

TERMS OF REFERENCE FOR THE DEVELOPMENT OF A MOBILE APPLICATION TO DISPLAY LOCAL GOVERNMENT LAWS THROUGH PLAY STORE APP USING SMARTPHONES

1. Background and rationale

Since Rwanda adopted the decentralization policy in 2000, local government elections are conducted every five years. The previous elections took place respectively in 2001, 2006, 2011, and 2016 while the recent elections took place in October – November 2021. Technical staff are regularly hired and appointed. The free movement of labor being the rule on labor market, there is need for regular induction and continuous coaching activities, to help them deliver to their mandate.

Local elections allow citizens to elect their local leaders to represent them, while technical staff are appointed to support the elected leaders. Their role is to serve the public and to take decisions in the interest of the entire local community. This task is crucial and highly demanding as it is in line with national sovereignty. It calls for a well informed citizenry and leadership, for the purpose of rule of law, good governance, voice and accountability.

As per its mandate of advocacy and building capacity for the members, RALGA feels and understands the need of popularizing the instruments of good governance, particularly the policies and laws guiding local governance. The need to develop a play store app displaying Local Government Laws and Decentralization Policies falls in that context.

The Government of Rwanda adopted the revised decentralization policy in October 2021. It also passed new laws governing decentralized administrative entities (Law N° 065/2021 of 09/10/2021 governing the District & Law N° 22/2019 of 29/07/2019 governing the City of Kigali). Moreover, the Government of Rwanda has put more efforts into ICT infrastructure development, distribution of smartphones to different categories of Rwandans through “ConnectRwanda Challenge” initiated by His Excellency The President of the Republic of Rwanda and encouraging Rwandans to use digital services. RALGA believes that, these initiatives and investments are key drivers of transformational governance as per the National Strategy for Transformation.

Thus, RALGA resolved to develop a play store app, compatible with all smartphones, to display the decentralization policy of 2000 and its revised version of 2021 as well as the laws governing Local Governments.

Accordingly, RALGA wishes to hire services from an individual local consultant (based in Rwanda) to perform the task as per these terms of reference.

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2. Objective of the assignment

- ❖ To develop the mobile App to display the Decentralization Policy of 2000; the Revised Decentralization Policy of 2021; the Law Governing the City of Kigali of 2019; the Law governing the District of 2021 and other relevant Orders
- ❖ The mobile App should be compatible all play store (Apple Store and Google Play – Android App Store, Google Play) using smartphones
- ❖ To link the mobile app with Play Store Apps.

3. Technical specifications

The proposed mobile app shall provide a platform to display the data in a user friendly manner and to respond to the following:

- ❖ A user-friendly mobile app and compatible with android and iPhone Operating System (IOS);
- ❖ A mobile app that has a search option;
- ❖ A mobile app that allows users to keep desired articles and paragraphs;
- ❖ A multilanguage mobile app with a display option that allows using the three languages used in Rwanda: Kinyarwanda, French, and English.
- ❖ The app interface should be responsive in showing all functions available in a similar way on any device, such as a laptop, a mobile, a tablet, etc.

4. Deliverables

- ❖ An inception report highlighting the methodology and an outlook of the mobile app
- ❖ A multilanguage mobile app displaying:
 - The law N° 065/2021 of 09/10/2021 governing the District
 - The Law N° 22/2019 of 29/07/2019 Law governing the City of Kigali
 - The Decentralization Policy of 2000
 - The revised decentralization policy of 2021;
- ❖ A user friendly manual with a PowerPoint presentation that may be used by RALGA staff while induction all users about the functionality of the app.

5. Methodology

Although the methodology is a discretionary proposal from the competing consultant, the basics will include and are not limited to the concerned policies and laws, gathering information through interviews and focus group discussions with key RALGA staff and other key people who may inspire on the structure of the required mobile app.

6. Duration of the assignment

This assignment is expected to be accomplished within a period of 30 days.

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7. Source of funding

The system shall be developed under the financing budget of RALGA.

8. Procurement method

The procurement method to be used shall be the competitive bidding.

9. Requirements for the consultants

The consultant must have:

[Education]

- At least a Bachelor's degree in Software Development or IT or a Master's degree in Business Administration, public policy, or any other related field, but, with a certified Certificate in IT or Software Development.

[Professional experience]

- At least 3 years of experience in delivering similar services (software development).
- Proven experience in software development with at least two certificates of good completion for similar assignments

[Skills]

- Excellent self-management and time-management skills, a
- Ability to attend to detail and meet deadlines;
- Good command of written and spoken English or French.

10. The technical offer

The local consultant will submit a technical proposal including:

- His/her overall understanding of the assignment;
- Indicative methodology and work plan to guide the assignment;
- Comprehensive CV detailing professional experience and qualifications, focusing on qualifications and experience applicable to this task;
- Proofs of good completion of similar consultancies and assignments with (at least 2 certificates of good completion).

11. The financial offer

A financial proposal shall be based on a clear work breakdown structure.

All due taxes must be considered in the price quotation.

The financial quotation must clearly outline the price for the core consultant fee to be separated from other reimbursable expenses to be charged by the consultant (transport, communication, etc).

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N.B: the currency of the price quotation is Rwandan Francs.

12. Evaluation criteria and selection methodology

1. Academic relevancies/qualifications and required professional experience (30points);
2. Relevance of the proposed methodology including methods and tools (30points);
3. Provision of relevant certificates of completion of similar assignments issued by recognized institutions. Marks shall be awarded in accordance with the number of certificates provided, and a minimum of two relevant certificates is required (40 points).

Total points (100%)

13. Selection methodology:

The minimum technical score required is 70%.

N.B: The selection method to be used shall be Quality and Cost-based Selection (QCBS).

14. Application procedures and deadlines

➤ Application procedures

The local consultant fulfilling the above requirements shall address to RALGA Secretary General the technical and financial proposals and submit them to RALGA offices, in Masaka Sector, Kicukiro District, and P.O. Box 7249 Kigali – Rwanda.

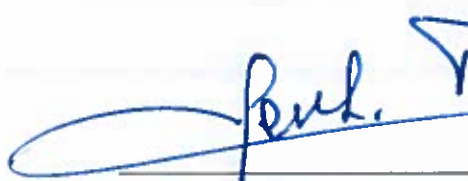
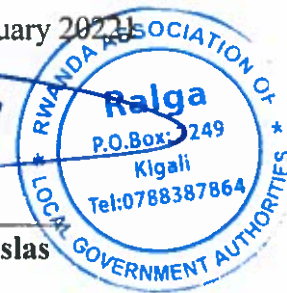
The offer must comprise of two copies (original copy and its copy). The offers shall be well sealed in one big envelope composed of the following:

- A technical proposal with a submission letter signed in a separate envelope;
- A financial proposal in a separate and sealed envelope.

➤ Deadlines

The deadline for submission of technical and financial proposals is 11 March 2022 at 10:00 a.m. The opening of the technical proposals will take place thereafter at 10:30 am at RALGA.

Done at Kigali, on 25 February 2022

NGENDAHIMANA Ladislas
Secretary General