

**TERMS OF REFERENCE  
FOR CONSULTANCY SERVICES FOR THE DEVELOPMENT OF AN ELECTRONIC  
TOOL TO CAPTURE DISTRICT ACTIVITIES CONTRIBUTING TO ACHIEVING  
SDGS AT NATIONAL LEVEL**

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## **1. Background and context**

In a bid to ensure ownership, integration and effective implementation of the Sustainable Development Goals (SDGs), Rwanda committed to domesticate and localize them at all levels of the national structure. The SDGs were accordingly integrated into Rwanda's Vision 2050, the National Strategy for Transformation (NST1), as well as all Sectors' Strategic Plans. Accordingly, Districts included them in their Districts Development Strategies (DDSs).

During the SDGs localization process, Rwanda Association of Local Government Authorities (RALGA), within its mandate of capacity building and advocacy for its members, contributed to the elaboration of SDGs sensitive District Development Strategies (DDSs).

Recently in 2021, with the financial support from the Commonwealth Local Government Forum Caribbean Office, with funding from the European Union, RALGA supported districts and the City of Kigali to develop factsheets highlighting SDGs streamlined into the District Development Strategies for proper monitoring.

RALGA would like to assist its members in developing a tool to timely and accurately gather information on activities informing the achievement of the SDGs, to ensure proper monitoring, evaluation and analysis.

Through the projected action, RALGA intends to develop and operationalize an electronic tool to monitor the SDGs implementation based on the developed factsheets. As a result, the action shall improve the SDGs reporting process at district and country levels, as district reports inform the national SDGs report, which in turn informs the Voluntary National Review report.

## **2. Objectives of the assignment**

### **2.1. Overall Objective**

The objective of the consultancy is to develop an electronic tool to capture district activities contributing to achieving SDGs Localisation. The tool shall be compatible with the existing reporting tools at both district and national levels.

## 2.2. Specific objectives

Specific objectives are defined according to the activity implementation phases as follow:

### Phase one:

- To conduct a systematic assessment of the existing systems namely HMIS, nutrition system, LODA-MEIS, NISR, CRVS, etc for synergy and possible synchronization;
- To develop detailed technical functional and non-functional requirements for the proposed solution and;
- Provide more detailed information around bottlenecks that should be resolved to ensure full interoperability;

### Phase two:

- To develop and operationalize a standardized electronic tool that shall apply in all the Districts and capture activities informing identical SDGs indicators across all districts as well as activities informing SDGs indicators particular to each district based on the assessment report
- To provide training to key district staff involved in SDGs implementation, monitoring and reporting to own and use the developed electronic tool.

## 3. Scope of work

The individual Consultant will assess the currently existing systems. Based on the output from the assessment, S/He will develop a new standardized electronic tool. The tool shall be compatible with the existing reporting tools at both district and national levels. It shall be first tested in one of the pilot districts before operationalization in all the districts.

## 4. Tasks

The successful individual Consultant will have the following tasks:

1. Based on the developed factsheets, carry out an assessment to determine the data sources systems and possible interlinkage/integration of the existing software that is currently used by the custodian Institutions (MINECOFIN, NISR, RISA, LODA, RBC, etc) that are mandated for SDGs reporting in Rwanda.
2. Develop business processes and architectural design of the standardized web-based software and after its approval, carry out its development to capture all activities informing identical SDGs indicators across all districts and activities informing SDGs indicators particular to each district
3. Carry out a pre-test of the developed web-based software in the selected pilot Districts (Bugesera, Gicumbi, Ruhango) before its operationalization in all the districts

4. Ensure the electronic tool full operationalization in all the Districts and the City of Kigali
5. Train all CoK/district Directors of Planning and M&E Officers on its use
6. Produce final report

## **5. Methodology**

The successful Individual consultant will be required to detail the methodology to be used to successfully carry out the assignment, with particular emphasis on its approach to ensure the ownership of the factsheets by the beneficiary districts, and taking into consideration the duration allocated to the assignment.

## **6. Expected Outputs**

The expected output of this assignment is that an electronic tool to capture district activities contributing to achieving SDGs at national level is developed and tested before use and that the District key technical staff are able to use the developed tool efficiently.

As this electronic tool shall be used by Districts, RISA shall be involved at all stages of this assignment. The number of days allocated to this assignment shall not exceed 60 working days.

## **7. Required Qualifications, Experience and scoring criteria**

- The Individual Consultant should have extensive expertise and experience in software and database development, at least a Bachelor's Degree in IT or computer science with at least 5 years of working experience;
- At least 5 years' experience providing technical support such as 3<sup>rd</sup> party API integration;
- Experience in undertaking consultancy tasks of similar magnitude related to data information systems;
- Proven experience in design of web based information systems
- At least 2 certificates of good completion of assignments in the areas of web-based software development and IT solutions development
- A demonstrated experience in Local Government Strategic Planning, reporting, Monitoring and Evaluation in Rwanda would be an advantage.
  - Proficient in JSON, JavaScript, HTML, CSS and other scripting languages;
  - Experience with virtualization platforms, e.g. Docker;
  - High level understanding of IT infrastructure set-up including but not limited to Network design;
- Any similar experience in government institutions, companies or Non-Government Organisations, will be an added advantage

<b>Technical Criteria</b>	<b>Max. Point</b>
Consultant's relevant experience with proofs	30
Methodology and work plan presented	30
Consultant's qualifications and experience in relation to the assignment	40
<b>TOTAL</b>	<b>100</b>

**Note:**

- The Technical proposal shall be evaluated at 70%
- The Financial proposal shall be evaluated at 30%
- Quality and cost-based selection (QCBS) method shall be used. However, the budget ceiling for this assignment is 8,000 USD.

**6. Deliverables**

- a. Inception report describing the methodology, timeframe and assignment understanding among other things
- b. Assessment report
- c. Business process and Architectural design
- d. Tool development
- e. Pre-testing
- f. Produce final report and electronic tool developed.

All reports will be submitted in soft and hard copies.

**7. Reporting Arrangements and Working Language**

**a) Reporting arrangements**

The consultant shall report to the RALGA management.

**b) Language requirements**

Report should be prepared in Standard English.

**8. Source of Funds**

This assignment shall be funded by RALGA under the support from the Commonwealth Local Government Forum, Caribbean Office.

## 9. Duration of the Assignment

The total period of consultancy shall not exceed 60 working days effective from the date of contract signature.

## 10. Submission procedures

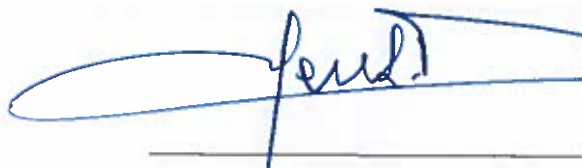
The applicant is expected to submit in separate envelopes the technical and financial proposals in English.

- 1) Cover Letter of Confirmation of Interest and availability;
- 2) Technical proposal with Consultant's profile detailing the understanding of ToRs, the methodology, approach and how to accomplish the assignment;
- 3) Updated CVs of the consultant, copies of Diplomas for relevant education and/or training and relevant work-related certificates, certificates of good completion; and
- 4) Separate file of the Financial Proposal that indicates the consultancy fees and another reimbursable cost should be in local currency.

The technical and financial proposals for the consultancy should be submitted, in two separate and well-sealed envelopes, to the Secretary General of RALGA, at RALGA Head office located in Masaka Sector, Kicukiro District; P.O. Box. 7249 Kigali. The deadline for submission is 7 February 2022 at 2.00 pm. The opening of the technical proposal will take place the same day at 2:30 p.m.

Further inquiries shall be channeled by email to [info@ralga.rw](mailto:info@ralga.rw)

Done at Kigali, 25 January 2022.



**NGENDAHIMANA Ladislas**  
Secretary General of RALGA

