaluation Specialist**
- 2. Financial Management Specialist.**
- 3. Procurement Assistant**



## **A. MONITORING AND EVALUATION (M&E) SPECIALIST**

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### **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 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 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:

- a) Keeping track of the NSDS progress both in terms of activities, outputs and outcomes as well as financial expenditures.
- b) Arranging annual reviews to assess progress made in implementing the NSDS
- c) 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:
  - a. An Integrated Annual Action Plan and Budget
  - b. Quarterly work plans and progress reports
  - c. Both forward and backward looking review reports
  - d. Procurement Plan
- d) 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
- e) Providing M&E support to these statistics-producing units in coordination, alignment of their work, and training programmes
- f) Building the capacity of NISR Planning and M&E team.
- g) Providing regular updates on capacity building and skills transfer; and be able to identify related challenges and issues with suggested actions to manage them.
- h) 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 generate the following deliverables:

- a) Established a well elaborate operational planning and M&E framework with agreed upon tools



- b) Developing an NSDS program and activity tracking tool that will ensure effective and timely reporting on progress of NSDS projects.
- c) Participating in monitoring and evaluation processes of each of the NISR projects
- d) Well aligned budgets with strategic, annual and procurement plans
- e) A capacity building and knowledge transfer plan;
- f) 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
- g) Ensuring that all activity reports from all financed projects are available for documentation and audit purposes;
- h) Informing and proposing any necessary review in relation to the improvements of the implementation of the integrated work plan
- i) Providing effective support to the NCT Project Coordinator in coordinating quality assurance processes;
- j) NISR Planning and M&E team adequately capacitated to fully take over M&E responsibilities for the wider NSS
- k) Facilitating documentation of the best practices and lessons learned in M & E to contribute to policy/planning evolution and capacity development;
- l) 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 consultancy contract. 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 1<sup>st</sup> November 2013.

#### **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, development studies or other relevant academic field



- At least 3 years relevant experience in Planning, Monitoring and Evaluation
- Good communication and interpersonal skills
- Experience in working with development partners including the World Bank as an advantage
- Fluency in English; working knowledge of French and/or Kinyarwanda an advantage
- Strong analytical and report writing skills

## **B. PROCUREMENT ASSISTANT**

### **1. Objective of the assignment:**

The National Institute of Statistics of Rwanda (NISR) is seeking the services of experienced and capable Procurement assistant to assist the NSDS Coordination Team in managing the NSDS procurement activities.

The assignment has three main objectives:

- a) Tracking all the tenders in line with NSDS Basket Fund, establish their files, monitor and report on their progress.
- b) Ensuring strict adherence to the following 5 fundamental principles:
  - **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.

Provide high quality administrative support in all procurement related matters to the procurement team.

### **2. Scope of the assignment:**

The Procurement Assistant is expected to:

- a) Follow up on adverts to be published and place them in relevant media channels in accordance with the latest World Bank Procurement Guidelines for Goods and Services.
- b) Draft provisional and definitive notification letters
- c) Follow up on procurement claims and inform the NISR procurement team on the appropriate course of action to take.
- d) Follow up on the Drafted contracts and submit them for review to the procurement specialist and legal advisor before they are shared with successful bidders for review and eventual signature.
- e) Tracking all the NSDS Basket Fund tenders and contract and document them to assess the implementation of the procurement plan.



- f) Participate and follow up in the preparation of monthly reports ) as regard to the implementation of the project procurement plan
- g) Scan all important tenders and contracts in line with NSDS Basket Fund and save them in one central place for easy access by the procurement team.
- h) Be responsible for filing/records keeping of procurement documents for NSDS Basket Fund

### **3. Key deliverables:**

The expected key outputs and deliverables from the assignment are:

- a) Placing approved procurement adverts in relevant media, including WB Client Connection system and UNBD for prior review contracts;
- b) Facilitate the preparation of procurement progress reports under the supervision of the Procurement Specialist
- c) Delivery of requests to various user departments
- d) Maintaining and updating the NISR contracts register
- e) Drafting provisional notification and definitive notification within agreed deadlines and distributing them to various bidders
- f) Prepare requests for purchase orders from the procurement office to the finance office
- g) Scan all important procurement reports and contracts related to NSDS Basket Fund and classify them properly.
- h) 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 Assistant are summarised below:

- a) 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.
- b) Ensuring all procurement activities are carried out on the basis of approved procurement plans.
- c) Ensure that all relevant procurement procedures (national, the World Bank or otherwise) are complied with in all material respects, properly documented and managed.
- d) Facilitate the preparation of all procurement related reports on a monthly basis
- e) Ensure all procurement files in the evaluation process, financial offers not yet opened are kept in a safe and closed location.
- f) Ensure proper filing for all project procurement related documents for easy access by all project and NISR procurement staff

### **5. Reporting and accountability arrangements:**

Reporting to the NSDS Procurement Specialist, the NCT Procurement Assistant will work closely with NISR Procurement Team as well as focal points in NISR user department. The



performance of the NCT Procurement assistant 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.

## **6. 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 Assistant is required to take up full responsibilities of the assignment in the month of September 2013.

## **7. Skills and expertise:**

The NCT Procurement Assistant will need to have:

- a) A Bachelor's degree in economics, finance, business administration, law or related field
- b) At least 2 years experience in procurement field in a reputable high performing public sector organisation;
- c) Demonstrate 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;
- d) Computer literate. Good knowledge of MS Office applications. Other software is an advantage.
- e) Be fluent in English. Knowledge of French and Kinyarwanda is an advantage.
- f) Excellent leadership, communication, organizational, interpersonal and analytical skills

## **C. FINANCIAL MANAGEMENT SPECIALIST**

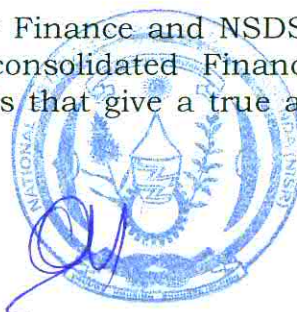
### **1. Objective of the assignment:**

The National Institute of Statistics of Rwanda (NISR) is seeking the services of an experienced and capable Financial Management Specialist to assist the NSDS Coordination Team in managing the NSDS financial activities in accordance with the government of Rwanda and WB financial management provisions.

### **2. Scope of the assignment:**

The NCT Financial Management Specialist is expected to effectively manage deposits into the NSDS Basket Fund Account at the National Bank of Rwanda, ensuring that transfers out of the account meet approved requirements and account balances are accurately stated. Specifically, the NCT Financial Management Specialist will:

- a) take part, under the supervision of the Director Finance and NSDS Coordinator, with NISR Finance team, in the preparation of consolidated Financial Statements in accordance with the agreed accounting standards that give a true and fair view of the



financial position of NISR at the end of the financial year and of resources and expenditures for the financial year

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- b) ensure the Basket Fund resources are used in accordance with the conditions of the relevant financing agreement, with due attention to economy and efficiency, and only for the purposes for which the financing was provided
- c) ensure goods, works and services financed have been procured in accordance with the relevant financing agreements including specific provisions of the World Bank Procurement Policies and Procedures
- d) Ensure all necessary supporting documents, records, and accounts have been maintained in respect of all project activities, including expenditures reported using Statements of Expenditure (SOE) or Interim Unaudited Financial Statements (IFS) methods of reporting.
- e) Ensure all financial reports are in agreement with the underlying books of account;
- f) Ensure the NSDS Basket fund account is maintained in accordance with the provisions of the relevant financing agreements and funds disbursed out of the Account are used only for the purpose intended in relevant financing agreements;
- g) Ensure national laws and regulations have been complied with, and that the financial and accounting procedures approved for the NSDS Basket Fund (e.g. operational manual, financial procedures manual, etc.) are followed and used;
- h) Financial performance of the NSDS basket Fund is satisfactory.
- i) Ensure that assets procured from NSDS Basket Fund exist and there is verifiable ownership in line with the relevant financing agreements.

### **3. Main roles and responsibilities:**

The main responsibilities for the NCT Financial Management Specialist include:

- a) To be responsible for NSDS Budget preparation, execution and monitoring,
- b) To be responsible for preparation and transmission of all the NSDS Basket Fund Financial Reports
- c) To be responsible for liaising with Objective leaders and relevant NSS institutions for budget planning and execution
- d) To be responsible for monthly financial reporting including bank reconciliation
- e) To track the progress of the budget execution periodically
- f) To be responsible for cash and credit transactions on a daily basis
- g) To transmit monthly financial reports to MINECOFIN
- h) To be responsible for submission of disbursement requests with accompanied documents timely.
- i) To keep management accounts
- j) To record financial transactions on the Integrated Financial Management System (IFMS) on a timely basis
- k) To maintain special accounting procedures (e.g. Inventory register)
- l) To compile information for internal and external auditors, as required



#### **4. Reporting and accountability arrangements:**

Directly reporting to the Director Finance and NSDS Coordinator, the NCT Financial Management Specialist will work closely 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 Financial Management 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 Finance Team in taking over 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 NCT Financial Management Specialist is required to take up full responsibilities of the assignment from 1<sup>st</sup> August 2013.

#### **6. Skills and expertise:**

The NCT Financial Management Specialist will need to have:

- a) A Master's degree in Accounting or Finance, Management.
- b) Possessing a CPA or ACCA qualification is an added advantage
- c) At least 3 years experience in financial management field in a reputable and high performing public sector organisation covering high-level complex financial management functions;
- d) Demonstrate extensive practical experience and skills in all aspects of international financial management with due regard to World Bank projects and Government of Rwanda financial regulations;
- e) Computer literate. Good knowledge of MS Office applications and IFMIS accounting software is a requirement.
- f) Be fluent in English. Knowledge of French and Kinyarwanda is an advantage.
- g) Outstanding numeracy, planning, organizing and controlling skills;
- h) Excellent leadership, organizational and interpersonal skills
- i) Excellent communication and analytical skills

#### **SELECTION PROCESS**

The desired individual consultants will be selected based on the above mentioned qualifications and experience criteria. Remuneration will be negotiated based on qualifications and experience.

The desired individual consultants will be selected in accordance with the Law on Public Procurement N<sup>o</sup> 12/2007 of 27/03/2007 and Ministerial Order N<sup>o</sup> 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. **Selected applicants may be subjected to written and oral interviews.**

**Application guidelines:**

Interested persons meeting the above qualifications should express their Interest by submitting the following:

- Letter of motivation highlighting how they meet the requirements for the required Individual Consultant on position of their preference
- A Detailed CV, copies of academic qualifications, names of three references;

Submission deadline for this Request for expression of Interest is **30<sup>TH</sup> SEPTEMBER 2013 at 10:00 hours, 8:00 GMT** at 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

Done at Kigali on 10<sup>th</sup> September 2013

**Odette MBABAZI**

Deputy Director General, Corporate Services

