

REPUBLIC OF RWANDA



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***REQUEST FOR EXPRESSION OF INTEREST (EOI) n°006/S/2012/EOI/International  
Open Service/2012-2013/NISR/SMRP'S UNIT/NSDS BASKET FUND and other  
budgets allocated to NISR/Recruitment of international firm to provide  
technical assistance in various statistical areas.***

**TITLE OF TENDER: SEEKING A HIGHLY QUALIFIED AND EXPERIENCED  
INTERNATIONAL FIRM TO PROVIDE TECHNICAL ASSISTANCE IN VARIOUS  
STATISTICAL AREAS FOR A PERIOD OF THREE (3) YEARS.**

**1. INTRODUCTION**

The National Institute of Statistics of Rwanda (NISR) has now been up and running since 2005. It was created to replace the former Department of Statistics in the Ministry of Finance and Economic Planning (MINECOFIN). NISR is semi autonomous and is governed by a Board of Directors. The government provides oversight on its activities through a performance contract with MINECOFIN.

The NISR is mandated to track and monitor the Economic Development and Poverty Reduction Strategy (EDPRS) Performance Indicators and Millennium Development Goals (MDGs). In particular, it manages all statistics for national development. The NISR is also a primary data producer, such as Gross Domestic Product (GDP), Consumer Price Index (CPI), Producers Price Index (PPI), External Trade, Population Statistics from census and Population Projections, and other special purpose-statistics from surveys such as Demographic and Health Survey (DHS), Household Living Conditions Survey (EICV) and other surveys. It also conducts specific surveys such as Agriculture Survey, Enterprise Survey, and others jointly with the relevant institutions to strengthen the statistical capacity of National Statistical System (NSS) in data production and management. All these statistical activities need high expertise in design, implementation and analysis of the outputs. ***Therefore, NISR is interested in contracting an International firm to provide technical assistance in various statistical projects when appropriate.***

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## **2. Specific objectives and scope of the tasks:**

The specific objectives of this technical assistance are as follows:

1. Provide highly experienced experts in designing, implementing, quality control, and analysis of:
  - i. Different types of surveys
  - ii. Censuses
2. Provide highly experienced experts in data analysis related to:
  - i. Labour
  - ii. Education
  - iii. Agriculture
  - iv. Demography
  - v. Environment and natural resources
  - vi. Water and sanitation
  - vii. Health
  - viii. Social protection
  - ix. Gender and youth
  - x. Energy, transport and ICT
  - xi. Urbanisation
3. Provide highly experienced expert in poverty analysis and panel survey;
4. Provide highly experienced sampling expert;
5. Provide highly experienced data processing and archiving expert;
6. Provide highly experienced experts in modernising and assessing the National Statistical System (NSS);

**Note:** Given the fact that these statistical activities will be implemented in different timeframes, NISR will request the firm to avail the specific experts during the time frame of implementing the specific statistical activity.

## **3. Key deliverables:**

The firm will provide the following deliverables, but not limited to:

- i. Monthly progress report of the main support activities done by the expert;
- ii. Provide a report of technical support (step by step) provided to NISR in designing, implementation and data quality control of specific surveys and censuses;
- iii. Support NISR in specific survey/census data analysis by theme;





- iv. Provide technical support in archiving and data processing including automated data entry programs for Census/survey, rigorous data quality checks, field process guide and checklist based on the IHSN checklist for specific surveys and censuses;
- v. Provide technical support in sampling design of specific surveys including the results weighting procedures;
- vi. Provide technical support in panel survey design and poverty mapping and analysis;
- vii. Provide technical support to any specific statistical project being implemented by NISR;
- viii. Work hand-in-hand with in-country appointed NISR and NSS staff for capacity building.

#### **4. Timing**

The assignment for a specific activity to be implemented in the near future will commence as soon as possible upon signing of contract and the final output of a specific activity shall be submitted to NISR as per agreement in accordance with a set time schedule, while the contracting period is for **at least three(3) years** from the date of signing the contract. The estimated time to be spent on each specific project will be agreed on by the two parties with respect to the proposed timing mentioned above.

#### **5. Methodology:**

Each specific statistical activity to be implemented will have detailed key deliverables developed by relevant department of NISR which will lead the activity, and the consulting firm will be requested to avail the required experts to work with local staff on the assignment by the time of implementation. The NISR will agree with the consulting firm on the required number of days to complete the assignment, of which the consulting firm will be paid for according to the expert rates which will be submitted and agreed with NISR during the contracting process.

#### **6. Competence and Qualifications of the consulting firm**

The specific expertise required of the consulting firm for this assignment includes but is not limited to the following:

- The consulting firm should be composed of consultants from different sectors and specialists in survey analysis; in Labour, in Education, in Agriculture; in Demograph, in Environment and Natural Resources Management; on Energy, Transport and ICT, Water and Sanitation; on Health; on Social Protection; on Gender and Youth; on Employment; on Transfer of Income and Expenditures; Urbanisation, etc.



- Prior work on the Rwanda experience and EICV 2 and 3, on the EDPRS 1 facilitation, elaboration of EDPRS 2 from each sector under the thematic analysis;
- Extensive experience in development research and providing policy advice, particularly experience in different countries and a wide range of clients in Africa, Europe, Asia, Central and South America;
- Have worked extensively in areas of similar conditions (Sub-Saharan Africa or Rwanda);
- Working in Rwanda or in some countries of Africa since 2001 when the country of Rwanda conducted EICV1 producing poverty report, analyzing poverty trends by using the EICV2 data;
- Extensive experience in providing advice on the modernisation of the National Statistical System, experience in the preparation of a national statistical development strategy to strengthen and quality assure key official statistics to be used in national integrated monitoring system, experience in developing instruments and governance structures for the National Statistical System and development of a roadmap to provide the basis for a full NSDS;
- Improvements in the ICT infrastructure to support the production and dissemination of statistics;
- Experience in developing, improvement of quality of the data and methods used in order to produce statistics;
- Extensive experience in statistical training programmes and professional development;
- Extensive experience in design of living standards survey to monitor wellbeing, the impact of key policies and poverty reduction, long experience in poverty monitoring, sampling, data management, questionnaire design, project survey implementation, experience in the analysis of the changes in living standards, poverty levels and economic activities of the population;
- High experience in diagnostic quality review of administrative systems used to produce official statistics at national and local levels

## **7. Profile of team members**

The consulting firm will provide a team comprising of a Team Leader(at least 2 persons), Poverty Analyst Expert( at least 2 persons), provide at least two(2) Survey Expert, at least two (2) Statistician, at least two(2) Expert in sampling, Two(2) Data Analyst , at least two(2)GIS Specialist, at least two(2) Data Processing Expert:

### **7.1. The Team Leader (s) for this assignment should possess the following:**

- a) Relevant Post Graduate Degree in Statistics (Master's degree in Statistics or Survey Method(Survey Methods) with at least five(5) years of experience in designing and analyze the Living Conditions Monitoring Survey in developing countries, including Africa;
- b) Demonstrated ability in designing analyzing the Household Living Condition Survey (EICV) in Rwanda would be an added value;
- c) Experience with construction of household consumption model using data from the Priority Surveys;
- d) Experience with household consumption and expenditures estimates and processing and analysis;






- e) Experience in designing, implementing, supporting and motivating a national team to conduct and analyze the Household Surveys;
- f) Experience in supporting the in-service statistical capacity building;
- g) Experience in household survey data quality reviews;
- h) A minimum 5 years of experience in design of the proposal for the conduct of the living conditions survey (poverty monitoring) including sampling, data management, questionnaire design, project implementation; especially in Rwanda;
- i) An established track record in the assignment;
- j) Fluency in English is required and additional language skills are a plus;
- k) Experience of working in a multicultural team and proven ability to build relationships with project partners;
- l) Experience with Library assessment in reputable Institutions;
- m) Experience and familiarity working with Government Institutions will be an added advantage;
- n) Ability to work in a team, in a multicultural environment, under pressure while maintaining a high level of accuracy;
- o) Excellent abilities in the use of statistical software's, including SPSS, STATA, SAS, etc.

**7.2. The Poverty Analyst Expert (s) for this assignment should possess the following:**

- a) Relevant Post Graduate Degree in Statistics (at least Master's degree in Statistics or Survey Method or Economics or other relevant qualifications (Survey Methods) with at least five(5) years of experience in analyzing and measurement of poverty and inequality, with particular expertise in poverty comparisons
- b) Background in economic principles, statistics, and/or establishment survey methodology;
- c) At least five(5) years of experience in methodology and analysis of household survey;
- d) At least five(5) years in monitoring and evaluation of poverty reduction strategies, trade policy, design and conduct the living conditions survey (poverty monitoring) including sampling, data management, questionnaire design, project implementation; especially in Rwanda;
- e) Extensive experience of studying poverty in other countries especially in Sub-Saharan Africa);
- f) Extensive experience for at least five(5) years working with international donors such as DFID, World Bank, etc and a minimum experience of five(5) years working with national governments;
- g) Demonstrated knowledge and experience in the use of statistical software such as CSPRO, SPSS and STATA.

**7.3. The Survey Expert (s) for this assignment should possess the following:**

- a) Relevant Graduate Degree in Statistics or Economics or other relevant qualifications with at least five (5) years of experience in analyzing and measurement of international poverty;
- b) Experience in survey planning and management, stakeholder consultation, experience in sampling, quality control data management;
- c) At least five (5) years of experience in methodology and analysis of household survey; experience in survey designing and implementation, designing of monitoring and evaluation systems, experience in carrying out Household Income and Expenditure Survey,



- d) At least five (5) years in National Development Policy Frameworks with the Millennium Development Goals,
- e) Extensive experience in design, implementation and data analysis of a Household's Socio-Economic Survey, experience in statistical analysis of data;
- f) Monitoring and evaluation of poverty reduction strategies including sampling; working with other countries in analysis of micro and macro-data of household Living Condition Survey;
- g) Extensive experience of studying poverty in other countries especially in Sub-Saharan Africa);
- h) Demonstrated knowledge and experience in the use of statistical software such as CSPRO, SPSS and STATA;
- i) Extensive experience in checking integrity of statistical data and assessing statistical feasibility of survey;
- j) Experience in the reporting to the client by using a wide range of performance indicators and statistical economic techniques.

**7.4. The Statistician Expert (s) for this assignment should possess the following:**

- a) Relevant Post Graduate Degree in Statistics (at least Master's degree in Statistics or Survey Method) with at least five (5) years of experience in survey field operations;
- b) Having experience in designing and implementing surveys;
- c) Having experience in the economic planning policy
- d) Background in the establishment of survey methodology;
- e) Experience and familiarity working with Government Institutions will be an added advantage;
- f) Excellent abilities in the use of statistical software's, including SPSS, STATA, SAS, etc
- g) Extensive experience for at least five (5) years working with international donors such as DFID, World Bank, etc and a minimum experience of five (5) years working with national governments;

**7.5. The Data Analyst Expert (s) for this assignment should possess the following:**

- a) Relevant Post Graduate Degree in Statistics (at least Master's degree in Statistics or Survey Method) with at least five(5) years of experience in survey field operations;
- b) Having experience in designing and implementing surveys;
- c) Having experience in the economic planning policy
- d) Background in the establishment of survey methodology;
- e) Experience and familiarity working with Government Institutions will be an added advantage;
- f) Excellent abilities in the use of statistical software's, including SPSS, STATA, SAS, etc
- g) Extensive experience for at least five (5) years working with international donors such as DFID, World Bank, etc and a minimum experience of five (5) years working with national governments;

**7.6. The Expert (s) in sampling for this assignment should possess the following:**

- a) Relevant Graduate Degree in Statistics or Survey Method with at least five(5) years of experience in survey field operations;



- b) The sampling expert with many experiences (at least 5 years) will work on sampling errors and should be able to resolve any sampling of geographical issues which arise during the analysis;
- c) Extensive knowledge of the international standards in carrying out household income and expenditure surveys with work experience in a central statistical agency;
- d) Proven experience in sample design and estimation procedures for the households living conditions surveys in Rwanda will be an advantage;
- e) A minimum of five(5) years demonstrated professional experience with various sampling applications related to censuses of population and housing in different countries, including the design of post-enumeration surveys to evaluate census coverage and content errors;
- f) A minimum of five(5) years in developing master sample designs for the national household survey programs in various countries, as well as developing the sampling and weighting procedures for different types of household, agricultural and establishment surveys, etc
- g) A minimum of five(5) years in providing technical assistance and training in sampling and statistical methods in different countries
- h) Experience of five(5) years in household survey design, Poverty Measurement and Analysis based on the Household Living Conditions Survey, Agriculture statistics,
- i) Experience of five(5) years in assisting of design of a study and report drafting of a study, experience in the revision of its monitoring and evaluation system and the evaluation and restructuring of information management system's database;
- j) Experience in research of available documents covering social sector statistics, social development statistics as well as conducting interviews and/or carrying out analysis of statistical data;
- k) Experience and familiarity working with Government Institutions will be an added advantage;
- l) Excellent abilities in the use of statistical software's, including SPSS, STATA, SAS, etc;
- m) Experience in developing and sample design, designed samples for various national establishment surveys, developed master sampling frame, weighting procedures, calculation of sampling errors for main survey estimates, and statistical methodology in developing countries, ;
- n) Experience in conducting assessments for census and survey programs;
- o) Extensive experience ( at least 5 years) in providing capacity building through on-the-job training and workshops

**7.7. The GIS Specialist (s) for this assignment should possess the following:**

- a) Relevant Graduate Degree in GIS or other relevant qualification with at least five (5) years of experience in GIS, in database as a specialist Developer;
- b) Having experience in spatial data information;
- c) Experience and familiarity working with Government Institutions will be an added advantage;
- d) Experience in cartographer; mapping data collection;
- e) Having experience in combining statistics with database technologies and GIS;
- f) A minimum five (5) years experience in the development of a relational database for SME, providing support tools for field crews, generating regular productivity analysis and financial reports;
- g) Experience in data management, development of geo-spatial indicators;



- h) A minimum five(5) years experience in management information system
- i) Experience in conducting assessments for census mapping and survey programs.

**7.8. The Data Processing expert (s) for this assignment should possess the following:**

The consultant must have following qualifications and experience:

- An advanced University Degree in Information Technology, Computer Science (At least a Master Degree) or any other relevant discipline from a recognized University, preference will be given to Master holder in any of the above fields;
- A minimum of five(5) years demonstrated professional experience in data processing systems design and implementation for national household surveys and data archiving (previous experience in Rwanda or Sub-Saharan Africa will be an added advantage);
- Extensive knowledge of the international standards in carrying out household based surveys;
- Excellent English language skills (both written and oral);
- A strong background in either application computer science and/or capacity building of government systems;
- At least five (5) years demonstrated professional experience in data processing systems design and implementation for national household surveys and data archiving (previous experience in Rwanda or Sub-Saharan Africa will be an added advantage);
- A strong background at least five (5) years demonstrated professional experience in data processing systems design and implementation for national household surveys and data archiving;
- Extensive knowledge of the international standards in carrying out household based surveys;
- A strong background in either applications computer science and/or capacity building of government systems;
- Experience in the development of capacity building & Data archiving support( data quality, survey management and data archiving activities);
- Experience in data processing, experience in providing technical assistance in integrating the CSPro data capture application into a new system across data processing management systems;
- Experience in developing the capacity of public and private institutions;
- Experience in senior positions at international level whether at home or other countries;
- Ability to work well within diverse teams;
- Ability to communicate fluently in English in both written and oral



**N.B.:**

The specific required expertise of the consulting firm for these consulting assignments includes, but is not limited to the following:

1. The consulting firm should be composed of consultants of different areas of expertise as mentioned above ***but the consulting firm can give other list of experts they have with their profiles in other statistical areas and other sectors. This means that the list of experts we have mentioned in section 7 is not exhaustive. So that the consulting firm may give to NISR through expression of interest, other experts as they have in different areas.***
  - A track records of similar work done in other parts of the World;
  - Potential line up of experts from various required areas of expertise;
  - Have worked extensively in areas of similar conditions in Sub-Saharan Africa. Previous work in Rwanda will be an advantage.
2. The consulting firm will provide a team comprising of a Team Leader, and others experts in various areas of expertise mentioned above depending on the specific assignment to be implemented but NISR can request other consultants in other statistical areas during the period of the contract.
3. ***For that, during the preparation of your expression of interest, please inform NISR other consultants experts do you have in other statistical areas not mentioned in the above areas for this specific assignment by considering the following minimum requirements:***
  - ❖ Relevant University Degree (Master's) in Statistics, demography, IT, Economics, and other related areas with substantial experience in the specific area of the assignment in developing countries, including Africa;
  - ❖ Substantial experience in designing, analyzing and implementation of the specific task;
  - ❖ Experience with survey and census data quality review and analysis;
  - ❖ Experience in supporting in-house statistical capacity building;
  - ❖ An established track record in similar assignment;
  - ❖ Fluency in English is required and additional language skills will be an advantage;
  - ❖ Experience of working in a multicultural team and proven ability to build relationships with project partners;
  - ❖ Experience and familiarity working with Government Institutions will be an added advantage;
  - ❖ Ability to work in a team, in a multicultural environment, under pressure while maintaining a high level of accuracy;



- ❖ Excellent abilities in the use of statistical softwares, including SPSS, STATA, SAS, CPro, etc, depending on the specific assignment.

## **8. Submissions and Selection Process**

All eligible Interested Consulting Firms are encouraged to apply by submitting the following:

- A letter of interest ;
- Similar references where you have done related tasks and a complete file with Curriculum Vitae of consultant (s) proposed to be involved in this assignment;
- Any other Information which may demonstrate your qualification for this specific assignment.

## **9. Method to be used during the procurement process**

The consulting firm will be selected in accordance with procedures set out in the World Bank's Guidelines: Selection and Employment of Consultants by World Bank Borrowers (May 2004 edition as revised in October 1, 2006 and (**Current Edition**). The Quality Cost Based Selection Method (**QCBS**) may be used during the selection of consulting firm able to execute this service.

## **10. Evaluation of expression of interest:**

Criteria, sub-criteria, and point system for the evaluation of Full expression of interest as follow as:

- Specific experience of the consulting firm and team members relevant to the assignment is 40%;
- Approach and methodology to be used is 30%;
- Organization and experience of proposed staff is 30%

The minimum score required to be shortlisted is 75%.

## **11. Deadline for submission of expression of interest**

NISR now invites eligible qualified international consulting firms to indicate their interest in providing the service as per tasks above mentioned. Interested consulting firms must provide information indicating that they are qualified to perform the services:

- 1. Brochures of the consulting firm;**
- 2. Description of similar assignments;**
- 3. Availability of appropriate skills among staff with curriculum vitae;**
- 4. And experience in similar conditions may be provided.**

For any inquiries contact us on email:

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[Dominique.habimana@statistics.gov.rw](mailto:Dominique.habimana@statistics.gov.rw),  
[eric.bugingo@statistics.gov.rw](mailto:eric.bugingo@statistics.gov.rw),  
[itc@statistics.gov.rw](mailto:itc@statistics.gov.rw),  
[alphonse.shumbusho@statistics.gov.rw](mailto:alphonse.shumbusho@statistics.gov.rw)

Submission of expression of interest will be evaluated in consideration of the above mentioned qualifications.



Closing date of submission of expression of interest is fixed on ~~Monday~~, **17<sup>th</sup> September 2012 at 10:00 am, hours prompt, local time, 8:00 GMT.** The outer cover for envelope shall be clearly marked: **"EXPRESSION OF INTEREST n°006/S/2012/EOI/International Open Service/2012-2013/NISR/SMRP'S UNIT/NSDS BASKET FUND and other budgets allocated to NISR/Recruitment of international firm to provide technical assistance in various statistical areas.**

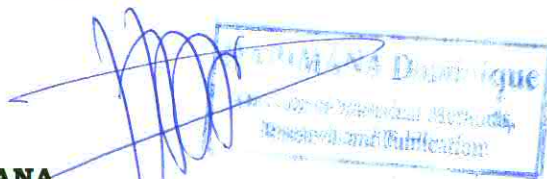
Expression of Interest must be delivered in a sealed envelope by courier service to the Central Secretariat of the National Institute of Statistics of Rwanda (NISR), former MINIPLAN building, Muhima, avenue de la Justice, P.O. Box 6139, Kigali, Tel.:+250-571035, Fax :+250-570705, E-mail : **info@statistics.gov.rw**, website: **www.statistics.gov.rw**: before the deadline for submission of expression of interest.

**NB:** 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, on 21<sup>st</sup> August 2012

**Prepared by:**



**Dominique HABIMANA,**

Director of Statistical Method Research and Publication Unit

**Approve by:**



**Odette MBABAZI,**

Deputy Director General of Corporate Services