



Empowered lives.  
Resilient nations.

PROCUREMENT NOTICE  
NATIONAL INDIVIDUAL CONSULTANT

Ref: IC/UNDP/RWA/2022/0035

Date: 13/07/2022

**Country:** Rwanda

**Description of the assignment:** Recruitment of National Junior Experts in charge of external resource mobilization

**Post Title and Level:** National Individual Consultant

Number of Positions: 3

**Period of assignment:** 60 Days

UNDP Rwanda is looking to recruit a National Junior Experts in charge of external resource mobilization. The main objective of the National Experts is to support MINECOFIN/EFD in closing the human resources gaps that currently exists in the department in the areas of external resources mobilization and donor coordination tasks.

All interested and qualified international individual consultants may download the Individual Consultant Notice, Terms of Reference, and P11, Confirmation Letter and General Terms and conditions documents from UNDP Rwanda website at:

<http://www.rw.undp.org/content/rwanda/en/home/operations/procurement/notices/>

Delivery address: UNDP Rwanda, P.O. Box 445, 12 Avenue de l'Armée, Kigali, Rwanda, and Attn: Head of Procurement Unit, Or by email address at [offers.rw@undp.org](mailto:offers.rw@undp.org) not later than **28 July 2022**, Time: 12h00 PM Kigali Rwanda local time.

**N.B: UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equality encouraged to apply.**

Yours sincerely,

Shelagh Rwitare

UNDP Operations Manager



**Terms of Reference:**

**Terms of Reference for recruitment of a national expert in charge of external resource mobilization**

<b>Application type:</b>	<b>Local vacancy</b>
<b>Job Title:</b>	<b>National expert in charge of external resource mobilization</b>
<b>Category</b>	<b>National Consultant</b>
<b>Duty station</b>	<b>Kigali</b>
<b>Application Deadline:</b>	
<b>Type of contract:</b>	<b>National Individual Contract</b>
<b>Expected starting date:</b>	<b>September 2022</b>
<b>Duration</b>	<b>60 days</b>

**I. Background**

The External Finance Directorate (EFD) in the Ministry of Finance and Economic Planning (MINECOFIN) is the key government entry point of external financing. It provides Development Partners with a centralized interface offering guidance and leadership on how they can better align their support to Government priorities.

The EFD's key responsibilities are: Mobilizing External Financing from traditional and non-traditional partners to complement domestic revenues in the National Budget; Mobilizing financing for the private sector from International Financial Institutions; Coordination of Development Partners through various forums.

**II. Rationale**

Considering the current human resources gap in the External Finance Directorate, the Ministry of Finance has request UNDP to support in providing four national experts in charge of external resources mobilization and donor coordination tasks to support the External Finance Directorate in closing the gap.

**III. Main Objectives**

The main objective of the National Experts is to support MINECOFIN/EFD in closing the human resources gaps that currently exists in the department in the areas of external resources mobilization and donor coordination tasks.

**IV. Key duties and responsibilities of the Assignment**

Reporting to the Head of External Finance Directorate, the External Resource Mobilization expert will be responsible for:

- Carrying out external financing appraisal, negotiations and other innovative financing, formulating a negotiating position based on Rwanda's development cooperation Policy and priorities based on Rwanda's National Strategy for Transformation;
- Assessing constraints on financing needs (debt sustainability, fiscal deficit constraints) of each financing with relevant development partners;
- Organizing external development cooperation coordination (including organization of joint commissions) meetings on harmonization, development cooperation mobilization instruments and dialogue on sector strategies (cluster meetings) and at higher levels e.g Development Partners' Coordination Group (DPCG) and Development Partners Meetings (DPR);
- Participate in drafting the recommendations adopted in the DPCG/DPR meetings and follow up on their implementation with the designated lead institutions.
- Reporting on Development Partners' portfolio status and the progress in achieving the specific Policy Actions, Prior Actions Prior and Disbursement-Linked Indicators (DLIs) of relevant programs with Development Partners
- Attending sector working groups and joint sector reviews and making reports on the outcomes and issues of discussions;
- Organizing country portfolio performance reviews and following up recommendations from the reviews;
- Follow up with the development partners to obtain the medium term expenditure framework (MTEF) financial projections at every beginning of the fiscal year to feed in the macro framework.
- Ensuring that development data is regularly filled in the Development Assistance Database (DAD)

### **Qualification and Competencies**

- Bachelors' degree in Economics, Management, Business Administration, Project Management, Development studies, Finance and other related field with at least 3 years' relevant and proven experience, having a Master's degree in the above fields with 2 years' experience in a reputable organization will be an added advantage;
- Good planning and organization skills;
- Strong analytical, judgment and decision making abilities;
- Strong experience in coordinating donor funded projects and negotiation skills;
- Excellent oral and written communication skills;
- Ability to review documentations in detail and ensure compliance to regulations;
- Ability to establish effective working relations with other units/departments;
- Be result oriented and demonstrate integrity;
- Fluent in English, knowledge of French will be an added advantage;
- Proficiency in MS Office suite of packages and
- Ability to work under pressure

### **V. Methodology**

The shortlisted consultant shall detail out their Approach and Methodology in their full detailed technical proposal which shall be considered as a basis for evaluation and selection of the successful consultant.

### **VI. Key deliverables**

<b>Set of deliverables</b>	<b>Description</b>
Set 1	Inception report including the methodology and approaches to be used by the consultant to perform his/her assignment, a detailed work plan and any other relevant information
Set 2	<ul style="list-style-type: none"> <li>• Develop an annual resource mobilization mechanism plan for different financing instruments based on development cooperation policy.</li> <li>• Assess constraints on financing needs (debt sustainability, fiscal deficit constraints) of each financing with relevant development partners; and provide it in a working document.</li> <li>• Pitch decks reflecting EFD main responsibilities and value proposition on resource mobilization strategy and M&amp; E mechanism Assessment</li> </ul>
Set 3	<ul style="list-style-type: none"> <li>• Review the existing external development cooperation coordination mechanisms e.g Development Partners' Coordination Group (DPCG) and Development Partners Retreat Meetings (DPR); and assess gaps in terms of efficiency and effectiveness and propose the improvement mechanisms.</li> <li>• Design strategies on harmonization of development cooperation mobilization instruments and dialogue on sector strategies (cluster meetings) and at higher levels.</li> <li>• Design effective ways of reporting on Development Partners' portfolio status and the progress in achieving the specific Policy Actions, Prior Actions Prior and Disbursement-Linked Indicators (DLIs) of relevant programs with Development Partners.</li> <li>• Identify suggested mechanisms for system-level resource mobilization and the strategic expansion of funding, including through innovative financing initiatives and mechanisms to stabilize the flow of funds;</li> <li>• Design effective ways of organizing country portfolio performance reviews and following up recommendations from the reviews;</li> <li>• Design effective proposal on how to engage the development partners to obtain the medium term expenditure framework (MTEF) financial projections at every beginning of the fiscal year to feed in the macro framework.</li> <li>• Conduct a comprehensive analysis of potential donors based on geographic interest and Mapping donor priorities, funding windows and points to clear actions that should be taken to mobilize funds and develop/maintain relationships with these donors;</li> <li>• Propose effective mechanisms of engaging the development partners to regularly fill in the information on their respective portfolios in the Development Assistance Database (DAD)</li> </ul>
Set 4	<ul style="list-style-type: none"> <li>• Final Report/End of Assignment Report: During the last month of the assignment, the resource mobilization consultant shall submit a final report of the assignment indicating how the objectives of the assignment have been achieved, highlighting challenges and recommendations.</li> </ul>

## **VII. Institutional Arrangement**

UNDP will contract the national consultant on behalf of MINECOFIN to undertake this assignment. UNDP Head of Inclusive Green Economy Unit, or any personnel delegated will supervise the consultant. She/ he will report to the EFD, DG and will be supervised by him or any delegated staff within EFD. All deliverables should be assessed and validated by a technical team established and managed by EFD DG.

The national consultant will be placed for an initial period of one year from September 2022 up to September 2023 to work with EFD to support fill the resource gaps.

## **VIII. Duty station**

The duty station is Kigali Rwanda.

## IX. Required Expertise and experience

### Education:

- Bachelors' degree in Economics, Management, Business Administration, Project Management, Development studies, Finance and other related field with at least 3 years' relevant and proven experience, having a Master's degree in the above fields with 2 years' experience in a reputable organization will be an added advantage;

### Experience:

- At least 3 years of proven experience in Resource Mobilization and coordination of donor funded projects/programs for Bachelor's holder and 2 years of experience in the same area for Master's holder.
- Great organizational skills and ability to work on one's own initiative and with little supervision;
- Able to innovate and constructively challenge the current status quo.
- Strong communication skills including ability to engage senior managers' officials.
- Ability to work independently with minimal supervision.
- Good planning and organization skills;
- Strong analytical, judgment and decision making abilities;
- Strong experience in coordinating donor funded projects and negotiation skills;
- Excellent oral and written communication skills;
- Ability to review documentations in detail and ensure compliance to regulations;
- Ability to establish effective working relations with other units/departments;
- Be result oriented and demonstrate integrity;
- Fluent in English, knowledge of French will be an added advantage;
- Proficiency in MS Office suite of packages and
- Ability to work under pressure

## X. Payment modality

Percentage of payment	Description	Expected timeline
20 Percent	After submission and approval of the Set1	5 days from the signing
20 percent	After submission and approval of the set 2	20 days from the submission of the previous deliverable
30 Percent	After submission and approval of the set 3	20 days from the submission of the previous deliverable
30 Percent	After submission and approval of the set 4	15 days from the submission of the previous deliverable

## XI. Evaluation and selection method

Selection Criteria		
	Weight	Max. Point

<ul style="list-style-type: none"> <li>• Proven track record in undertaking Resource Mobilization, development partners coordination and Project Management assignments.</li> </ul>	25%	25
<ul style="list-style-type: none"> <li>• Strong experience in coordinating donor funded projects and negotiation skills and ability to review documentations in detail and ensure compliance to regulations.</li> </ul>	25%	25
<ul style="list-style-type: none"> <li>• Methodology;</li> </ul>	30%	30
<ul style="list-style-type: none"> <li>• Additional Competencies including academic qualifications</li> </ul>	20%	20
<b>Total</b>	100%	100

## **XII. Application process**

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

- Personal CV indicating education/professional qualifications and background, all experience as well as contact of 3 professional references.
- Brief description of why the individual considers him/her self as the most suitable for the assignment and the methodology on how they will approach and complete the assignment as stipulated above on point V. (methodology)
- Financial proposal that indicates all-inclusive fixed total contract price supported by a breakdown of costs.

## **XIII. Copyright and ownership**

All developed design works, and publication will be the sole property of the Government of Rwanda and UNDP. The selected individual shall not use the design and the final products for his own purpose without explicit written permission by Rwanda Cooperation and UNDP.

**OFFEROR'S LETTER TO UNDP  
CONFIRMING INTEREST AND AVAILABILITY  
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date \_\_\_\_\_

*(Name of Resident Representative/Bureau Director)*  
United Nations Development Programme  
*(Specify complete office address)*

Dear Sir/Madam :

I hereby declare that :

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [ *indicate title of assignment* ] under the [ *state project title* ];
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 *[delete this item if the TOR does not require submission of this document]*;
- e) I hereby propose to complete the services based on the following payment rate : *[pls. check the box corresponding to the preferred option]*:

- An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
- A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.

- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of \_\_\_\_\_ days *[minimum of 90 days]* after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*
- j) If I am selected for this assignment, I shall *[pls. check the appropriate box]:*

- Sign an Individual Contract with UNDP;
- Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

\_\_\_\_\_

\_\_\_\_\_

- k) I hereby confirm that *[check all that applies]:*

- At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission



and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

- m) **If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed :

---

---

**Annexes *[pls. check all that applies]:***

- CV or Duly signed P11 Form
- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- Brief Description of Approach to Work (if required by the TOR)

## BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A. **Breakdown of Cost by Components:**

Cost Components	Unit Cost (RWF)	Quantity	Total Rate for the Contract Duration (RWF)
<b>Personnel Costs</b>			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>Travel Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>Duty Travel</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

**B. Breakdown of Cost by Deliverables\***

<b>Deliverables</b> <i>[list them as referred to in the TOR]</i>	<b>Percentage of Total Price</b> <b>(Weight for payment)</b>	<b>Amount</b>
Deliverable 1		
Deliverable 2		
....		
<b>Total</b>	100%	RWF.....

*\*Basis for payment tranches*