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PROCUREMENT NOTICE

NATIONAL INDIVIDUAL CONSULTANT

IC/UNDP/RWA/2022/070

Date: 2/11/2022

Description of the assignment: HIRING OF NATIONAL INDIVIDUAL CONSULTANT FOR CONDUCTING A STUDY ON THE STATUS AND CHALLENGES FACED BY EXISTING CROSS BORDER TRADERS' COOPERATIVES ACROSS RWANDA BORDERING DISTRICTS

Period of assignment: 30 working days

UNDP Rwanda is looking to recruit National Individual Consultant for Conducting a Study on the status and challenges faced by existing cross border traders' cooperatives across Rwanda bordering districts. The government of Rwanda, through MINICOM and with the support of Development Partners (DPs) and other key stakeholders, has identified cooperatives as one of the key vehicles for the mobilization and involvement of a big cross section of border communities in the drive to enhance their livelihoods and social economic status. All interested and qualified national 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:

<https://www.undp.org/rwanda/procurement>

Only Electronic Submission is allowed attention to: Head of Procurement Unit, by email address at offers.rw@undp.org not later than **15 November 2022**, Time: 05h00 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 equally encouraged to apply.

Yours sincerely,

Shelagh Rwitare

UNDP Operations Manager



TERMS OF REFERENCER FOR CONDUCTING A STUDY ON THE STATUS AND CHALLENGES FACED BY EXISTING CROSS BORDER TRADERS' COOPERATIVES ACROSS RWANDA BORDERING DISTRICTS

Application type	External
Consultant title	Individual Consultant
Category	Cross border trade
Duty station	Kigali
Application deadline	
Type of contract	Consultant contract
Expected starting date	immediately
Duration of the assignment	30 days

1. Background

The Great Lakes region has historically suffered from cyclical violence that finds its roots in poverty and political conflict. “Intensifying hostility among states in the Great Lakes threatens a return to the regional wars that tore that region apart in previous decades” – the International Crisis Group warned in January 2020, calling for greater and more robust UN engagement in support of Peacebuilding in the region. It is against this background that FAO, UNDP and WFP in both in DRC and Rwanda have developed the project “Creating peace dividends for women and youth through increased cross-border trade and strengthened food security Cross Border” in collaboration with national counterparts in both countries and with the support from the Peace Building Fund.

The project “Creating peace dividends for women and youth through increased cross-border trade and strengthened food security Cross Border” focuses on one of Africa’s most critical trading posts linking Western and Eastern Central Africa and the Goma – Rubavu border between DRC and Rwanda, a historical hot-spot of conflict but also key source of resilience in the Great Lakes region. The project contributes to peacebuilding and social cohesion in the DRC-Rwanda border areas around Goma and Rubavu by deepening economic integration through increased cross-border trade, fostering mutual understanding and dialogue between border communities, and strengthening food security, livelihood, and income opportunities, particularly for women and youth.

The project is built on the assumption that if essential impediments to local cross-border trade of agricultural products are reduced, if the capacities of young entrepreneurs in cross border trade development are enhanced and if capacities for agricultural production are strengthened and expanded on both sides of the border, with a focus on the capacities and opportunities of women and young people then, conditions for cross-border trade will improve and cross-border community interaction will foster mutual understanding and trust by providing opportunities for dialogue among social groups around common and mutual economic interests and the increased availability of income and livelihood opportunities will reduce incentives to engage in violence as a means of improving economic circumstances, thus strengthening Peacebuilding.

To achieve this, the project focuses on resolving underlying issues and grievances linked to unequal agricultural production and trade competition on the two sides of the border. Any promotion of agricultural production and cross-border trade needs to be sensitive to the perceived and real concerns over competition between the two border communities. The project also aims at addressing key impediments to cross-border trade by reducing barriers to access to income-generating activities and food supplies for communities on both sides of the border. Harassment and the prevalence of bribes and unofficial payments at the border are among the most serious hindrances to access to markets by small-scale traders. Economic inclusion of women and youth is at the center of this project.

The proposed strengthening of cross-border trade is a key means of economic integration of vulnerable groups, especially women and youth. The focus on supporting small scale traders, primarily young and female, is a way to empower women and youth at the local level, which has been shown to strengthen the resilience of communities and help mitigate risks of conflict. Furthermore, there is significant untapped potential to increase profitability, and thus further consolidate livelihoods, by improving the value-chain of agricultural production. This could have an expanded peacebuilding impact by reducing the gap in growth rate of horticulture production and trade between the DRC and Rwanda sides of the border, and by providing opportunities for collaboration around common economic interests between

small-holder farmers and traders on both sides of the border Under the overall guidance and supervision of Deputy Resident Representative and the Direct Supervision of the Governance Team leader based in Kigali.

DRC-Rwanda Cross Border project: Creating peace dividends for women and youth through increased cross border trade and strengthened food security, aims to address food and economic insecurity at the local level in cross border communities in DRC and Rwanda, as a driver and root cause of conflict and instability in the area. The project aims to strengthen peace building and social cohesion by deepening economic integration through increased cross border trade, fostering mutual understanding and dialogue between border communities and strengthening food security, livelihood and income opportunities particularly for Youth and Women.

This project focuses on most of Africa's most critical trading posts linking Western and Eastern Central Africa, the Goma– Rubavu Border between DRC and Rwanda, a historical hot -spot of conflict but also key source of resilience in the Great Lakes Region. In this context, this joint project (UNDP, FAO and WFP) and cross border (DRC and Rwanda) was developed with funding from Secretary General Peace Building Fund.

Cross border trade is a life blood of Great Lakes, providing critical livelihood and income opportunities for border communities and is focused primarily on the trade of agricultural and livestock products, and so is an essential part of food security. Cross border trade allows vulnerable populations to reconnect with the world and access goods and services that are key for their economic and social recovery. In such environments, trade also helps generate solidarity between border communities and helps in promoting peace and stability

2. Objectives of the study

The government of Rwanda, through MINICOM and with the support of Development Partners (DPs) and other key stakeholders, has identified cooperatives as one of the key vehicles for the mobilization and involvement of a big cross section of border communities in the drive to enhance their livelihoods and social economic status. It is in this context that MINICOM has embarked on an exciting journey of organizing informal Cross Border Traders into cooperatives and building their capacities through training on how best to operate as a cooperative and how to grow the business beyond the sum of each of the individuals. Currently, there are about 98 CBT cooperatives with total membership of more than 5,600. The majority are women. For the last six years, these CBT cooperatives have been supported by government institutions, regional institutions, the donor community and civil society organizations. It is also recognized that the COVID 19 pandemic has also negatively impacted CBT, since early 2020.

It is prudent therefore to examine the current status, capacity and challenges of existing Cross Border Trade (CBT) Cooperatives and develop CBT indicators to measure their progress and the impact of the support provided to them over last six years, with the view to inform the policy makers, development partners and other key stakeholders on clear policy direction for the next phase of intervention.

The study will look at the current situation and challenges for cross-border trade between Republic of Rwanda and its neighbors with a focus on the existing cross border trade cooperatives across the bordering districts, namely; **Rubavu, Rusizi, Nyagatare, Kirehe, Bugesera, Gicumbi, Burera, Karongi, Nyamasheke, and Nyaruguru**. The aim will be to improve the socio-economic well-being of traders involved in informal cross-border trade within the bordering districts, especially the vulnerable groups e.g. women, youth, PWDs and poor households among the border communities, thus contributing to cross-border exchange and peace building in the region.

The study will cover key measurable indicators to capture the impact of the policy actions that have been taking place for the last six years (2017-2022) and provide detailed report including successful measures, organization of cross-border trade cooperatives, tailored capacity building plan and areas of emphasis, readiness of stakeholder's involvement including support provided, Cross Border Traders' Cooperatives levels and social and economic indicators/measure, etc.

The main objective of the study is to conduct analytical assessment on the existing cross border trade cooperatives across the 10 bordering districts, including their current status and challenges they face, and draw policy recommendations and action plan to enhance their sustainability as well as the wellbeing of their members. Also, the assessment will assist to consolidate more information and facts about operations of the CBT cooperatives in Rwanda and focused on various aspects of the current status of cooperatives in the country. These include, among others, their composition and membership; their location across the country especially in light of the trade potential; their legal status and regulatory compliance; their respective activities, products and value chains; their capacity in terms of capital and human capacity; the impact; the achievements made and the constraints that impede smooth progress and provide recommendations to policy makers on the priorities for trade facilitation.

Specific objectives include

- Assess the current status of cross-border trade cooperatives in bordering districts/Rwanda, and cross border trade (flows, prices, products and markets) in general;
- Establish the challenges faced by the cross-border traders and their cooperatives;
- Undertake comprehensive assessment on the organization and management of cross-border trade cooperatives in Rwanda
- Examine by appropriate indicators/measures how cross-border trade cooperatives have helped to improve the socio-economic well-being of their members, growth and poverty reduction;
- Identify and document the scope of the tailored capacity building and other support received by the cross-border trade cooperatives from all stakeholders and Development Partners (DPs) over the last 6 years (2017-2022);

- Assess the readiness of stakeholders including local authorities, civil society organizations and DPs to contribute to promotion and development of Cross Border Traders and their cooperatives;
- To assess the effectiveness, efficiency, impact, and sustainability of various structures operating at the borders to facilitate Small Scale Cross Border traders and their Cooperatives
- Identify the existing skills and knowledge gaps which undermine the proper operations of the CBT cooperatives;
- Design a strategy, including proposed interventions, activities, budget and implementation plan, to address the gaps, challenges and constraints identified by the study, in order to enhance the operations and sustainability of CBT cooperatives and to boost CBT in general.

3. Scope of the study.

The study will cover all 10 bordering districts of Rwanda bordering with DRC, Burundi, Uganda and Tanzania. It will consider respondents from existing CBT cooperatives, some of their members and other key stakeholders.

4. Duty station

The consultant will be based in Kigali, Rwanda, but will travel outside for consultation with relevant stakeholders and beneficiaries. Planned missions outside Kigali will be included in the financial proposal provided by the consultant with all logistics and costs included.

5. Key deliverables.

The study is expected to be undertaken within the period of November-Dec 2022. The total number of estimated days is 30 working days. The assignment requires traveling to the border districts of Rwanda to meet the key stakeholders in person. These milestones, as laid out in the table below, are to be achieved within the contract period.

Milestone	Activity
Inception report	Preparation of inception report
Inception meeting	Discussion of expectations and training mode
Brief desk research of cross border trade in Rwanda	Conduct desk research
Stakeholder engagement	Contacts and schedule meetings with all key stakeholders
Undertake a study	Go around all border district of Rwanda/ consultative meetings with key stakeholders including CBT Coops members
Prepare the study draft report	Report writing

Final report and validation meeting	Consideration of inputs from stakeholders Preparation of final report
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6. Required skills, experience and competencies

The required consultant to conduct this study will meet the following minimum qualifications and experience.

- Must have a Master's degree in International Trade or any other close related qualifications
- Must have 10 years' experience working in trade related field in Rwanda
- Must have accomplished similar assignments while preparing cross border policies, strategies and studies in Rwanda.
- Must have experience working and building capacities for cross border trade cooperatives in Rwanda
- Providing proof for the above-mentioned experience will be required.
- Strong technical writing skills
- Excellent planning, coordination and arrangement skills
- Good presentation skills
- Great analytical skills
- Good understanding of the concepts of the cross-border trade

7. Selection/ Evaluation criteria

Including financial breakdown of costs

Criteria	Weight	Max.Points
Technical		
• Must have a Master's degree in International Trade or any other close related qualifications	20%	20
• Must have 10 years' experience working in trade related field in Rwanda	15%	15
• Must have accomplished similar assignments while preparing cross border policies, strategies and studies in Rwanda.	15%	15
• Must have experience working and building capacities for cross border trade cooperatives in Rwanda	15%	15
• Overall Methodology (clear demonstration of work methodology and understanding of the ToR)	25%	25
• Fluency in English and Kinyarwanda (written and verbal skills) and basic knowledge of French would be a value adding	10%	10

8. How to apply

Candidates should apply by presenting the following documents:

- (i) Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- (ii) Personal CV or P11, indicating all past experience from similar projects as well as the contact details (e-mail and telephone number) of the candidate and at least three (3) professional references;
- (iii) Brief description of why the individual considers him/herself as the most suitable for the assignment and a methodology, if applicable, on how he/she will approach and complete the assignment
- (iv) Financial Proposal that indicates the all-inclusive fixed total contract price including logistics etc. supported by a breakdown of costs, as per template provided.
- (v) All interested applicants should submit the above to UNDP CO Rwanda by emailing procurement.rw@undp.org. Application deadline: ---- November 2022

9. Timeframe of the assignment

Phase	Tasks and deliverables	Timeline (Working days)
Desk Review and Inception report phase	<ul style="list-style-type: none"> • Desk review conducted • Briefings of consultant • An inception report will be prepared by the consultant detailing the consultant's understanding of what the assignment, showing how it will be completed: proposed methods, proposed sources of data and data collection procedures. The inception report should include a proposed schedule of tasks, activities and deliverables, and the responsibility for each task or product 	5
Draft report on the status and challenges faced by existing cross border traders' cooperatives across rwanda bordering districts	<ul style="list-style-type: none"> • Data collection and analysis • Consultations with key stakeholders/cooperative members • Audience analysis • Report key recommendations • Validation plan • Present draft to UNDP and MINICOM 	20
Presentation of Final report	<ul style="list-style-type: none"> • Integrate comments / feedback from stakeholders • Finalise final report 	4

Submission of final report	Final report shall be submitted to MINICOM	1
Total working days		30 days

10. Schedule of payments

The consultancy fee will be paid consultancy fees (inclusive of all expenses related to the individual consultancy expenses) and will be fixed regardless of changes in the cost components of the consultancy. The consultancy fee will be paid upon completion of the following milestones:

- 20% after presentation and adoption of the inception report
- 40% after presentation and approval of the Draft report.
- 40% after the Submission and approval of the final report on the challenges affecting cross border cooperatives.

UNDP

UNDP is responsible for hiring the consulting firm and will contract the firm on behalf of the Ministry of Trade and Industry. UNDP will ensure payments for the consultant. MINICOM will be hosting the consultant and provide the office.

MINICOM

MINICOM will also provide relevant documentation and organise meetings with key stakeholders to consult, and on the field (all borders of Rwanda). The individual consultant will work closely with the Ministry of Trade and Industry during this assignment.

Technical Team

The technical team from the Ministry of Trade and Industry and UNDP will oversee the assignment and implementation of the agreed schedule of activities. The team will provide guidance and inputs on deliverables and will ensure of the quality of the deliverables.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence. UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and sex-based discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

**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)
I. Personnel Costs			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

B. Breakdown of Cost by Deliverables*

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

**Basis for payment tranches*