

## **TERMS OF REFERENCE FOR RECRUITMENT OF A STRATEGIC ADVISER WITH COACHING ROLES TO THE MINISTRY OF LOCAL GOVERNMENT ON CAPACITY BUILDING**

### **1. Background and context**

Ensuring policy coherence through the effective coordination of government policies and programs in local government administrative entities lies at the core mandate of the Ministry of Local Government (MINALOC), as the line Ministry constitutionally. Given the significant and growing number of government policies, programs and national priorities local governments working on their implementation, there are legitimate concerns that a lack of required capacity and uncoordinated capacity building conducted may result in high transaction costs, potentially impeding the achievement of key government objectives.

There is a need to have a clear approach and institutional framework through which to both systematically monitor local government capacity building strategy coherence and oversee the identification and implementation of corrective measures.

It is against this background that the Ministry of Local Government with the support from the United Nations through NCBS seeks the services of a highly qualified and experienced national or international expert, to serve as a strategic adviser as a coach on capacity building and institutional development adviser, supporting MINALOC to strengthen local government capacity building management functions.

### **2. Objective of the Assignment**

**Core objective:**

Institutionalizing standard class for local government capacity building implementation plan, Monitoring and evaluation processes within the MINALOC and;

**Specific objectives:**

- Upgrading of the existing local government capacity building strategy implementation plan and evaluation processes in MINALOC, to reflect required best practice;
- Supporting the design, production and institutionalization of local government capacity building and evaluations of complex priority sector programs and key projects;
- Ensuring that up-to-date capacity building and evaluation techniques and approaches are applied.

- Supporting MINALOC's substantive engagement with other national and district level bodies engaged in program and project-level evaluation.
- Development of mechanisms to distil and channel key strategic level recommendations from conducted local government capacity building and evaluations, to the senior leadership of MINALOC.
- Support the development of ensuring that evaluation results are taken into account for the design and appraisal of strategies, policies and new projects/programs.
- Deepening the capacity of MINALOC staff working on evaluation-related activities.
- Organize, coordinate and conduct different trainings on evaluation to the local government Administrative entities and MINALOC staff.
- Contribute to the development and review of policies, guidance, systems, procedures and tools related to local government capacity building and evaluations.
- The strategic adviser as a coach will perform other related duties and assignments as and when required.

### 3. Strategic Adviser as a coach tasks

Located in the Office of the Permanent Secretary, the strategic adviser as a coach will perform the following functions:

- Regularly update the senior management team (of MINALOC) through weekly, monthly and quarterly reports on the progress of the capacity building strategy, devise mitigating measures where necessary to tackle potential barriers in the strategy implementation;
- Put in place a framework to closely monitor and evaluate MINALOC activities, in order to ensure the achievement of quality deliverables and desired strategy outcomes;
- Ensure that there is an effective mechanism in place for skills and knowledge transfer from the members of the Institutions to local government structures counterparts.

### 4. Profile/ Required Qualifications and Experience

Corporate competencies

- A minimum of a Master degree in any of the following: public policy & public administration, development studies, management, political science or any other relevant field;
- Knowledge of institutional and human capacity building, evaluation in a public sector context, in developing countries is required.
- A minimum of 7 years work experience and project level evaluation gained working for national, regional or international organisations, 3 of which at a senior position in the public sector in a variety of areas including:



institutional and organizational capacity building development; operations management based on results; or management consulting;

- Demonstrated supervision/team leadership experience, preferably in multi-cultural setting settings;
- Evaluation experience in developing countries is required.
- Knowledge of specialized software applied to evaluation, including IT knowledge to establish and maintain databases and tracking systems, is desired.
- Demonstrable track record in designing and conducting training in the area of evaluation planning, design and methodologies.
- Excellent written and oral communications skills;
- Ability to analyze data and provide evidence based advice;
- Experience working in a developing country context required;
- Substantive and demonstrated ability to coach individuals and groups;
- Excellent written and oral proficiency in English is required and working knowledge of French is desirable.

## 5. APPLICATION

Interested applicants who fulfil the requirements set here-in should submit their letter of interest and detailed CV addressed to the Permanent Secretary, the Ministry of Local Government not later than 14 February 2014. For more detailed Terms of reference, please visit: [www.minaloc.gov.rw](http://www.minaloc.gov.rw)

Only successful applicants shall subsequently be invited for interviews

Signed by;



**MUNYESHYAKA Vincent**  
Permanent secretary, Ministry of Local Government

