

## **TERMS OF REFERENCE FOR DOCUMENTING THE HISTORY OF TERRITORIAL ADMINISTRATION AND GOVERNANCE OF RWANDA FROM 1900 UP TO 2022**

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### **1. About RALGA**

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.

### **2. Background and context**

Since 1900, several reforms were carried out in territorial administration and governance of Rwanda and more changes in governance structures and territorial boundaries of administrative entities or about governance style and leadership were observed. Such reforms were politically intended for various purposes, and impacted all aspects of life for Rwandans, including education and social cohesion.

The changes and impacts brought by these reforms have not been well documented and recorded, yet they constitute an important bank of knowledge for today and future generations.

Thus, RALGA wants to carry out a comprehensive documentation on the history of territorial administration and governance in Rwanda since the colonial era with the aim at constituting a bank of knowledge that will serve for documentation, future reference, and eventual future territorial administration reforms.

It is against this regard that RALGA is looking for a competent and experienced individual consultant to document the history of territorial administration and governance of Rwanda since 1900 up to 2022.

### 3. Objectives of the assignment

The general objective of this assignment is to produce a comprehensive documentation on the history of territorial administration and governance focusing on all the political, administrative, governance (including finances of administrative entities) reforms that happened in Rwanda since 1900 up to now.

The specific objectives of the assignment are:

- ✓ Documenting all the political reforms conducted in Rwanda's territorial administration since 1900 up to now and their intended objectives
- ✓ Documenting the legal, regulatory and policy frameworks of territorial and governance since 1900 up to now
- ✓ Documenting all administrative entities with legal personality and their respective leaders and their term in office since 1900 up to now
- ✓ Documenting particularly all leaders in office between 1990-1994 and their role towards or in the genocide against the Tutsi
- ✓ Compiling and consolidating all administrative maps indicating the administrative boundaries of administrative entities for each reform;

### 2. Methodology

It shall be mainly a research and desk review work. It involves the review of existing publications, documents and reports. The assignment shall involve consultations with individuals with relevant knowledge in Rwanda's governance.

The interested consultant shall propose a detailed methodology clearly showing how they envisage to conduct this assignment.

### 3. Scope of the assignment

The assignment will cover different phases and reforms of Rwanda's territorial administration and governance since 1900 up to now. The individual consultant will undertake the following tasks:

- Search, compile and conduct a deep desk review of all documents related to territorial administration and governance in Rwanda since 1900
- Facilitate consultative workshops that will bring together different stakeholders to provide inputs and comments
- Produce and submit the first draft study report to RALGA
- Produce the final study report and a power point presentation

#### 4. Deliverables

The expected deliverables under this assignment are:

- An inception report detailing the methodology, structure of the work and the work plan to carry out this assignment
- First draft study report produced and submitted to RALGA for inputs and comments
- Consultative and technical workshop with stakeholders to validate and provide technical inputs and comments
- Second draft study report with inputs after validation
- A well-designed final study report to RALGA after insertion of comments and inputs provided
- A power point presentation of the key findings of the study

#### 5. Format and language of the Final Report

The final report should be well designed using professional graphic design software. The content should be also visual with key information illustrated in infographics and pictures. Moreover, soft copies of all secondary data materials used shall be delivered to RALGA.

The deliverables shall be submitted in either Kinyarwanda, English or French. The successful bidder shall select a convenient and shall remain consistent with it from the start to the conclusion of the assignment.

#### 6. Duration of the assignment

The assignment shall be carried out within 180 calendar days from the day of the signing of the Contract.

#### Academic qualifications and professional experience

- The consultant should possess at least a bachelor's degree in History, Political Sciences, Sociology, Philosophy, Administrative Sciences or Law with at least 5 years' experience in research field
- Particular experience in Rwanda's governance is an asset;
- Proven experience in research and publications (with supporting evidence).
- Certificates of completion of similar research assignments or consultant individual's relevant research publications
- Subcontracting shall be allowed at contractor's cost and risk.
- Excellent fluency in English (both written and spoken) is a precondition. Knowledge of French and Kinyarwanda would be an advantage;
- Ability to multi-task and work within tight deadlines with a diverse group of beneficiaries.

## 7. Technical offer

The technical proposal should include the following:

- Description of the general understanding of the assignment;
- Detailed methodology and work plan;
- Proposed structure of the report;
- Notarized degree(s) of the applicant;
- Detailed and updated CV of the consultant focusing on experience related to this task;
- Other relevant certificates to support the applicant's qualifications.

## 8. 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)

## 9. Evaluation

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

	Aspect	Marks
1	Academic qualifications and professional experience	30 points
2	Quality of the technical proposal, methodology, structure of the study report and work breakdown structure	30 points
3	Samples of relevant similar publications or certificates of completion	40points

### Note:

The minimum score for the technical proposal is 70% to qualify for the step of financial offer evaluation. The selection method shall apply quality and cost-based Selection (QCBS)

## 10. Application procedures

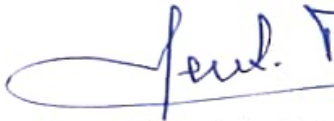
The offers shall be addressed to the Secretary General of RALGA and shall be submitted to RALGA offices in Masaka Sector, Kicukiro District, and P.O. BOX 7249-KIGALI RWANDA

The offer shall comprise of the following documents sealed in one big envelope:

- A signed submission letter
- A technical proposal sealed in a separate envelope
- A financial proposal in a separate sealed envelope

The deadline for submission is 10 May 2022 at 10:00AM. The opening of the technical proposal shall take place thereafter at 10:30.

Done at Kigali on 27 April 2022

  
**NGENDAHIMANA Ladislas**  
Secretary General

