

## TERMS OF REFERENCE FOR THE DOCUMENTATION OF RALGA HISTORY

### 1. Background and context

Rwanda Association of Local Government Authorities (RALGA) is a membership organization bringing together all districts of Rwanda and the City of Kigali. RALGA's responsibility is to build the capacity of local government entities, to carry out their advocacy, and to represent them in the sectors of (a) Policy of decentralization, (b) Increasing finances of local government entities, (c) Local economic development and (d) Increasing the social welfare.

RALGA was established in 2002 and legally registered in 2003. Thus, RALGA shall celebrate its twenty years of existence in 2023. The celebration of this 20<sup>th</sup> Anniversary will be an occasion to reflect on the journey that RALGA has made since its creation, key achievements, and future perspectives.

With this background, RALGA wishes to document its history and produce a related monograph report, which shall also capture key information related to the rationale of RALGA creation, its governance and leadership trends, membership, and key achievements from its establishment to date.

Therefore, these terms of reference serve to hire a qualified individual consultant to do the assignment.

### 2. Objectives of the assignment

The general objective of documenting RALGA history is to keep records about the association as a reference for current and future generations.

Specifically, the assignment intends to achieve the following objectives:

- ✓ Document the history of RALGA and various reforms undertaken within RALGA since its inception to date;
- ✓ Document all members of RALGA governing organs since its creation up to now with their term in office
- ✓ Document key achievements of RALGA;
- ✓ Provide a consolidated database of all elected leaders who have been in District leadership from 2002 to 2022.

### 2. Methodology

The assignment shall mainly be a desk review. It will moreover involve consultations with the members of RALGA organs, local leaders, and individuals who have been in the leadership in Local government. The pioneers of RALGA shall be particularly consulted.

The interested bidders shall propose a detailed methodology clearly showing how they envisage conducting this assignment.

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### **3. Scope of the assignment**

The assignment will document the rationale of RALGA creation and steps that led to its establishment, growth, and key achievements in relation to the mandate, progressive reforms, members of RALGA leadership organs as well as elected leaders who have been in districts' leadership from 2002 to 2021.

### **4. Deliverables**

The expected deliverables under this assignment are:

- An inception report detailing the methodology, structure of the work of the working plan
- A draft report for validation
- A well-designed final report

### **5. Format of the Final Report**

The final report should be well designed using professional graphic design software. The content should contain the historical background of RALGA, names and photos of all the members of RALGA organs (Executive Committee members and Secretary-General), the District/City of Kigali Executive Committees and the members of District/City of Kigali Councils' bureaus. The report should be designed and produced in both English and French as a single document. The print version should be a A4 format.

### **6. Duration of the assignment**

The assignment shall be carried out in 60 calendar days from the day of the signing of the Contract.

### **7. Requirements and competencies**

- The consultant should possess at least bachelor's degree in any field with at least 5 years in the governance sector in Rwanda;
- Particular experience in Rwanda's Local Government is desirable;
- Proven research and publication experience;
- Presentation of at least two samples of completed similar works supported by certificates of good completion.

### **8. Technical offer**

The technical proposal should include the following:

- General understanding of the assignment;
- Detailed methodology and work plan;

- Notarized Degree of the applicant and detailed CV of the consultants focusing on experience related to this task;
- Other relevant certificates to support the applicant's qualifications;
- Two samples of similar works done or led by the applicant supported by certificates of completion.

## 9. The financial offer

The financial offer should be based on the work activities breakdown with taxes included. The financial quotation must outline consultancy fees separated from other expenses such as transportation, communication, accommodation, etc).

## 10. Evaluation

The evaluation of the technical proposal shall be marked as follows:

No	Aspect	Marks
1	Academic qualifications, relevance, and professional experience	30 points
2	Quality of the technical proposal, methodology, and work structure	30 points
3	Relevant samples of similar works and certificates of completion	40points

**Note:** The minimum score for the technical proposal is 70%. The selection method shall apply quality and cost-based Selection (QCBS)

## 11. Application procedures

The technical and financial proposals shall be submitted in two separate and well-sealed envelopes at RALGA office located in Masaka Sector, Kicukiro District; together with a signed letter of confirmation of interest and availability addressed to the Secretary General of RALGA.

The deadline for submission is 17<sup>th</sup> May 2022 at 3pm. The opening of the technical and financial proposal shall take place thereafter at 03:30pm.

Further inquiries about this tender can be addressed to RALGA via email: [info@ralga.rw](mailto:info@ralga.rw) or Telephone: (+250)788309477.

Done at Kigali on 05 May 2022

  
**NGENDAHIMANA Ladislas**  
 Secretary General

