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PROCUREMENT NOTICE  
INTERNATIONAL INDIVIDUAL CONSULTANT

Ref: IC/UNDP/RWA/2021/0067

Date: 13/12/2021

Country: Rwanda

**Description of the assignment: National Consultant to produce External Development Finance report for FY 2020/2021 and update the Donor Performance Assessment Framework (DPAF) Indicators**

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

**Period of assignment:** 90 working days in 4 calendar months

UNDP Rwanda is looking to recruit a National Consultant to produce External Development Finance report for FY 2020/2021 and update the Donor Performance Assessment Framework (DPAF) Indicators. The objective of the assignment is to assist MINECOFIN to produce the FY 20/21 External Development Finance Report, incorporating the annual DPAF assessment whilst formulating proposed updates to the DPAF indicators to strengthen the coherent management of resources for achieving national development priorities and the Sustainable Development Goals.

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 **24 December 2021**, 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 for A National Consultant to produce External Development Finance report for FY 2020/2021 and update the Donor Performance Assessment Framework (DPAF) Indicators

### I. Position Information

Job Code Title: National Consultant  
Department: Directorate of External Finance  
Activity: Produce External Development Finance report for FY 2020/2021 and update the Donor Performance Assessment Framework (DPAF) (MINECOFIN)  
Reports to: Division Manager  
Timeframe: December 2021 – April 2022 (90 working days)  
Contract: Individual Contract  
Category: National Consultant  
Location: remote and missions in Kigali

### II. Country Context

Government of Rwanda (GoR) is currently implementing the Rwanda Vision 2050, the 7-year National Strategy for Transformation 2018-2024. It is also developing an Integrated National Financing Framework to support more strategic resource mobilization and effective development financing to attain the country's NST1 and SDG targets. These strategies integrate the global and regional agreements in which Rwanda participates, including the AAAA, the SDGs, the Paris Agreement, EAC Vision 2050 and the AU Agenda 2063.

The GoR recognizes the continued contribution of development finance and effective development cooperation as means to realize achieve its aspired development objectives in the medium to long-term, complementing the mobilization of domestic resources. The sources of Rwanda's external development finance continue to expand, and are increasingly being used to support a sustainable growth of the private sector. Likewise, in 2020 the Government developed a revised national *Development Cooperation Policy* which included updated principles, preferred modalities, and strategic objectives with regard to improved effectiveness of its development partnerships. This an update to the *Aid Policy*, adopted by Cabinet in 2006, which sets out the principles for cooperation with development partners (DPs), the objectives, modalities and institutional arrangements for the management of aid, and the mechanisms for dialogue and coordination. In 2011, the Ministry of Finance and Economic Planning (MINECOFIN) also issued Development cooperation Manual of Procedures, with more detailed guidance on the negotiation, management, monitoring and evaluation of externally financed programmes and projects.

Since 2009 the Donor Performance Assessment Framework (DPAF) has been used in Rwanda to monitor and assess the performance of development cooperation and external partners in Rwanda. It was informed from global aid and development cooperation effectiveness monitoring frameworks<sup>1</sup>. The key parameters and indicators in the DPAF were developed by MINECOFIN and agreed to by development partners under the existing donor coordination frameworks such as the Development Partners Coordination Group (DPCG). In recent deliberations of the DPCG, the need to revise the DPAF indicators has been noted.

The *External Development Finance Report* (EDFR) is annual Government publication that analyses trends in external development finance flows and also assesses the performance of bilateral and multilateral development partners in delivering Official Development Assistance (ODA) to the public sector using the DPAF. The report draws heavily from information reported through the Development Assistance Database for Rwanda (DAD Rwanda), an automated information management system designed to improve the efficiency and coordination of donor activities. The EDFR informs ongoing dialogue with DPs and ensured transparency and accountability in the use of resources and Rwanda's input to the global monitoring of the Busan Partnership agreement.

The financing landscape in Rwanda has changed significantly since the adoption of the DPAF indicators and in the interim a new policy is being adopted. Domestic resource mobilization has become the pillar for financing the budget, loans have overtaken grants as a shared of all development support, multilateral actors have increased their relative share of ODA in relation to bilateral donors, and the GoR has managed to progressively diversify its partners including through South-South Cooperation and non-OECD DAC partners, including. Foundations. In addition, the impact of COVID-19 has cast a new light on the importance of effective partnerships for development and the effective allocation of resources including public expenditure and strategic investment programmes backed by Overseas Development Assistance and Development Finance Institutions.

At global level, the Global Partnership for Effective Development Cooperation (GPEDC) is reforming its monitoring framework for effective development cooperation to meet the evolving needs of countries and development stakeholders and to produce evidence relevant to current challenges. Led by GPEDC's co-chairs and supported by the OECD/UNDP Joint Support Team, this reform looks to revise the indicator framework of effective development cooperation to support country-led monitoring processes. Considering the above, MINECOFIN through UNDP would like to engage the support of a National consultant to produce the EDFR FY 2020/2021 as well as to review and update the DPAF indicators. He will work in close collaboration of an International Consultant.

### **III. Functions / Key Results Expected**

#### **Summary of key functions:**

The objective of the assignment is to assist MINECOFIN to produce the FY 20/21 External Development Finance Report, incorporating the annual DPAF assessment whilst formulating proposed updates to the DPAF indicators to strengthen the coherent management of resources for achieving national development priorities and the Sustainable Development Goals.

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<sup>1</sup> Including: Survey of monitoring the Paris Declaration on Aid Effectiveness (2005-2010) and the Global Partnership monitoring framework for effective development cooperation (since 2013).

The National consultant will work in collaboration with an International consultant and the External Finance Directorate.

They will be responsible for the following:

1. **DPAF assessment for 20/21.** The consultant will support MINECOFIN staff in drafting the DPAF assessment for 20/21 by:
  - a. assessing the quality of the information submitted by DPs and working with them to improve it;
  - b. generating the relevant individual and aggregate reports using DPAF indicators and after analysing and consolidating data from DAD, the Budget Department and Public Accounts Unit<sup>2</sup>;
  - c. drafting the narrative assessment of the DPAF results in the EDFR 20/21
  - d. preparing a presentation to support MINECOFIN to liaise with its partners on the DPAF results.
  
2. **External finance assessment for 20/21.** The consultant will support MINECOFIN staff in drafting the external financing assessment by:
  - a. assessing the quality of the information submitted by DPs and other GoR stakeholders and working with them to improve it;
  - b. reviewing both backward- and forward-looking analyses of Rwanda's development financing flows by source and distinguishing them by public or private nature.<sup>3</sup>
  - c. analysing data on remittances, philanthropic and civil society funding<sup>4</sup> and other sources including climate and blended finance.
  - d. generating and analysing the relevant reports on DP support after reviewing and updating the data available in the DAD for the reporting period.
  - e. drafting the relevant narrative section of EDFR FY 20/21 using all available sources and prepare a presentation on key findings and trends.
  
3. **Review and update of DPAF indicators.** The consultant will assist MINECOFIN to analyse and formulate potential updates to the indicators by:
  - a. Reviewing Busan and AAAA commitments and actions and the outcome of related global and regional meetings and reports, including recommendations to improve development cooperation effectiveness under the Financing For Development Forum, the Nairobi Outcome Document of the second High-Level Meeting of the Global Partnership and the 2019 Global Progress Report: Making Development Cooperation More Effective.
  - b. Reviewing the work undertaken to date with regard to the reform of the Global Partnership monitoring framework.
  - c. Reviewing the policy dialogue and coordination mechanisms for development cooperation currently in place and assessing the extent to which the current structure is delivering the intended results and continues to be relevant to Rwanda's context.

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<sup>2</sup> Data on loans from emerging providers is available in DMFAS, which tracks data on all loans to Rwanda. Remittances data is collected by BNR.

<sup>3</sup>This includes the Rwanda Integrated National Financing Framework Diagnostic & Assessment Report and other relevant literature produced by the GoR, as well as DPs including the World Bank and IMF.

<sup>4</sup> Data on INGO expenditure (including the source of those resources) is recorded in a 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.

- d. Overseeing consultations with key stakeholders within MINECOFIN, as well as members of the DPCG– bilateral, multilateral, UN agencies, and key line Ministries and government agencies, representatives of private sector and platforms of Civil Society Organizations to build an understanding and consensus of key revisions required.
- e. Proposing changes and improvements including new DPAF indicators or those to be dropped considering better alignment to updated policy priorities. The recommendations shall reflect the feedback from the consultations and the results of the FY 20/21 EDFR demonstrating the evolving financing landscape globally and in Rwanda.

**IV. Delivery timeline and payment:**

Deliverables and Expected time (days/months)	Expected time (days/months)	% of payment
<b>1. Inception report:</b> A report detailing the proposed work program, methodology, timetable and expected outcome of the assignment will be submitted to the Head of Directorate of EFD /MINECOFIN not later than five (5) days after the start of the assignment.	5 days from the signing of the contract	10%
<b>2. FY 20/21 DPAF assessment:</b> The DPAF assessment should be focused and no more than 15 pages. First, the data for all DPs ongoing projects should be reviewed and updated within ten (10) days after commencement of the contract and proposals formulated for the report structure. A first draft of the DPAF assessment shall be submitted within twenty (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 be submitted within 10 days after receiving the comments.	20 days from the submission of the previous deliverable	20%
<b>3. FY 20/21 EDF report:</b> The EDF report should be sharp, concise, illustrative, focused and no more than 20 pages. 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.	30 days from the submission of the previous deliverable.	20%
<b>4. A Findings Report</b> summarizing the results of key informant interviews and desk review accompanied by a draft revised and updated donor performance assessment framework, which should be submitted to the DG/External Finance Directorate within 35 working days after the commencement of the contract. The first drafts shall outline key findings from the desk review, the outcomes of the meetings and consultations with stakeholders, the contents of the proposed revisions and updates to the indicators, proposals for new indicators and changes to the existing indicators.	25 days from the submission of the previous deliverable	35%
<b>5. A final draft revised and updated DPAF indicators,</b> including a slideshow presentation to be shared at a consultative workshop, which will then be submitted to the DG/External	10 days after the submission of	15%

<p>Finance Directorate for approval within 50 days after the commencement of the contract and following the holding of the joint consultative meeting with stakeholders. These drafts will be circulated by the External Finance Directorate for comments and inputs by all relevant stakeholders. The consultant will then take into account the final inputs from all relevant stakeholders in order to finalize the assignment.</p>	<p>the previous deliverable.</p>	
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All documents should be provided in both hard copies and electronic versions (in Word and Excel for WINDOWS Compatible). Payments will be made upon approval by MINECOFIN and UNDP.

## V. Methodology:

The National consultant who will be working under the lead of an International Consultant for this assignment is expected to produce the deliverables under this assignment and both oversee the quality of the final reports. The consultants will undertake a desk review taking into account of all relevant documents (domestic and international). The consultants will conduct targeted stakeholder informant interviews with GoR officials, development partners and other stakeholders relevant for the assignment. The consultants will also liaise with the OECD/UNDP Joint Support Team with a view to ensure some alignment with GPEDC's future monitoring framework for effective development cooperation. Additional meetings may be organized throughout the assignment as needed to take stock of the GoR and partners' views. A joint consultative meeting will be conducted at the end of the assignment to seek the inputs, comments, and buy-in of all stakeholders on the recommendations. The assignment shall involve:

- 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;

## VI. Institutional Arrangement

- 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.
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## VII. Duty Station

The assignment will entail a combination of home-based work and physical presence in Kigali, Rwanda.

### VIII. Required Expertise and experience

#### Education:

- Master's degree in international development, political science, economics, economic policy, development finance, public finance management or related disciplines

#### Experience:

- Minimum 10 years of relevant professional experience
- 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
- Recognized expertise in all aspects of drafting and reviewing development cooperation partnerships and resource mobilization strategies for national governments and track record in supporting governments in putting in place policy dialogue and coordination that enhance their capacities to manage development cooperation and other financial flows;
- Solid knowledge and understanding of aid coordination and management structures and tracking systems, including methods to improve the effectiveness of different modalities and sources of external finance (e.g., DAC, non-DAC, South-South Cooperation, special purpose funds, private finance (FDI, philanthropy etc.)
- Experience in designing and conducting consultations with a variety of stakeholders and of holding interviews to evaluate and refine monitoring frameworks for development cooperation programmes or funds;
- Excellent drafting and presentation skills;
- Working knowledge of current developments in Rwanda, the region, and donor and financing environment. Specific prior experience with MINECOFIN would be considered an advantage.

#### Languages:

Excellent written and verbal communication skills in English

### IX. Evaluation and Selection Method

Selection criteria		
	weight	Max point
<ul style="list-style-type: none"><li>• Proven track record in in aid data management systems and in supporting governments in enhancing their capacities to manage aid and other financial flows.</li><li>• Recognized expertise in all aspects of drafting and reviewing development cooperation partnerships and resource mobilization strategies for national governments and track record in supporting governments in putting in place policy dialogue and coordination that enhance their capacities to manage development cooperation and other financial flows</li></ul>	25%	25

<ul style="list-style-type: none"> <li>• Solid knowledge and understanding of aid coordination and management structures and tracking systems, including methods to improve the effectiveness of different modalities and sources of external finance (e.g., DAC, non-DAC, South-South Cooperation, special purpose funds, private finance (FDI, philanthropy etc.)</li> <li>• Experience in designing and conducting consultations with a variety of stakeholders and of holding interviews to evaluate and refine monitoring frameworks for development cooperation programmes or funds;</li> </ul>	25%	25
Methodology	30%	30
Additional Competencies	20%	20
Total	100%	100

#### **X. 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.

#### **XI. 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 :

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**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 (Weight for payment)</b>	<b>Amount</b>
Deliverable 1		
Deliverable 2		
....		
<b>Total</b>	<b>100%</b>	<b>RWF.....</b>

*\*Basis for payment tranches*