

Terms of Reference:

Recruitment of a local expert for Local Government capacity building (fixed term contract) at the Rwanda Association of Local Government Authorities (RALGA) with financial support from GIZ- DGG.

1. BACKGROUND AND CONTEXT

The Rwanda Association of Local Government Authorities (RALGA) is a membership organization bringing together all Districts and the City of Kigali in Rwanda. The Association derives its “raison d’être” from the decentralization, which is a process of transferring authority, resources, responsibility and accountability from Central to Local Governments. Since its creation in 2002, the Association always strives to fulfil its three-fold mandate of representation, advocacy and capacity building.

RALGA has always recognized the importance of maintaining the quality of its services as high as members’ expectations. Moreover, new appointed staff and elected leaders with limited experience in Local Governance regularly join the Local Government Family. Consequently, RALGA welcomes them and shares responsibility for their induction and continued career development in local governments. That requires them to be supported with content for effective service delivery, transformational governance and citizen engagement. This is done through various capacity building approaches including training, induction, technical forums and any other innovative capacity development approach.

The free movement of labor being the rule on labor market, there is need for regular induction and continuous coaching activities, to help local government entities deliver to their mandate.

Under the financial support of GIZ/Decentralization and Good Governance and in line with its mandate, RALGA has started implementing a joint activity with GIZ until November 2023.

In order to ensure that the program is effectively and efficiently implemented, documented and reported, RALGA seeks to recruit a capacity building local expert for a period of 14 months to support the implementation of this activity.

2. OBJECTIVE OF THE ASSIGNMENT

The objective of the assignment is to support RALGA in the organization, implementation, monitoring and evaluation as well as reporting of the activities under RALGA & GIZ cooperation. The scope consists in ensuring an effective planned capacity building interventions and reporting of targeted elected local leaders and technical staff.

3. TASKS

The tasks of local expert will consist of the following:

1. To organize preparatory activities related to the RALGA & GIZ cooperation
2. Attend meetings related to training and follow up recommendations
3. Take and compile minutes for meetings related to the capacity building interventions;
4. Gather all supporting documents at the end of the activity (proforma invoices, purchase orders, attendance lists, actual invoices...) to be submitted to GIZ
5. Produce a activity reports (combining narrative and financial components) at the end of each intervention
6. To produce narrative reports with accurate attendance statistics including an evaluation report using data generated from the on-site-pre-training survey and the on-site-post-training survey where applicable
7. Organize participants' travels and accommodation and other related logistical arrangements following the acceptable processes at RALGA
8. Prepare quarterly report and whenever necessary for the performed activities

4. PROFILE

This assignment will be carried out by a local expert with following skills:

- Proven working experience of at least five years in leadership position
- Being familiar with Rwandan local governance functioning
- Proven experience in capacity building in Local Government, or education
- Strong communication skills
- At least a Bachelor's degree in any relevant field

5. WORKING AND REPORTING ARRANGEMENTS

The local expert shall report to the Secretary General of RALGA through the Manager of the Local Government Institute Unit.

6. DURATION AND REMUNERATION OF THE CONSULTANCY

This shall be a fixed term contract with a duration of fourteen months. The expert shall be entitled to a one month paid leave and full medical insurance for her/him and dependents. The remuneration remains negotiable according to RALGA remuneration policy.

7. RECRUITMENT PROCESS

The candidates who shall fulfill the requirements shall be invited ONLY for the interview.

A background check involving the previous employers, referees or any other resource persons could be discretionary commissioned as per RALGA's operational procedures manual.

Thereafter, the successful candidate shall be invited for contract negotiation and signing. Female candidates are highly encouraged to apply.

8. HOW TO APPLY

Interested candidates should submit their application letters and CVs with relevant supporting documents at RALGA General Secretariat in Masaka (Kicukiro District) exclusively electronically by email to info@ralga.rw not later than 10th September 2022 at 3pm.

Done at Kigali, on 29 August 2022




Ladislav Ngendahimana

Secretary General