



**Re-Advertisement
REQUEST FOR PROPOSAL (RFP)
(For Low-Valued Services)**

NAME & ADDRESS OF FIRM	DATE: July 18, 2022
	REFERENCE: RFP/UNDP/RWA/2022/023

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Hiring a Local Consulting firm to Conduct an Assessment of result and impact of UNDP/UNEP Poverty Environment Action for SDGs (including Documentary video)**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Friday, July 29, 2022** and **via email**, or fax to the address below:

United Nations Development Program
KN 67 Street No 4
P.O Box 445 Kigali, Rwanda, 12 Avenue de l'Armée, Kigali, Rwanda
Attn: Head of Procurement Unit
Email: offers.rw@undp.org

Your Proposal must be expressed in the ENGLISH, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Shelagh Rwitare
UNDP Operations Manager
7/18/2022

Description of Requirements

Context of the Requirement	<p><i>Poverty-Environment Action for the SDGs (PEA) follows a global support programme developed by UNDP and UN Environment, and builds on the previous phases of the UNDP-UNEP Poverty Environment Initiative (PEI) support in 22 countries, including in Rwanda. The programme addresses the relationship between unsustainable management of Environment & Natural Resources (ENR) and multi-dimensional poverty in Rwanda. The natural resource base and its contribution to economic growth and poverty elimination is under pressure in Rwanda, mainly because of very high population densities in rural areas. This situation is aggravated by the high vulnerability caused by the undulating terrain, susceptibility to erosion and climatic hazards. Rwanda has made important progress in poverty reduction, though there is a need to better link “ending poverty” as stated in the new National Strategy for Transformation (NST-1) and the SDGs, with the sustainable use of the environment and natural resources. This is recognized by the Government of Rwanda, and policies and action plans to that effect are mostly in place, and mainstreaming of ENR into planning and budgeting has been achieved to great extent, with support from PEI and REMA. However, there is a need for more effectively mainstreaming Poverty–Environment (P-E) linkages, in terms of investing in, budgeting, spending and assessing its effects into sectors and districts.]</i></p>
Implementing Partner of UNDP	
Brief Description of the Required Services ¹	<p>Assess the main results and outcomes of the UNDP-UNEP PEA, with emphasis on high level results and impacts. This should be partially based on Project, UNDP and National progress reports, as well as relevant special studies carried out by PEA (Economic studies, Sector and District analytical studies, etc.) and others (Government, Development Partners, Academics, etc.), plus tools, templates, manuals, guideline, other relevant documentation. This will also entail assessing and analysing national, regional and local economic, social, household and environmental data, to distinguish development trends for the full length of the programme, i.e. 2018 – 2022, that could be attributed to the work of PEA. This should particularly emphasize poverty and environment & natural resources linkages at national and local level. Special emphasis needs to be given to the results and impact on the diverse capacity development activities undertaken by PEA, and what the effects and impacts of these are. This should be investigated and analysed through a dedicated survey. The results of the assessment will need to be succinctly presented in the report and presented to stakeholders. This should include formats and examples for relevant Briefs, Presentations, Advocacy</p>

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	<p>and other Communication materials, including possible short documentary feature, for dissemination of the main PEA results and impacts.</p> <p>TASKS</p> <p>The consultancy assignment should consist of, but not necessarily be limited by the following main tasks:</p> <ul style="list-style-type: none"> • Develop a methodological and analytical framework for the assessment of Results and Impact PEI in Rwanda, to be discussed and agreed with REMA / PEA. • Through desk studies of (progress) reports, documents, studies and other materials produced by the project and others, assess the main results and impacts of PEA at national, sectoral and district level. • Conduct a thorough national and local level data assessment, with special attention to economic, social, household and environmental data sets, in order to distinguish trends in the poverty – environment nexus in Rwanda since 2018. • Develop and undertake a survey or other relevant analytical framework to assess the results and impacts of the diverse PEA capacity development activities • Interview main stakeholders to ground-truth and triangulate the main findings of the above assessments. • Document the findings of the main results and high level impact assessment succinctly in a report and present main findings to stakeholders • Propose policy brief and advocacy materials, communication materials based on the assessment, that should be fit for dissemination through different channels (Briefs, Reports, Posters, Webpages, articles for social media, TV documentary, etc.) • Produce a final report highlighting the main achievements of the project, and key lessons learnt to be shared with others, either within the country and outside, • Identify emerging gaps as a result of PEA interventions, and what should be done.
<p>List and Description of Expected Outputs to be Delivered</p>	<ul style="list-style-type: none"> • Inception Report, including the understanding of the consultant of the ToRs, methodology to be used, workplan, draft Table of Content and list of documents and stakeholders to consult. To be delivered latest 1 week after start of the assignment. • Draft Report, including the Background, Methodology, Assessment of Impact and Results, and proposals for relevant and targeted Advocacy, Dissemination and Communication. To be delivered after 1 month after start of the assignment, approved by REMA, PEA, UNDP, and presented in a Validation Workshop • Final Report, which includes comments from stakeholders, including from the validation workshop. To be approved by REMA, UNDP, PEA. • Develop a documentary film composing of all project achievements • Communication Materials, summarizing the findings through documentary film (10 Flash disks and 5 CD) to be disseminated through different communication channels and for a variety of audiences.
<p>Person to Supervise the</p>	<p>UNDP will contract the Local consultancy firm that fulfills the tasks outlined in these ToRs. The consultants will report to REMA / PEA project.</p>

Work/Performance of the Service Provider																	
Frequency of Reporting	AS PER ToR																
Progress Reporting Requirements	AS PER THE TOR																
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location																
Expected duration of work	The duration of the consultancy will be for 60 days spread in 3 months.																
Target start date	IMMEDIATELY																
Latest completion date	The assignment is scheduled to be undertaken by a consultancy firm comprising of 3 experts (Socio-Economist, Capacity Development / Training and Communication Expert) and should take place between July-September 2022, for a maximum duration of 60 working days for all 3 experts combined in total.																
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th> <th>Estimated Duration</th> <th>Brief Description of Purpose of the Travel</th> <th>Target Date/s</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s												
Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s														
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others Not required																
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others Not required																
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required																
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required																

Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency			
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>			
Payment Terms ³	Outputs	Percentage	Timing	Condition for Payment Release
				Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the	UNDP Focal Point			

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ (if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type of Contract [pls. specify]
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm 20 <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 80 <input type="checkbox"/> Management Structure and Qualification of Key Personnel
	<p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>
Contract General Terms and Conditions ⁵	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i> <input type="checkbox"/> Others ⁷ <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁸	<p><i>Mbasa Rugigana</i> <i>Head of Procurement</i> <i>Mbasa.rugigana@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information <i>[pls. specify]</i>	

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

TERMS OF REFERENCE:

“ASSESSMENT OF RESULTS AND IMPACT OF UNDP-UNEP POVERTY ENVIRONMENT ACTION FOR SDGS (PEA) IN RWANDA”

Application type:	National Consultancy firm
Job Title:	Conduct an assessment of result and impact of UNDP/UNEP Poverty Environment Action for SDGs (including Documentary video)
Category	Project impact assessment
Coverage area	Kigali
Application Deadline:	
Type of contract:	National Firm Contract
Expected starting date:	Immediately after signing of contract
Duration	3 months

Contract Type:	Consultancy Firm: 3 Consultants: 1 Socio-Economist; 1 Capacity Development Specialist; 1 Communication Expert
Location:	Home Based + Kigali, Rwanda.
Languages Required:	English
Initial Duration of Assignment:	50 working days (for 3 consultants combined: Socio-Economist: 20 Working Days; Capacity Development Specialist: 15 Working Days); Communication Expert: 15 Working Days)
Expected starting date and timing:	

BACKGROUND

Poverty-Environment Action for the SDGs (PEA) follows a global support programme developed by UNDP and UN Environment, and builds on the previous phases of the UNDP-UNEP Poverty Environment Initiative (PEI) support in 22 countries, including in Rwanda.

The programme addresses the relationship between unsustainable management of Environment & Natural Resources (ENR) and multi-dimensional poverty in Rwanda. The natural resource base and its contribution to economic growth and poverty elimination is under pressure in Rwanda, mainly because of very high population densities in rural areas. This situation is aggravated by the high vulnerability caused by the undulating terrain, susceptibility to erosion and climatic hazards.

Rwanda has made important progress in poverty reduction, though there is a need to better link “ending poverty” as stated in the new National Strategy for Transformation (NST-1) and the SDGs, with the sustainable use of the environment and natural resources. This is recognized by the Government of Rwanda, and policies and action plans to

that effect are mostly in place, and mainstreaming of ENR into planning and budgeting has been achieved to great extent, with support from PEI and REMA. However, there is a need for more effectively mainstreaming Poverty–Environment (P-E) linkages, in terms of investing in, budgeting, spending and assessing its effects into sectors and districts.

The Outcome of PEA is: “Increased and enhanced investments that deliver concrete and significant results in poverty reduction, environmental and natural resource sustainability and resilience building at national and district levels”. This will be achieved through the Outputs: 1. “Strengthened national planning and budgeting capacity and frameworks to sustainably implement poverty-environment actions”; 2: “Capacity for programming, budgeting and action that eliminate poverty and deliver sustainable ENR management at district-level”; and 3: “Increased investments with enhanced impacts for poverty elimination and ENR sustainability catalysed”.

The PEA operates in 3 countries in Africa that are managed through the PEA Africa regional programme, based in Nairobi, Kenya. In Rwanda the PEA is the follow up programme to PEI three phases which was established in 2005 and is implemented through the Rwanda Environment Management Authority (REMA). The first phase of the PEI (until May 2007) focused on conducting background studies aimed at building the environmental, social and economic rationale for poverty-environment mainstreaming and the integration of environment into the Economic Development and Poverty Reduction Strategy (EDPRS). The second phase (until 2013) aimed at integrating environment into policy formulation, development planning and public sector budgeting at national and local levels. The third phase, which will have ended in June 2018, tried to consolidate these achievements and ensured that sustainable environment and natural resources management were effectively mainstreamed into the Sectors and Districts policies and plans. The stated Objective of the PEI Rwanda 3rd Phase was: “*Rwanda has in place improved systems for sustainable management of natural resources, clean renewable energy resources and use, human rights and gender equity, environment and climate resilience improved*” (same as Outcome 1.3 of the United Nations Development Assistance Plan, 2013-2018).

Since PEA programme is coming to an end by December 2022, REMA and UNDP are commissioning an assessment of results and impact of PEA in Rwanda, which can be used to inform reporting, produce briefs and other advocacy, promotional, educational and communication materials. This will highlight the high level and sustained results and impacts and should advise sectors and districts, what to hold on, and related emerging gap/s to work on, but also to inform the development of a prospective follow-up programme beyond December 2022.

OBJECTIVE

Conduct an assessment of results and impact of the UNDP-UNEP Rwanda PEI that will inform the final reporting of PEI, as well as development of advocacy, education and communication materials for wider dissemination. This should focus on high level outcomes and impacts at national, sector and district levels, including changes in economic, social and capacity development indicators, and that could be disseminated in different formats and for diverse targeted audiences.

SCOPE

Assess the main results and outcomes of the UNDP-UNEP PEA, with emphasis on high level results and impacts. This should be partially based on Project, UNDP and National progress reports, as well as relevant special studies carried out by PEA (Economic studies, Sector and District analytical studies, etc.) and others (Government, Development Partners, Academics, etc.), plus tools, templates, manuals, guideline, other relevant documentation. This will also entail assessing and analysing national, regional and local economic, social, household and environmental data, to distinguish development trends for the full length of the programme, i.e. 2018 – 2022, that could be attributed to the work of PEA. This should particularly emphasize poverty and environment & natural resources linkages at national and local level. Special emphasis needs to be given to the results and impact on the diverse capacity development activities undertaken by PEA, and what the effects and impacts of these are. This should be investigated and analysed through a dedicated survey. The results of the assessment will need to be succinctly presented in the report and presented to stakeholders. This should include formats and examples for relevant Briefs, Presentations, Advocacy and other Communication materials, including possible short documentary feature, for dissemination of the main PEA results and impacts.

TASKS

The consultancy assignment should consist of, but not necessarily be limited by the following main tasks:

- Develop a methodological and analytical framework for the assessment of Results and Impact PEI in Rwanda, to be discussed and agreed with REMA / PEA.
- Through desk studies of (progress) reports, documents, studies and other materials produced by the project and others, assess the main results and impacts of PEA at national, sectoral and district level.
- Conduct a thorough national and local level data assessment, with special attention to economic, social, household and environmental data sets, in order to distinguish trends in the poverty – environment nexus in Rwanda since 2018.
- Develop and undertake a survey or other relevant analytical framework to assess the results and impacts of the diverse PEA capacity development activities
- Interview main stakeholders to ground-truth and triangulate the main findings of the above assessments.
- Document the findings of the main results and high level impact assessment succinctly in a report and present main findings to stakeholders
- Propose policy brief and advocacy materials, communication materials based on the assessment, that should be fit for dissemination through different channels (Briefs, Reports, Posters, Webpages, articles for social media, TV documentary, etc.)
- Produce a final report highlighting the main achievements of the project, and key lessons learnt to be shared with others, either within the country and outside,
- Identify emerging gaps as a result of PEA interventions, and what should be done.

DELIVERABLES

- **Inception Report**, including the understanding of the consultant of the ToRs, methodology to be used, workplan, draft Table of Content and list of documents and stakeholders to consult. To be delivered latest 1 week after start of the assignment.
- **Draft Report**, including the Background, Methodology, Assessment of Impact and Results, and proposals for relevant and targeted Advocacy, Dissemination and Communication. To be delivered after 1 month after start of the assignment, approved by REMA, PEA, UNDP, and presented in a Validation Workshop
- **Final Report**, which includes comments from stakeholders, including from the validation workshop. To be approved by REMA, UNDP, PEA.
- **Develop a documentary film composing of all project achievements**
- **Communication Materials**, summarizing the findings through documentary film (10 Flash disks and 5 CD) to be disseminated through different communication channels and for a variety of audiences.

REPORTING

The consultants will report to REMA / PEA project.

DURATION, TIMING

The assignment is scheduled to be undertaken by a consultancy firm comprising of 3 experts (Socio-Economist, Capacity Development / Training and Communication Expert) and should take place between July – September 2022, for a maximum duration of 60 working days for all 3 experts combined in total.

DUTY STATION

Home based, with several visits to relevant agencies and surveys in different sectors, Districts and Private sectors and areas covered by the project.

DOCUMENTATION

Provisional list will be provided by project.

CONSULTANCY REQUIREMENTS:

General Requirement Consultancy Firm:

- Reputable consultancy firm with appropriate licenses
- Demonstrable Expertise and experience in Socio-Economic Assessments
- Demonstrable Experience in Capacity Development Assessments
- Evidence and references of quality performance and products

Consultant Requirements:

1. Socio-Economist / Lead Consultant

Education:

- Minimum MA / MSc. In environmental Economics, Economics, public management, rural development, international relations, sociology, capacity development or related studies, with specialization in Environment / Natural Resources an advantage.

Experience:

- Minimum of 5 years' post graduate work experience in international development project assistance, especially on economic and sustainable development;
- Minimum of 3 years of proven Monitoring and Evaluation experience of international development assistance programmes, including for UN.
- Knowledge of and experience with national statistics and data collection and analysis.
- Proven experience with undertaking socio-economic assessments, especially in developing countries, with experience in Rwanda an added advantage.
- Proven analytical and data skills
- Experience in working with Government entities, CSOs and other development stakeholders, with experience in Rwanda an advantage.

2. Capacity Development Expert

Education:

- Minimum MA in public management, sociology, human resources, capacity development or related studies, with specialization in Environment / Natural Resources an advantage.

Experience:

- Minimum of 5 years' post graduate work experience in international development project assistance, especially on Capacity Development;
- Minimum of 3 years of proven Monitoring and Evaluation experience of international development assistance programmes, including for UN, especially on Capacity Development.
- Knowledge of and experience with undertaking and analysing surveys related to capacity development, especially in developing countries, with experience in Rwanda an added advantage.
- Proven analytical and data skills
- Experience in working with Government entities, CSOs and other development stakeholders, with experience in Rwanda an advantage

3. Communications Expert

Education:

- Minimum BA in communications, journalism, human resources or related studies, with specialization in Environment / Natural Resources an advantage.

Experience:

- Minimum of 5 years' post graduate work experience on communications, with a wide range of exposure and development of different formats, including print, radio, TV and social media;
- Minimum of 3 years of proven communications experience of international development assistance programmes, including for UN.

- Experience in transforming technical work, including data assessments, into appealing and meaningful messages for a wide range of audiences through different communication channels;
- Experience in working with Government entities, CSOs and other development stakeholders, with experience in Rwanda an advantage

4. All consultants / experts need following general Competencies:

- Able to work independently and deliver on time with quality
- Experience in working with teams and clients in a multi-cultural environment;
- Excellent oral and written communication skills
- Excellent written and spoken knowledge of English.
- Computer literacy, and experience with editing and presenting reports, especially for communicating development results

EVALUATION CRITERIA

CRITERIA	WEIGHT	POINTS
1. GENERAL CRITERIA		
Reputable consultancy firm with appropriate registration licenses	5	
Demonstrable Expertise and experience in the field of the assignment	5	
Evidence and references of quality performance and products	5	
2. SOCIO-ECONOMIC / LEAD CONSULTANT		
Education: Minimum MA / MSc. in Economics, public management, rural development, international relations, sociology, capacity development or related studies, with specialization in Environment / Natural Resources and communication an advantage	5	5
Experience: Minimum of 5 years' post graduate work experience in international development project assistance, especially on economic and sustainable development, Monitoring and Evaluation experience, Knowledge of and experience with national statistics and data collection and analysis, experience with undertaking socio-economic assessments, Team Leadership.	25	25
3. CAPACITY DEVELOPMENT SPECIALIST		
Education: Minimum MA in public management, sociology, human resources, capacity development or related studies, with specialization in Environment / Natural Resources and communication an advantage	5	5
Experience: Minimum of 5 years' post graduate work experience in international development project assistance, especially on Capacity Development; Minimum of 3 years of proven Monitoring and Evaluation experience of international development assistance programmes; Knowledge of and experience with undertaking and analysing surveys related to capacity development.	20	20
4. COMMUNICATIONS EXPERT		
Education: Minimum BA in communications, journalism, human resources or related studies	5	5
Experience: Minimum of 5 years' post graduate work experience on communications, with a wide range of exposure and development of different formats, including print, radio, TV and social media; Minimum of 3 years of proven communications experience of international development assistance programmes, including for UN; Experience in transforming technical work, including data assessments, into appealing and meaningful messages for a wide range of audiences through different communication channels.	20	20
5. GENERAL COMPETENCIES		
General Consultants' Competencies: Experience in working with Government entities, CSOs and other development stakeholders; working with teams and clients in a multi-cultural environment; Excellent oral and written communication skills;	5	5

Excellent written and spoken knowledge of English Computer literacy and experience with editing and presenting reports		
TOTAL	100	100