

## TERMS OF REFERENCE FOR THE DEVELOPMENT OF LOCAL GOVERNMENT PROFILE HANDBOOK

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### 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. The Association shall celebrate its twenty years of existence in 2023. This is the time to document the journey of decentralization and the profile of Rwandan local government entities, in all sectors. It is an opportunity to showcase the achievements of local governments and their contribution to national transformation.

With this background, RALGA wishes to produce the Local Government Profile Handbook that captures key information and figures about Local Government leadership, Districts and City of Kigali profiles, and key achievements in the economic, social, and governance sectors. The documentation shall cover the decentralization era since its inception in 2000 up to now.

These terms of reference serve to hire a qualified individual consultant to do the assignment.

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

The General objective of the developing Local Government Profile Handbook is to document and to publish relevant information and data related to the Rwandan local governments and key achievements since the adoption of the decentralization policy up to now.

Specifically, the assignment intends to achieve the following objectives:

- ✓ Document and provide relevant data and information about local government leadership;
- ✓ Document and showcase the key achievements of specific RALGA members in the areas of the economic and social transformation as well as governance and service delivery within the framework of the decentralization policy.

## **2. Methodology**

The assignment will involve a wide range of consultations of persons with relevant experience in Rwanda's Local Government and a review of existing reports. Fieldwork will also be needed to capture accurate information and relevant pictures. Search for archives and proper documentation shall be required to ensure consistency of data and evidence based transformation. The interested bidders shall propose a detailed methodology clearly showing how they envisage to conduct this assignment.

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

The assignment aims at documenting the profile and major achievements of each District and the City of Kigali as well as information about the local government leaders who served from 2001 up to now from the Ministry to the District levels, including their names, photos and terms in office. Besides the local socioeconomic and governance transformation, the handbook shall document various cabinet members, SGs/PSs in the Ministry, Prefet/ Governors and Executive Secretaries, CoK Executive Committee and Council Bureau members and their Executive Secretaries.

#### **4. Deliverables**

The expected deliverables under this assignment are:

- An inception report detailing the methodology, structure of the work of the working plan
- First draft of the profile handbook
- Final draft of the local government profile handbook
- A well designed final local government profile handbook (soft and 5 print copies)

#### **5. Format of the final Local Government Profile Handbook**

The final handbook should be well designed using professional graphic design software. The content should be more visual with key information illustrated in infographics and pictures than text. The report should be produced in both English and French as a single document.

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

The assignment shall be carried out within 90 days from the day of the signing of the Contract.

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

- The consultant should possess at least a bachelor's Degree in any field with at least 5 years in the governance sector in Rwanda (governance structures or proven research in governance sector);
- Particular experience in Rwanda's Local Government is desirable;
- Proven research and publication experience;
- Presentation of at least two completed related research or publications samples supported by certificates of good completion. Where the individual consultant performed the assignment as part of the team, the membership shall be supported by a documentary evidence.

## 8. Technical offer

The technical proposal should include the following

- General understanding of the assignment;
- Detailed methodology and work plan;
- Proposed structure of the report;
- Notarized Degree of the applicant;
- Detailed CV of the consultants focusing on experience related to this task;
- Other relevant certificates to support the applicant's qualifications;
- Three certificates of completion of similar assignment
- Three samples of similar works done or led by the applicant

## 9. The financial offer

The financial offer shall be quoted as "all inclusive". It 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:

|   | Aspect   | Marks     |
|---|--|-----------|
| 1 | Academic qualifications 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)

*(Handwritten mark)*

## 11. Application procedures

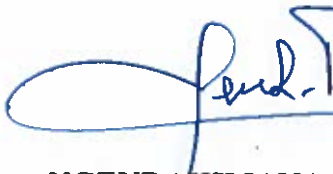
The technical and financial proposal addressed to the Secretary General of RALGA shall be submitted to RALGA offices in Masaka Sector, Kicukiro District, and P.O.BOX 7249-KIGALI RWANDA.

The offer shall comprise two copies (original and its copy) of the technical and financial proposal sealed in one big envelope comprising

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

The deadline for submission is 23 May 2022 at 10:00 AM. The opening of the technical and financial proposal shall take place thereafter at 10:30

Done at Kigali on 05 May 2022



**NGENDAHIMANA Ladislas**  
**Secretary General**

