

Republic of Rwanda



Ministry of Finance and Economic Planning

P.O Box 158 Kigali, Rwanda

Technical Advisors to support National Development Planning and Research

Introduction

Rwanda has adopted an ambitious target of becoming an upper middle income country by 2035 and high income status by 2050 characterized by better livelihood for her people. This will be implemented through transformational policies, programs and projects designed and implemented through various medium term development Strategies e.g. the National Strategy for Transformation (NST 1).

The NST1 in particular calls for not doing business as usual and ensuring prioritization in investments and resource allocation, robust monitoring and evaluation, and enhanced coordination and collaboration among stakeholders. The National Development Planning and Research Department at the Ministry of Economic Planning and Finance (MINECOFIN) serves a critical role in the process by coordinating the national planning, monitoring and evaluation functions as well as ensuring evidence/ research based policy formulation and implementation.

Given the need to increase its capacity for the planning department, MINECOFIN is seeking to recruit the following Technical Advisors;

1. Foresight Planning Technical Advisor

The Technical Advisor will be based at the MINECOFIN in the Department of National Development Planning and Research. His/her main task will be to provide strategic advice on long-term planning as well as transfer skills to the existing and new staff with following responsibility;

- build departmental capacities to undertake foresight planning e.g. proposing areas to prioritize (due to resource constraints) that have acceleration effect on socio-economic transformation of the Country including use of relevant models;
- Support the alignment and integration of global, continental, regional development agendas such as Sustainable Development Goals, Agenda 2063, EAC Vision 2050 with medium and annual plans and investments;
- Propose transformational and innovative programs/policies to accelerate poverty eradication leveraging lessons from other countries;
- Undertake critical reviews and advise on improvements required to better implement policies and programs;
- Offer support to and quality assure plans and policies developed by line Ministries;
- Identify planning and knowledge needs of the Department of National Development Planning and Research (NDPR) and develop and implement a capacity development agenda;
- Advise on and conceptualize strategy, pipeline development, partnerships, resource mobilization, work plans, reporting, etc;
- Design, manage and co-facilitate foresight capacity development trajectories with different stakeholders;

Profile of the Foresight Planning TA:

The TA should have the following demonstrable profile:

- PhD in Economics or related field;

- Oversee, coordinate and/or conduct targeted evaluations and operations research, including design, data collection, management, analysis and ensuring that minimum criteria for quality evaluations are integrated into design and implementation.

- Ensure that all monitoring, assessment/evaluation reports meet the NMEL's quality criteria, and promote the integration of recommendations and lessons learnt in project planning and future programming.

- Assist on development of the quarterly report, annual report and completion report; and make sure the reports are result based oriented by developing harmonized templates,

- Design or prepare monitoring reports using infographics for internal and external audiences and train staff on quality reporting including infographics.

- Support in upgrading Integrated Financial Management Information System (IFMIS) projects monitoring module by developing the projects module requirements & guides

b. Accountability and participation of all Public ME staff

- Support in developing M&E professional charter

- Propose a framework that will ease staff engagement towards a results based monitoring, timely reporting on key risks and challenges of different programs/projects where necessary.

- Ensure that project activities are designed to promote feedback and response mechanisms and include systems to effectively manage complaints, issues or challenges.

c. Learning

- Support the NPPMD and other project managers to communicate program learning (through document sharing, presentations, etc).

- Participate in designing and implementation of studies, assessments and learning in coordination and cooperation with sectors' technical coordinators and programme/projects staff.

- Seek opportunities for information sharing and learning exchanges with different stakeholders including to promote coordination at local and national level.

d. Technical support and capacity building teams involved in NMEL

- Identify training needs of M&E staff, Prepare and advise on a plan for Capacity building in all public institutions

- Conduct trainings to address the capacity gaps, in collaboration with managers of different entities including results and evidence based monitoring and evaluation

Profile of the M&E Technical Advisor

- At least a Master's degree in economics, statistics, International Development, Monitoring and Evaluation methodologies or related field required.

- At least 5 years of experience monitoring and evaluating international development programs, projects preferably those focused on agriculture, food security,

and risk assessment of all pre-screened projects;

- o Provide capacity building support (on the job and workshop training) to relevant ministries and districts as and when requested;

- o Reviewing agriculture PPP projects submitted by RDB and advise the PPP Steering Committee before approval;

- o Advise the Public Investment Committee (PIC) on the proposed short and medium term Public investment plans in the agriculture sector.

Profile of the Agriculture Technical Advisor

- o PhD in Agriculture Economics, Agribusiness, or related field

- o Demonstrated management and networking capabilities and team building skills

- o Ability to work under tight deadlines

- o Excellent conceptual, analytical and writing skills

- o Working Knowledge of both French and English is an advantage

- o Practical experience with development partners is an added advantage.

4. Infrastructure Investment Planning and Analysis Technical Advisor

The Technical Advisor will;

- Ensure all project concepts and proposals submitted from infrastructure sectors (especially transport, energy and water and sanitation) follow the public investment policies, regulations and procedures;

- Analyze policies and strategies affecting public investment in transport, energy and water and sanitation sectors

- Explore investment opportunities and create a database of potential national strategic investments and coordinate public investment planning, programming and financing for infrastructure projects and Programmes.

- Advise on cross sectoral plans/projects (in transport, energy and water and sanitation sectors) to accelerate development in the country.

- Pre-screening of all investment programs proposed by the Ministry of Infrastructure, Districts and City of Kigali;

- Coordinate the preparation of ToRs for pre-feasibility/feasibility studies for Infrastructure projects;

- Assist ministries and districts to prepare project concept notes, project profile documents, and project prioritization;

- Conduct preliminary cost benefit analysis, financial and economic analysis and risk assessment of all pre-screened projects from sectors like transport, energy and water and sanitation.

socio-economic transformation of the Country including use of relevant models;

- Support the alignment and integration of global, continental, regional development agendas such as Sustainable Development Goals, Agenda 2063, EAC Vision 2050 with medium and annual plans and investments;
- Propose transformational and innovative programs/policies to accelerate poverty eradication leveraging lessons from other countries;
- Undertake critical reviews and advise on improvements required to better implement policies and programs;
- Offer support to and quality assure plans and policies developed by line Ministries;
- Identify planning and knowledge needs of the Department of National Development Planning and Research (NDPR) and develop and implement a capacity development agenda;
- Advise on and conceptualize strategy, pipeline development, partnerships, resource mobilization, work plans, reporting, etc;
- Design, manage and co-facilitate foresight capacity development trajectories with different stakeholders;

Profile of the Foresight Planning TA:

The TA should have the following demonstrable profile:

- PhD in Economics or related field;
- Proven experience of at least 4 similar assignments
- The Technical advisor should be a seasoned planner with knowledge of Rwanda's Development Policies and Global Development Agenda;
- Experience working with government stakeholders in national and/or regional policy development and implementation in development plans;
- Demonstrated skills in training and capacity building through technical assistance and mentoring;
- Excellent planning and organizational skills, including a proven ability to work with different ministries and government institutions;
- 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 Government officials such as MINECOFIN Senior Executive Management.

2. Monitoring and Evaluation Technical Advisor

Due to the need to increase need for monitoring and evaluation in the planning department, the TA who will be based at MINECOFIN in the Department of National Development Planning and Research with following responsibility;

a. Monitoring, Evaluation and Learning

- Review existing tools, adjust or develop appropriate M&E and reporting tools and methodologies and provide guidance to NPPMD where needed;
- Provide support and technical guidance on M&E processes and procedures to ensure projects and programs achieve their goals, corresponding objectives and targets;
- Support NDPR to review projects outcome and learning indicators for log frames and other purposes (indicators, outputs, outcome and impacts).
- Support in preparation and implementation of the Performance Monitoring and Evaluation Plan to capture programs and projects performance and results, including routine service delivery data reporting, baseline and end line assessments, and all monitoring for process and outcome evaluations,

c. Learning

- Support the NPPMD and other project managers to communicate program learning (through document sharing, presentations, etc).
- Participate in designing and implementation of studies, assessments and learning in coordination and cooperation with sectors' technical coordinators and programme/projects staff.
- Seek opportunities for information sharing and learning exchanges with different stakeholders including to promote coordination at local and national level.

d. Technical support and capacity building teams involved in NMEL

- Identify training needs of M&E staff, Prepare and advise on a plan for Capacity building in all public institutions
- Conduct trainings to address the capacity gaps, in collaboration with managers of different entities including results and evidence based monitoring and evaluation

Profile of the M&E Technical Advisor

- At least a Master's degree in economics, statistics, International Development, Monitoring and Evaluation methodologies or related field required.
- At least 5 years of experience monitoring and evaluating international development programs, projects preferably those focused on agriculture, food security, infrastructure, Economic Growth and/or local capacity development programs.
- Proven experience of at least 4 similar assignments
- Demonstrated experience in performance monitoring, tracking data quality, data management, and/or training in performance management topics.
- Demonstrated experience in evaluation methodology, statistical analysis, experimental design and/or data collection and analysis.
- Experience working with a diverse group of stakeholders including development organizations, government officials, civil society leaders, community leaders and project beneficiaries.
- Excellent writing, analytical, team building, required.
- Proven ability to meet deadlines.
- Strong oral and written communication skills required.
- Oral and written fluency in English required; working knowledge in another language such as Kinyarwanda or French will be an added advantage.

3. Agriculture Technical Advisor

The Technical Advisor will;

- o Ensure all projects concepts and proposals submitted by the Agriculture, sector follow the public investment policies, regulations and procedures;
- o Analyse policies and strategies affecting public investment in agriculture sector;
- o Explore investment opportunities and create a database of potential national strategic investments and coordinate public investment planning, programming and financing for agriculture projects and Programmes.
- o Pre-screening of all investment programs proposed by the Ministry of Agriculture, affiliated agencies and districts;
- o Participate in the preparation of ToRs for pre-feasibility/feasibility studies for agriculture projects;
- o Assist the ministry and its agencies to prepare project concept notes, project profile documents, studies and project prioritization;
- o Conduct preliminary cost benefit analysis, financial and economic analysis

investment policies, regulations and procedures;

- Analyze policies and strategies affecting public investment in transport, energy and water and sanitation sectors
- Explore investment opportunities and create a database of potential national strategic investments and coordinate public investment planning, programming and financing for infrastructure projects and Programmes.
- Advise on cross sectoral plans/projects (in transport, energy and water and sanitation sectors) to accelerate development in the country.
- Pre-screening of all investment programs proposed by the Ministry of Infrastructure, Districts and City of Kigali;
- Coordinate the preparation of ToRs for pre-feasibility/feasibility studies for Infrastructure projects;
- Assist ministries and districts to prepare project concept notes, project profile documents, and project prioritization;
- Conduct preliminary cost benefit analysis, financial and economic analysis and risk assessment of all pre-screened projects from sectors like transport, energy and water and sanitation.
- Provide capacity building support (on the job and workshop training) to relevant ministries and districts as and when requested;
- Reviewing PPP projects submitted by RDB (related to transport, energy and water and sanitation sectors) and advise the PPP Steering Committee before approval;
- Advise the Public Investment Committee on the proposed short and medium term Public investment plans from transport, energy and water and sanitation.

Profile of the Infrastructure Investment Planning and Analysis Technical Advisor

- At least a Master's Degree in Infrastructure Planning and Development, Urban Planning, Land Administration or any related studies.
- Proven experience of at least 4 similar assignments
- Expertise in project cycle management from the identification to impact evaluation
- Practical experience with development partners is an added advantage

Interested **individuals consultants** (IC) must provide information indicating that they are qualified to perform the services through an expression of interest including their curriculum vitae and description of similar assignments as require through umucyo www.umucyo.gov.rw

Consultants will be selected according to the IC Selection Method set out in the Consultant Guidelines in accordance with the Law N° 62/2018 of 25/08/2018 on Public Procurement as modified and completed to date.

Expressions of interest must be submitted through E-Procurement www.umucyo.gov.rw by January 19, 2020

Kigali, 18/12/2020

Marie Ange H. Ingabire
Head of department

