

TERMS OF REFERENCE FOR THE RECRUITMENT OF A MONITORING AND EVALUATION SPECIALIST

1. Context and background

Rwanda Association of Local Government Authorities (RALGA) is a membership non-governmental organization established in 2002 by the districts of Rwanda to enable them to fulfill the responsibilities entrusted to them under the decentralization policy adopted in 2000. The members are all the Districts and the City of Kigali.

Ralga's vision is to have local Government entities that operate efficiently and uphold meaningful participation of citizens and all stakeholders in shaping and advancing their development. The association's mission is to assist local government entities in achieving their mandates, while complying with principles of good governance, decentralization and citizen-centered service delivery. RALGA's main responsibilities are to represent members, advocate for their interests, strengthen their capacities, and promote collaboration at local, regional, and international levels.

A general secretariat was established to manage the daily business of the association following the overall guidance of the General Assembly and under the supervision of the Executive Committee.

Under the cooperation framework, GIZ/LG4P program and RALGA (grant agreement n° 81319056) initiated a project entitled "Empowering Local Governance for Transformation (ELGT)" aiming at strengthening the capacity of local government entities for effective, and citizen-centred transformational services.

The ELGT project is structured around four pillars:

1. Local Government Capacity Development: Enhancing skills and capabilities of local officials and staff.
2. Integration of Gender in Local Government: promoting gender responsive governance and women's participation.
3. Local Government Institutional Strengthening: reinforcing systems and structures for effective governance.
4. Research and Technical Assistance: providing evidence-based insights and advisory support to inform policymaking.

To ensure the effective coordination and implementation of the planned activities under this project, RALGA and GIZ agreed to recruit a highly skilled Monitoring and Evaluation Specialist to support RALGA in carrying out all monitoring, reporting, and learning functions essential for successful project delivery. As the position is currently vacant, RALGA is seeking to temporarily fill it for a period of twelve months.

Main duties and responsibilities:

Under the guidance and supervision of the Manager of the Local Government Capacity Building Unit, the M&E Specialist shall undertake the following responsibilities:

1. Develop, implement and maintain M&E frameworks, tools, and systems for the ELGT project.

2. Track progress toward project outputs and outcomes through systematic data collection, verification and analysis.
3. Coordinate the implementation of capacity-building interventions under the ELGT project, including the development of a digital web calendar for local government entities, preparation of course modules, and the design of customized learning platforms and adaptive approaches.
4. Ensure proper planning, implementation, monitoring, and reporting of RALGA's capacity-building initiatives.
5. Assist RALGA in management of its online e-learning platform and, in collaboration with the Training Specialist, facilitate the learning process.
6. Manage the dashboard for project activities and related capacity-building interventions implemented across other RALGA departments.
7. Perform any other capacity-building-related tasks assigned by RALGA.

Education and experience

- ❖ Master's degree in Education, Local Governance Studies, Project management, Business Administration, management, public administration, economics, development studies, or other relevant social sciences with five (5) years of experience in monitoring and evaluation. Having experience in organizational development is an added value;
- ❖ At least a Bachelor's degree in education, Local Governance Studies public administration, Business Administration, management, economics, development studies, or other relevant social sciences with a professional experience of seven (7) years in organizational development and human resource development;
- ❖ Proven experience on five years in monitoring and evaluation, project design, or project management fields.
- ❖ Strong experience in local governance, decentralisation, public administration, or similar fields is a significant advantage
- ❖ Proven experience in preparing and providing training materials and facilitate training sessions.
- ❖ Experience working with diverse stakeholders, including government, civil society and development partners.

Key competencies and skills

- ❖ High computer literacy
- ❖ Critical thinking skills
- ❖ Familiar with techniques of adult learning and module development
- ❖ Ability to work independently and meet deadlines,
- ❖ Strong interpersonal skills and ability to collaborate with a wide range of stakeholders
- ❖ Good command of English and Kinyarwanda. French is an added advantage
- ❖ High level of integrity is recommended

Remuneration

The M&E Specialist shall be accorded the same status and treatment as RALGA staff members holding an equivalent Specialist position.

Duration of the assignment

The assignment shall be implemented within a period of twelve (12) months, which may be extended subject to the availability of funds.

How to apply

Interested candidates shall send their applications ONLINE to the Secretary General of Rwanda Association of Local Government Authorities (RALGA) on the following email: info@ralga.rw not later than 19 February 2026 at 5:00pm.

The application file should comprise of:

- 1) A motivation letter;
- 2) A certified copy of the candidate's highest degree
- 3) A Curriculum Vitae indicating key achievements in previous work experience in relation to the experience, competencies, and skills mentioned above;
- 4) Contact details of 3 referees who can testify to the good attitudes and performance of the candidate;
- 5) Two certificate of completion that justify the expertise in project design, project management activities, especially in M&E fields
- 6) Any document that can help RALGA appreciate the candidate's suitability for the post.

Note: After the shortlisting process, candidates will be notified of the decision on their application via email, and those who qualify will be invited for an interview.

Done at Kigali, on 12 February 2026


Valenze Uwizeza
Secretary General

