

## TERMS OF REFERENCE FOR HIRING A LIQUIDATOR

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### 1. Background

Rwanda Association of Local Government Authorities (RALGA) is a membership organization established in 2002 by the Districts and City of Kigali to enable them to fulfill the responsibilities entrusted to them under the decentralization policy adopted in 2000. Its vision is to have efficient local government entities where people and stakeholders are involved in the development, and its objective is to assist local government entities in achieving their mission, complying with principles of good governance and decentralization.

In 2010, RALGA created LG Consult Ltd as a business company, and it was incorporated in Rwanda under the company law as a private limited liability company. At Rwanda Revenue Authority, it was registered among small and medium enterprises.

There have been regular financial audits, and the assets of the company have been regularly valued. Audited financial statements are available. However, the company registered poor performance over years. RALGA commissioned an external assessment and the General Assembly of RALGA, basing on the recommendations of the independent audit, resolved to dissolve LG consult Ltd. It is in this respect that RALGA wishes to hire an individual liquidator to manage the liquidation process and advise the shareholder, on all related legal matters.

### 2. Objectives

#### 2.1. General Objective

To conduct the liquidation process of LG Consult Ltd as provided by the laws of the Republic of Rwanda.

#### 2.2. Specific Objectives

The liquidator is expected to undertake the following tasks, among others:

- Identify all the debtors and creditors;
- Assess all payables and recommend which should be paid;
- Verify and handle the receivables;
- Keep creditors informed and involved in the decision-making process where appropriate;
- Ensure that any contractual claims that may arise are properly settled;
- Decide on the value of the assets of the company for liquidation purposes;
- Fulfill all the requirements for deregistration of LG Consult Ltd as provided by the law;
- Handle, on behalf of the shareholder, the deregistration process.

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### 3. Deliverables

- Weekly reports indicating the progress of the liquidation process;
- Report on how all the issues related to debtors and creditors of LG Consult Ltd were settled;
- The delisting file submitted to the Registrar General in accordance with all requirements
- The certificate of deregistration;
- The liquidator's report
- The final liquidation accounts.

### 4. Requirements submission

The interested persons are requested to submit their bids comprising the following:

- 1) Cover letter of confirmation of interest and availability;
- 2) License or proof of Insolvency Practitioner;
- 3) Updated CV of the consultant, copies of relevant degrees and certificates for relevant education and/or training, and relevant work-related certificates (if possible);
- 4) Technical proposal with detailed methodology, approach and how to accomplish the assignment and;
- 5) A separate file of the Financial Proposal that indicates the consultancy fees and any reimbursable costs (in local currency).

The technical and financial proposals for the assignment should be submitted, in two separate and well-sealed envelopes, to the Secretary General of RALGA at RALGA Office located in Masaka Sector, Kicukiro District, Kigali. The deadline for submission is 9 March 2022 at 3:00 pm. The opening of the technical proposal will take place the same day at 3:30 p.m.

Further inquiries shall be channeled by email through [info@ralga.rw](mailto:info@ralga.rw)

Done at Kigali on 2 March 2022



**NGENDAHIMANA Ladislas**  
Secretary General

