

REPUBLIC OF RWANDA



NATIONAL INSTITUTE OF STATISTICS OF RWANDA

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TERMS OF REFERENCE

REQUEST FOR EXPRESSION OF INTEREST (EOI) N^o. 003/EOI/NO/2013-2014/NISR/NC UNIT/NSDS B F /NSDS1 ANNUAL REVIEW-2013

TITLE SEEKING AN INTERNATIONAL INDIVIDUAL CONSULTANT TO CONDUCT THE ANNUAL REVIEW OF THE NSDS1 FOR THE FISCAL YEAR 2012-2013 TO PROVIDE AN INDEPENDENT AND INFORMED VIEW ABOUT ITS STATE OF AFFAIRS

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 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 individual consultant to conduct the Annual Review of the NSDS1 for the Fiscal year 2012-2013 and to provide an independent and informed view about its state of affairs. The review shall include the thorough assessment of the NSDS1



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implementation during the year 2012-2013 and the appropriateness of its proposed activities. This exercise would enable relevant stakeholders to learn lessons from the NSDS1 implementation so far, and to better inform and offer recommendations on any course of correction that can be helpful towards the elaboration of NSDS2.

1. Objectives:

The annual review specific objectives include:

- a) Reviewing the achievements and highlighting outstanding challenges in achieving the purpose and outputs as set out in the NSDS logframe
- b) Providing recommendations for addressing any identified challenges, including the management of the Basket Fund
- c) Conduct a thorough assessment on NSDS1 overall progress for the year 2012-2013 towards meeting its purpose
- d) Assess the strength of the NSDS1 monitoring framework and its results-focus.
- e) Provide an independent assessment on the state of the affairs of NSDS1 for the year 2012-2013.

2. Scope of the assignment:

The consultant who will undertake the review is expected to:

- a) Review the relevant NSDS documentation and meet with relevant stakeholders, in particular those that currently support the Basket Fund
- b) Develop a methodology for meeting the requirements of an annual review, making maximum use of secondary sources of information,
- c) Assess overall progress towards meeting the NSDS outputs and purpose.
- d) Assess any factors that contributed to and/or constrained progress towards the achievement of the purpose from the beginning of the NSDS to end June 2013
- e) Assess the strength of the NSDS monitoring framework and its results-focus.
- f) Highlight lessons for NISR and its development partners regarding the Basket Fund approach taken for supporting the implementation of the NSDS and areas that need to be taken forward to make progress within the "aid effectiveness" context.
- a) Review and document lessons of NSDS1 implementation experience, including ideas for scale up of the use of IT technologies in data collection, processing and dissemination based on the NISR experience and international good practice.



- g) Investigate lessons learnt from NSDS1 implementation, so far, and offer recommendations for NSDS2 elaboration. The report should address the scope of work, with clear findings and recommendations
- h) Assess the quality and effectiveness of the NSDS interventions
- i) Assess the strength of the NSDS1 monitoring framework and its results-focus
- j) Re-assess the NSDS risks and the effectiveness of its control mechanisms
- k) Revise the existing logframe and retrofit it to a result-oriented logframe template, including a risk analysis (last column of the logframe)

3. Key outputs and deliverables:

The expected key outputs and deliverables from the assignment are:

- a) A reviewed and documented lessons of NSDS1 implementation experience, including ideas for scale up of the use of IT technologies in data collection, processing and dissemination based on the NISR experience and international good practice.
- b) A draft annual review report of NSDS1 (2012-2013) report written in English, assessing progress and achievements against the specific results and milestones in the logframe/work plan for the year 2012-13 should be submitted 20 days after the contract signature.
- c) In the review also the consultant should investigate lessons learnt from NSDS1 implementation, so far, and offer recommendations for NSDS2 elaboration. The report should address the scope of work, with clear findings and recommendations.
- d) A presentation to the Director General of NISR, NSDS1 Basket Fund partners (EC, DFID), and the World Bank, of the key findings and recommendations resulting from the review;
- e) A draft Annual Review report, written in plain English (20 pages maximum, excluding annexes). The draft Annual Review report should address the scope of work, with clear findings and recommendations. It will be helpful to provide clear responsibilities for taking forward the proposed recommendations. The draft report should also briefly outline the methodology used.
- f) Final Annual Review report to be submitted **within a week** of receiving comments on the draft review and narrative reports.
- g) The consultant shall provide an assessment of the performance of the NSDS Coordination team including any recommendations for enhancing the teams effectiveness in the future.
- h) One page summary note that NISR and its partners can use for briefing purposes – this should include Summary Success Story, Challenges and recommended course of action to address the challenges.
- i) Providing the required inputs that would enable NSDS Basket Fund partners (DFID and EU) to complete their annual review templates (the consultant is not required to actually complete their annual review templates).



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4. Specific Tasks/activities:

The key tasks/activities for the consultant are summarised below:

- a) Measuring progress towards achieving the purpose and delivering the outputs as per the logframe
- b) Identifying assumptions and risks at all levels (last column of the logframe) and assess their probability and likely impact, and indicate possible mitigation measures

Specifically the consultant shall perform the following:

- a) Conduct an assessment of the factors that contributed to and/or constrained the progress of the NSDS1.
- b) Highlight lessons learnt for NISR and its development partners regarding the Basket Fund approach for supporting the implementation of the NSDS1.
- c) Assess the quality and effectiveness of the NSDS1 interventions
- d) Re-assess the NSDS1 risks and the effectiveness of its control mechanisms
- e) Develop a methodology for meeting the requirements of an Annual Review making maximum use of secondary sources of information
- f) Conduct a thorough assessment on NSDS1 overall progress for the year 2012-2013 towards meeting its purpose.
- g) Assess the efficiency and effectiveness of the implementation mechanisms adopted for NSDS1, in terms of the flexibility in adjusting to changing needs of NISR, Government of Rwanda and Development Partners.
- h) Assess the strength of the NSDS1 monitoring framework and its results-focus.
- i) Revise the existing NSDS1 logframe and conduct the risk analysis as regard to the implementation of NSDS1 activities.
- j) Ensuring that relevant MDAs (Ministries, Departments and Agencies) as well as Academic/Research Institutions, the Private Sector and Civil Society organisations that collect data are represented and actively participate in the review mission,
- k) Making selected field visits (maximum one day) if required.
- l) presenting and discussing preliminary findings and recommendations to key partners from NISR, DFID, EU, WB, and other key stakeholders

5. Methodology:

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

- a) A desk review of all relevant documentation, including quarterly and annual work plans, Memorandum of Understanding for the NSDS1 Basket Fund, minutes of Steering committee/National Partnership Group meetings, the



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NSDS plan, NSDS 1 log frame and all other relevant documentation identified by NISR and the Development Partners

- b) Interviews and focus group discussions/meetings with key stakeholders, including Ministries, Departments and Agencies (MDA), Local Authorities, private sector, civil society, media, development partners to assess the impact and use of statistics produced by NISR under the NSDS1 programme.
- c) Consultations with NISR and partners supporting the Basket Fund
- d) Field visit to a district if necessary to assess implementation of the NSDS at district level

Note: The consultant will be responsible for making all necessary logistical arrangements and should not assume that NISR or its partners will provide logistical support or facilities. Support to arrange meetings and field visits will be provided by NISR whenever necessary.

6. Reporting arrangements and overall coordination:

The primary point of contact for this assignment is, NISR's Deputy Director General in charge of Corporate Services. The contact email is: odette.mbabazi@statistics.gov.rw. Mrs Mbabazi will provide necessary and timely information as well as coordinate inputs/comments from key stakeholders and respondents. The consultant should discuss his/her planned approach with **NISR** before travelling to Kigali, and agree on key meetings to be arranged and what help he/she will need.

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

7. Timing:

The assignment is expected to take a maximum of 18 input days. These include up to **3 days for desk review and planning for the assignment prior to the in-country visit, up to 10 days conducting an assessment and review in country,** and a further **5 working days to complete the report.** The consultant should build in sufficient time to consult key stakeholders on a draft report and reflect comments in a final version. **The assignment should commence by end August 2013.**

8. Competencies and Qualifications:

The consultant will need to have:

- An advanced university degree in statistics or economics, or a closely related discipline
- At least 5 years of relevant experience in conducting similar reviews. In particular, the consultant must have working experience in developing countries preferably in Sub-Saharan Africa



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- A strong background in either statistics and/or capacity building of national statistical systems
- Excellent English language skills (both written and oral)

9. Evaluation Selection

9.1. Education Level:30 Points

- a) An advanced University Degree in Statistics/Quantitative or Economics (a Master's Degree or a PhD) or any other relevant discipline from a recognized University. A copy of university degree and CVs duly updated and signed by the consultant must be provided in the application;
- b) A strong background of five (5) years in either statistics and/or capacity building of government systems;
- c) Excellent English language skills (both written and oral)

9.2. Specific Experience: 60 points

- a) At least 5 years of relevant experience in conducting similar reviews. In particular, the consultant must have working experience in developing countries preferably in Sub-Saharan Africa or Rwanda but preference will be given to one with a longer experience/ **10 marks**;
- b) Experience in developing the statistical capacity of institutions/ **10 marks**;
- c) Experience in the design and implementation of data management strategies, experience in providing high-quality statistical information, policy makers and planners/10 marks, etc;
- d) Experience in senior positions at international level whether at home or other countries/10 **marks**;
- e) Long experience in the national statistical system of developing African countries is also essential/8 **marks**;
- f) Ability to work well within diverse teams/6 **marks**.
- g) Ability to communicate fluently in English in both written and oral/6 **marks**.

Note: The Consultant must also show in the application certificates of completion of similar works done or attestations of performance delivered by government institutions or academic institutions and other institutions.

9.3. Experience in the region and language:10 points

The individual consultant suitable and qualified for this assignment must have strong managerial and communications skills and must be fluent in English (both written and oral), the Consultant should also show the experience in field



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of assignment and if His/her worked in country with similar projects and institutional conditions in Sub-Saharan Africa or Rwanda.

10. Application process

Interested and suitably qualified candidates should submit their applications including CV and a motivation letter highlighting how they meet the above requirements.

All applications should be submitted to the Central Secretariat of the NISR and should be addressed to:

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
E-mail: info@statistics.gov.rw

The outer cover for envelope shall be clearly marked: REQUEST FOR EXPRESSION OF INTEREST (EOI) N^o. 003/EOI/NO/2013-2014/NISR/NC UNIT/NSDS B F /NSDS1 ANNUAL REVIEW-2013

The deadline for submission of expression of interest will be not later **than 22nd August 2013, at 10:00 hours Kigali time, 8:00 GMT.** Electronic applications will also be accepted and may be sent through info@statistics.gov.rw.

Only short listed candidate with the first score will be contacted to submit the financial proposal. The successful applicant will be expected to start working by **end August 2013**.

Note:

1. The envelope with Financial Proposal will be requested only for the individual consultant who obtains the first score.
2. A consultant shall be disqualified if his/her application does not meet the requirements as per the terms of reference or if it fails to achieve the minimum score required **(80%)**.

11. Suggested documentation:

In conducting the review, the consultant will consult the following documents:

- *NSDS document
- *NISR structure



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- *Key project documents (DHS4, EICV3, 2012 Census)
- *Annual/quarterly Plans and reports
- *NISR's 3-year plan (2011 /12-2013/14)
- *NSDS Basket Fund MoU
- *SRF Result Framework
- *NSDS Operational Manual
- *NSDS1 project logframe
- *DFID template for annual reviews
- *2011 Annual review report, 2012 Midterm Review report

All information regarding tenders awarded including minutes of the NISR internal tender committee opening sessions will be available upon written request to the Director General of the National Institute of Statistics of Rwanda (NISR).

The same information will also be displayed on public notice boards outside the NISR offices, NISR website and on DG market/www.market.gov.rw.

Done at Kigali 5th August 2013

Prepared by:

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NSDS Coordination Team Coordinator

Revised by the procurement team:
NISR

Gerald YEMUKAMA
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Verified and approved by
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Deputy Director General, CS

