

**REPUBLIC OF RWANDA****MINISTRY OF FINANCE AND ECONOMIC PLANNING**

P.O BOX 158 KIGALI

Email: [mfin@minecofin.gov.rw](mailto:mfin@minecofin.gov.rw)**Terms of Reference for Consultancy to support**

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|--------------------------------|--|
| <b>Application type:</b>       | <b>External vacancy</b>  |
| <b>Job Title:</b>              | <b>Individual consultant to produce the annual DPAF and External Development Finance reports</b> |
| <b>Duty station</b>            | <b>Kigali, Rwanda</b>  |
| <b>Type of contract:</b>       | <b>Individual consultant</b>   |
| <b>Expected starting date:</b> | <b>December 2018</b>   |
| <b>Duration</b>                | <b>60 working days in the period December 2018 – March 2019</b>                                  |

**I. Background**

The Development Assistance Database for Rwanda (DAD Rwanda) is an automated information management system designed to improve efficiency and coordination of donor activities in Rwanda. Over the years, it has become a reliable and credible source of information on external aid offered to Rwanda. It supports Government in effectively managing development assistance and promoting accountable and transparent use of resources. Over the course of its implementation, the DAD has continued to serve its primary role as the GoR's source of data on ODA to the public sector, and the data in the system has consistently enabled the GoR to monitor DP activities, analyze overall assistance flows, and assess DP performance. The use of the DAD has also helped inform ongoing dialogue with DPs and ensured transparency and accountability in the use of resources. The information is also used in the global monitoring of the Busan Partnership agreement, as part of the global commitment to advance the aid effectiveness agenda.

The Ministry of Planning and Economic Development (MINECOFIN) External Finance Division (EFD) produces annual DPAF (Donor Performance Assessment Framework) and External Development

Finance (EFD) reports using data from the system. Preliminary results from the 2016/17 DPAF assessment were presented during the Development Partners Retreat (DPR) in February 2017. Government and DPs agreed to review jointly the DPAF report and agree on relevant targets to make development cooperation more effective. Additional guidelines are available from the Global Partnership for Effective Development Cooperation monitoring framework, which was established in 2012, and was used during the 2014 and 2016 monitoring rounds. In 2017-2018, the framework was refined to reflect the better challenges of the 2030 Agenda and is being rolled out in the 2018 monitoring round.

As the external development finance landscape has expanded, and data needs for these new sources of financing have emerged, the External Development Finance report captures data on both ODA and these additional flows. Data on loans from emerging providers is available in DMFAS, which tracks data on all loans to Rwanda. Remittances data is collected by BNR. Data on INGO planned and used budgets (including the source of those resources) is recorded in the INGO database maintained by the Rwanda Governance Board (RGB). Until the automated link between DAD and INGO systems is configured and tested, the information on INGO resources is sourced directly from the INGO database. In recent years, large international philanthropic organizations have increased their activities in Rwanda. The INGO database captures the portion of this funding that is channeled through INGOs. Additional data is available through the foundations headquarters.

Data on Foreign Private Investment (FPI) inflows is currently collected through an annual census that is jointly conducted by BNR, the Rwanda Development Board (RDB), the National Institute of Statistics of Rwanda, and the Private Sector Federation. The census collects data from companies that are registered with RDB, and the findings are published in the *Foreign Private Capital in Rwanda* annual report. The data collected in the census does not disaggregate these investments to identify how much FPI is mobilized through blended finance, or is socially responsible investment (e.g. impact investment, sustainable investment, green investment), or public private partnerships (PPPs). Such additional information is available from the funding source.

Considering the above developments, MINECOFIN would like to engage a consultant to support Government to produce the annual DPAF and EDF assessments.

## **II. Objective**

The objective is to assist responsible MINECOFIN staff to prepare annual DPAF and EDF assessments and produce an annual report for FY2017/18.

## **III. Scope of Work**

The consultant will be responsible for the following:

- 1. Reviewing and updating DAD data.** The consultant will support the DAD administrator in the EFD to review the DAD data for all ongoing donor activities, identify errors and missing data, and fill the gaps in data for the last fiscal year in collaboration with relevant DP offices.
- 2. Agree on methodology and reporting structure:** The consultant will support the DAD administrator in the EFD to review and agree on the methodology and reporting structure for producing the DPAF and EDF assessments to ensure consistency in reporting and efficient

presentation of data. The final report will be a consolidated report with chapters for EDF and DPAF, as agreed with the EFD staff.

3. **DPAF assessment for FY17/18.** The consultant will support MINECOFIN staff in preparing and drafting the DPAF assessment for FY17/18. This will include the following:
  - a. Support MINECOFIN staff in liaising with partners and discussing DPAF indicators and targets;
  - b. Support MINECOFIN staff in generating the relevant reports on the use of country systems, annual predictability and other DPAF indicators and input the data into the DPAF assessment tables (after reviewing and updating the data for the reporting period with the DAD administrator);
  - c. Support MINECOFIN staff in assessing the quality of the information submitted by partners and working with them to improve it;
  - d. Support in the consolidation and analysis of data from DAD, the Budget Department and Public Accounts Unit for the preparation of the individual and aggregate DPAF results;
  - e. Support MINECOFIN staff in collecting data and generating relevant reports on the new indicators in the DPAF on other financing flows;
  - f. Draft the DPAF assessment for FY17/18 and prepare a presentation to support MINECOFIN to liaise with its partners on the DPAF results.
4. **EDF report for FY17/18.** EFD produces annual EDF assessments. The 2016 Report for the first time looked at sources of financing beyond ODA. The 2016/17 report streamlined the structure, layout and content of the various sections of the report. The 2017/18 report will capture foundation and INGO data and other sources of development finance beyond aid including blended finance. The consultant will assist the relevant staff in the EFD to construct the EDF assessment and incorporate new levels of analysis of the total external development finance flows to deepen its usefulness. The following will be ensured:
  - a. Support MINECOFIN staff in generating and analysing the relevant reports on DP support using the information available in the DAD (after reviewing and updating the data for the reporting period).
  - b. Support MINECOFIN staff in liaising with other departments and other government institutions and collecting data on additional financial flows – emerging partners, INGO flows, remittances, FPI inflows.
  - c. Support MINECOFIN to liaison with DFIs and foundations working in Rwanda and validate and close gaps in the current data, including various forms of blended finance.
  - d. Support in cross-checking all data and eliminating errors and double counting.
  - e. Draft the 2017/18 EDF report using all available sources and prepare a presentation on key findings and trends.

#### **IV. Methodology**

- Document review;
- Meetings and requests for data to DPs focal staff for DAD;

- Meetings with other government departments to obtain data on other sources of development finance beyond aid;
- Follow-up on requests for sharing of data;
- Targeted collection of information on total foundation and DFI support including blended finance;
- Data validation and cross-checking;
- On-the-job training (EFD staff).

#### **1V. Expected Outputs and Deliverables**

The following deliverables should be accomplished by the consultant and submitted to the External Finance Unit /MINECOFIN:

- i. **Inception report:** A report detailing the proposed work program, methodology, timetable and expected outcome of the assignment will be submitted to the Director of EFD /MINECOFIN not later than four days after the start of the assignment.
- ii. **DAD data review and report structure:** Data for all DPs ongoing projects reviewed and updated within 10 days after commencement of the contract and proposals formulated for the report structure.
- iii. **DPAF assessment:** A first draft of the DPAF assessment shall be submitted within 20 days after commencement of the assignment. The draft will be circulated by the EFD for comments and inputs by all relevant stakeholders. The final assessment should have submitted within 10 days after receiving the comments. The DPAF assessment should be focused and no more than 20 pages.
- iv. **EDF report:** A first draft of the EDF section of the report shall be submitted within 30 days after commencement of the assignment. The draft will be circulated by the EFD for comments and inputs by all relevant stakeholders. The final report should be submitted within 10 days after receiving the comments. The EDF report should be sharp, illustrative, focused and no more than 20 pages.

#### **V. Institutional Arrangements**

The consultant will work closely with the DAD administrator in the EFD/Minecofin and conduct necessary research and data collection and validation processes.

The Government of Rwanda and specifically the EFD/MINECOFIN will assist the consultant in carrying out the assignment.

The EFD/MINECOFIN will take overall responsibility for the day-to-day management of this assignment.

The EFD/MINECOFIN will make every reasonable effort to ensure adequate staff resources are made available to assist the consultancy team.

The EFD/MINECOFIN will provide workspace and access to data, systems and processes as requested by the consultant. However, the consultant is expected to use their own computer.

### **V1. Duration of the Work**

The assignment is for a maximum of 60 full-time working days from the time the contract is signed. It is expected to be carried out between December 2018 – March 2019.

### **V11. Duty Station**

The duty station is Ministry of Finance and Economic Planning, Kigali, Rwanda

### **V111. Required skills and experience**

Education:

- Master's degree in international development, political science, economics or related disciplines

Experience:

- Minimum 7 years professional experience and minimum 5 years expertise in aid data management systems with a track record in supporting governments in enhancing their capacities to manage aid and other financial flows
- Solid knowledge and understanding of varieties of sources of development finance
- Experience in aid data review processes, ODA and external development finance reporting and Donor-Government mutual accountability assessments (e.g DPAF and/or CPAF)
- Solid knowledge and understanding of the development cooperation landscape globally and in the African context and good understanding of the aid coordination system in Rwanda
- Excellent drafting and presentation skills

Languages:

Excellent written and verbal communication skills in English

### **VIX. Evaluation Criteria**

| <b><i>Criteria</i></b>  | <b><i>Weight</i></b> | <b><i>Max. Point</i></b> |
|---|----------------------|--------------------------|
| <b><u>Technical</u></b>   |                      |                          |
| Master's degree in international development, political science, economics or related disciplines | 10 %                 | 10                       |
| Minimum 7 years professional experience and minimum 5 years expertise in aid data                 | 30 %                 | 30                       |

|  |             |            |
|--|-------------|------------|
| management systems with a track record in supporting governments in enhancing their capacities to manage aid and other financial flows   |             |            |
| Solid knowledge and understanding of varieties of sources of development finance   | 25%         | 25         |
| Experience in aid data review processes, ODA and external development finance reporting and Donor-Government mutual accountability assessments (e.g DPAF and/or CPAF)          | 25%         | 25         |
| Solid knowledge and understanding of the development cooperation landscape globally and in the African context and good understanding of the aid coordination system in Rwanda | 10%         | 10         |
| <b>TOTAL</b>   | <b>100%</b> | <b>100</b> |

#### X. Payment modality

The consultant shall be paid the consultancy fee upon completion of the following milestones.

- 30% after the submission and acceptance of the inception report
- 40% after the submission and acceptance of draft DPAF and EDF reports
- 30% after the submission and acceptance of final DPAF and EDF reports

#### XI. **Application procedure**

Qualified and interested candidates are hereby requested to apply. The application should contain the following:

- Personal CV, indicating education background/professional qualifications, all past experience, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- Brief description of why the individual considers him/herself as the most suitable for the assignment and a methodology, on how they will approach and complete the assignment;
- Financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.

Approved by

