

## **Terms of Reference**

### **HIRING OF A NATIONAL CONSULTANT FOR CONFLICT PREVENTION, MANAGEMENT, AND RESOLUTION TRAINING SERVICES**

#### **1. Background**

Rwanda Association of Local Government Authorities (RALGA) is a non-governmental organization established in 2002 by the Districts and City of Kigali to help them fulfill the responsibilities entrusted to them under the decentralization policy adopted in 2000. It was legally registered in 2003 as a non-governmental organization, and all 30 Districts and City of Kigali are members. Its vision is to have efficient local government entities where people and stakeholders are involved in the development, and its objective is to assist local government entities in achieving their mission, complying with principles of good governance and decentralization.

In Rwanda, the law governing national non-governmental organizations (NGOs) includes provisions for conflict resolution committees. To comply with that law, RALGA created within its organizational structure the Conflict Resolution Committee (CRC), as an independent organ in charge of preventing or resolving any dispute that may arise or that has already been identified within RALGA organs, its subsidiary entities as well as among members of the Association before any other State organ intervenes in resolving this conflict.

According to Art. 68 of Internal Rules and Regulations of RALGA, Conflict Resolution Committee is an independent organ of RALGA in charge of:

- Professionally preventing or resolving any dispute that may arise or that has already been identified within RALGA organs;
- Prevent and or resolve any dispute among its subsidiary entities;
- Prevent and resolve disputes among members of the Association before any other State organ intervenes in resolving this conflict.
- Providing advice to any member of RALGA governing bodies and subsidiary entities or any local leader facing a particular problem.

It is in this context that RALGA intends to hire a national consultant to train the members of RALGA Conflict Resolution Committee on the prevention, management, and resolution of conflicts at the workplace.

## **2. Objective**

The objective of this consultancy is to develop adapted training materials and deliver training to RALGA's CRC members to enhance their capacities to prevent and resolve conflicts effectively within RALGA and among its members.

## **3. Tasks**

The consultant will:

### **Step 1: Training Material Preparation**

- Develop a comprehensive training plan tailored to the needs of CRC members.
- Prepare conflict resolution training module, including detailed notes, PowerPoint presentations, case studies, and short handouts for each key section of the module.
- Prepare a simplified self-explanatory handout (2–4 pages maximum) as a step-by-step guide on conflict resolution steps within institutions and conflict resolution as a service to communities.
- Submit and present all training materials to RALGA's Management for review and approval.

### **Step 2: Training Delivery**

**Subject to the approval of the module,**

- Facilitate a training session on the principles practical steps and mechanisms of conflict prevention and resolution.
- Ensure the provision of practical examples and exercises to help CRC members apply conflict resolution strategies.
- Support discussions and group activities, ensuring active participation and engagement.
- Contribute to the development of actionable recommendations and action plans for the CRC activities based on the training knowledge acquired.

## **4. Methodology**

The training will adopt a participatory approach, combining interactive sessions, group discussions, case studies, scenarios, exercises, and presentations. Facilitators will include subject matter experts and experienced practitioners in conflict management.

- **Languages:** English and Kinyarwanda.
- **Materials:** PowerPoint presentations, printed handouts, case studies, etc.
- **Facilitators:** Consultant and RALGA representatives.

## **5. Duration and Timeline**

The training will be delivered during the month of February 2025 and is expected to last for 3 days.

## 5. Requirements for the National Consultant

The consultant will:

- Hold a postgraduate degree in conflict resolution, law, public administration, or a related field.
- Have at least five years of experience in conflict management and facilitation.
- Demonstrate strong knowledge of local governance structures and mechanisms in Rwanda.
- Possess excellent communication and facilitation skills in English and Kinyarwanda.
- Be able to provide verifiable references of similar work completed in the past.

## 6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Technical Expertise (20%):** Relevance of academic qualifications and work experience in conflict resolution and facilitation.
- **Methodology and Approach (20%):** Quality and clarity of the proposed training approach, and plan, including the consultant's understanding of the CRC's needs and how the training will address them.
- **Past Performance (30%):** Proven track record in delivering similar assignments, as evidenced by references and work samples.
- **Financial Proposal (30%):** A financial proposal based on a clear work breakdown structure. The consultant fees should be calculated in terms of man/work days. Price quotation must include all due taxes and be presented in Rwandan Francs.

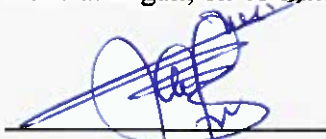
## 7. Procurement and selection method

This bidding will be processed through a short-listing approach. The selection method to be used is quality and the least cost.

## 8. Submission Date

Consultants invited to bid shall send their bids addressed to the RALGA Secretary General through [info@ralga.rw](mailto:info@ralga.rw) not later than 22<sup>h</sup> January 2025 at 3:00 pm.

Done at Kigali, on 15 January 2025

  
**Dominique HABIMANA**  
Secretary General

