

REPUBLIC OF RWANDA



NATIONAL INSTITUTE OF STATISTICS OF RWANDA

P.O Box. 6139 KIGALI

Website: www.statistics.gov.rw

TERMS OF REFERENCE

ASSIGNMENT TITLE: RECRUITMENT OF AN INTERNATIONAL INDIVIDUAL CONSULTANT FOR ELABORATION OF SECOND NATIONAL STRATEGY FOR THE DEVELOPMENT OF STATISTICS (NSDS2) 2014– 2019

REFERENCE NO: 008/REOI-IC/2013-2014/NISR/SMRP UNIT/NSDS BF/NSDS2 ELABORATION

1. Background

The National Strategy of the Development of Statistics (NSDS) aims at strengthening statistical capacity across the entire National Statistical System (NSS) in Rwanda. The NSDS is a blueprint of all statistical activities planned and implemented by the government institutions and a framework for coordinating statistical activities and is implemented under the National Institute of Statistics for Rwanda (NISR).

The NSDS provides a vision where the National Statistical System (NSS) is positioned during its five year of implementation. It also presents a comprehensive and a unified framework for continual assessment of evolving user needs in a more coordinated, synergistic and efficient manner. Importantly the NSDS demonstrates the existence of a strong National Statistical System in Rwanda, Comprising of data producers, data users and data suppliers including training and research institutions, bound by a common vision, principles and goals, unified and coordinated to implement the chosen strategies and programs. The NISR has been implementing the NSDS1 since its inception in 2010.

The National Institute of Statistics of Rwanda (NISR) is therefore seeking an international Individual Consultant to facilitate the quality assurance of design and elaboration of NSDS 2014/2015 – 2018/2019 (NSDS2). The consultant will work closely with the NSDS2 task force at NISR to accomplish this assignment.



2. Objectives:

Objectives of the Consulting Assignment

The main objective of the consulting assignment is to provide technical advice and facilitation to the National Institute of Statistics for Rwanda in developing a comprehensive Second National Strategy for the Development of Statistics (NSDS2), especially the quality assurance of its design and elaboration which is about to be completed, which will set out the strategic vision and mission of National Statistical System in Rwanda and serve as a basis for funding decisions (for 5 years) by internal and external financiers.

3. Scope of the assignment

Working closely with the NSDS2 design team the consultant is expected to:

- a) Reviewing the work that has been done by the NSDS2 design team at NISR as regard to its elaboration and provide technical advice on its proposed structure, quality assurance, contents and context of the draft document
- b) Conduct capacity building sessions for NISR staff and management as regard to the design and preparation of NSDS2.
- c) Work in close collaboration with NISR and carry out discussion meetings with stakeholders and gather their views and comments to be integrated in the NSDS2 document.
- d) Provide technical support to the NSDS2 task force in preparation and presentation and launch of the NSDS2 in **July 2014 (For a period not exceeding 10 days)**.

4. Key outputs and deliverables:

During the 30 working days (**in November 2013**) the consultant is expected to provide the following key outputs and deliverables:

1. Preparation and submission of an inception report detailing the most appropriate approach and methodology to conduct the assignment, which should be in line with scope of work , required deliverables and in line with the time frame of NSDS2 design and elaboration process
2. Weekly progress report on the NSDS2 design and elaboration process to indicate the progress that has been made.



3. Develop Capacity Building schedule including technical assistance and capacity building sessions to be provided to NISR selected staff and management as regard to NSDS design and elaboration process.
4. Documented discussions on the best practices regarding the NSDS design and elaboration process, An improved draft NSDS2 document with clear objectives, implementation plan and realistic monitoring and evaluation framework.
5. Preparation and submission of the draft report to the NISR technical team for review and observations before approval by the Director General. A summary of the report contents shall be presented in meeting form to the NISR top management for their review recommendations.
6. Preparation and submission of the FINAL report, with the comments and observations from the NISR technical team incorporated for approval by the Director General

The consultant will be required to provide technical support in preparation for the launch of NSDS2 for a period not **exceeding 10 working days in the month of July 2014**

5. Specific Tasks/activities:

The consultant shall perform the activities in two phases as follows:

1. Conduct an assessment and review on the work done by the NSDS2 design team at NISR with the aim of its improvement.
 - Provide technical guidance and orientation on methodology and process that the NSDS2 design team use in designing and elaborating NSDS2.
 - Assess, review and advise on the matrix of the gathered sector indicators in various statistical domains, and propose the best practice of developing the data quality assessment framework to be used to assess the quality of data produced by sectors during the implementation of NSDS2.
 - Hold critical discussions with the team on the different approaches adopted in the assessments applied both to sectors and organization assessment (OA) of NISR



- Provide inputs that will be incorporated in the assessments carried out.
 - Revise and provide technical advice on the formulated strategies.
 - Revise and advise on the cost of NSDS2
 - Revise and advise on the proposed implementation plan and the M&E system of NSDS2
2. Holding Capacity Building sessions for NISR staff, technical assistance and management of the NSDS2 Development process:
The consultant will organise capacity building sessions as regard to the whole process of designing, development, implementation and monitoring and evaluation of NSDS2. This is specifically but not limited to:
- NSDS Designing process
 - Best practices on various assessments required by NSDS
 - Best Practices on how to technically and strategically gather the support of the key relevant stakeholders on the design, development, financing, monitor and evaluate NSDS
 - Best practices for monitoring and evaluation of the NSDS

6. Approach and Methodology:

The consultant will determine and propose the most appropriate approach and methodology to conduct the assignment, which should be in line with scope of work , required deliverables and in line with the time frame of NSDS2 design and elaboration process. The methodology and approach should be agreed with the NISR management team before the commencement of the assignment

Note: The consultant will be responsible for making all necessary logistical arrangements as regard to trips. NSDS2 team at NISR will provide support where it is required.

7. Timing and Schedule of Deliverables

The consultancy is expected to commence the assignment in the month of November 2013 and is estimated to be completed in the period of 40 working days, after contract signature, **30 days of which will be used in November 2013, and 10 days will be used in July 2014** in preparation of the launch for NSDS2. During that time, it is expected that the consultant will spend all working days on-site in Rwanda.



8. Organizational Arrangements and overall coordination:

The primary point of contact for this assignment is the Director of Statistical Methods, Research and Publication (SMRP). The SMRP Director will provide all necessary and timely information as well as coordinate all the activities regarding this assignment. The consultant should discuss his/her planned approach with him before travelling to Kigali.

The consultant shall report all his deliverables to the Director General of NISR.

9. Competencies and Qualifications:

The consultant will need to have:

- i) An advanced University Degree in Statistics, Strategic Management, and Economics (a Master's Degree or a PhD)
- ii) At least 10 years of relevant experience in design, development and implementation of NSDS line with PARIS 21 guidelines.
- iii) Experience in developing the statistical capacity of National statistical institutions
- iv) Experience in senior positions at international level whether at home or other countries
- v) A strong background of ten (10) years in management and/ or capacity building of countries NSDS and government statistical systems;
- vi) Long experience in the national statistical system of developing African countries is also essential In particular; the consultant must have working experience in developing countries preferably in Sub-Saharan Africa for at least 5 years.
- vii) A strong background in either statistics and/or capacity building of national statistical systems
- viii) Excellent English language skills (both written and oral)

10. EVALUATION

10.1. Education Level: 30 points

- i) An advanced University Degree in Statistics, Strategic Management, and Economics (a Master's Degree or a PhD) from a recognized University. A copy of university degree and CVs duly updated and signed by the consultant must be provided in the application;
- ii) Hands on Skills in the development of NSDS
- iii) Excellent English language skills (both written and oral)



10.2. Specific Experience: 60 points

- a) At least 10 years of relevant experience in conducting similar assignments, including / **10 marks**;
- b) Experience in NSDS designing, development and implementation process in line with PARIS 21 guidelines/ **10 marks**;
- c) Experience in developing the statistical capacity of institutions/ **10 marks**;
- d) Experience in organising international conferences, forums and seminars on NSDS/ **10 marks**;
- e) Experience in senior positions at international level whether at home or other countries/ **10 marks**;
- f) A strong background of ten (10) years in management and/ or capacity building of countries NSDS and government statistical systems;
- g) Long experience in the national statistical system of developing African countries is also essential/ **5 marks**;
- h) Ability to work well within diverse teams and communicate fluently in English in both written and oral/ **5 marks**.

10.3. Experience in the region and language: 10 points

The individual consultant suitable and qualified for this assignment must have strong managerial and communication skills and must be fluent in English (both written and oral). In particular, the consultant must have working experience in developing countries preferably in Africa but preference will be given to one with a longer experience.

11. 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° 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.



12. Application process/ 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;
- Brief note/description of how the assignments described in section 3 will be done (2-3 pages);
- Three references where particular assignment has been conducted;
- Copies of Academic documents

Submission deadline for this Request for expression of Interest is **23rd OCTOBER 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

Electronic applications will also be accepted and may be sent through
info@statistics.gov.rw, gerald.yemukama@statistics.gov.rw,
eric.bugingo@statistics.gov.rw, alphonse.shumbusho@statistics.gov.rw

Only the short listed candidate who will obtain the first score will be contacted to submit the financial proposal for the 30 working days assignment in November 2013 and 10 working days assignment in July 2014. The successful applicant will be expected to start working by month of November 2013. The required minimum score is **(80%)**.

Done at Kigali on 04th October 2013

Odette MBABAZI
Deputy Director General, Corporate Services

