Ministry of Local Government

P.o Box 3445 Kigali

Website: www.minaloc.gov.rw

RWANDA DECENTRALIZATION SUPPORT PROGRAM (RDSP) RWA1308911

TENDER NOTICE

The Rwanda Decentralization Support Program (RDSP) Coordination unit, through the Ministry of Local Government hereby invites hereinafter individual local consultants to provide the following consulting services: ***Consultant to design the Call for Proposals for the Local Competitiveness Facility***. More details on the services are provided in terms of reference.

TITLE OF TENDER:	**REQUEST FOR EXPRESSION OF INTEREST FOR HIRING A CONSULTANT TO DESIGN THE CALL PROPOSALS FOR THE LOCAL COMPETITIVENESS FACILITY**
Tender number:	**042/RDSP/2015-2016**
Procurement method:	**Individual Consultant**
Duration of contract:	**30.5 Days**
Funding:	**BTC RDSP**

1. Background

Result seven of the RDSP log frame specifies that:

> "Innovative economic partnerships are implemented through a Local Competitiveness Facility in 8 pilot districts."

The current[1] indicators for the result are:

1. Number of projects of economic partnership model in local government supported by RDSP

2. Number of new SMEs registered in the 8 pilot districts

The purpose of LCF is to fund innovative partnerships between private sector players to enhance value chain integration. Partnerships can be formed between smaller companies on the same level in the value chain to create clusters, or between larger and smaller companies to obtain more efficiency in the value chain. The focus of a partnership project should be pro-poor with a real local economic development benefit for the district where the project is implemented.

To this end, a feasibility study is currently undertaken with the *overall goal* to identify how LCF will be implemented in the eight pilot districts. This feasibility study will be made available to the consultant for general background and information on how the fund will work, funding modalities, criteria, etc.

A consultant is needed to design the 'call for proposals' documentation as well as manuals needed for the implementation of LCF and contracts documents. The documents in this regard from the LCF in South Africa are available as a model, as well as the BTC manual.

2. Objectives of the activity

The study has the following *objectives*:

1. Develop an operational manual for LCF: Implementation Manual including financial and procurement modalities and monitoring templates (operational and financial reporting templates, etc.)

2. Develop standard contracts:

- Contracts to be signed between contracting authority (LODA) and beneficiary party;
- Partnership agreement documents for partnership companies.

3. Develop all documentation related to the call for proposals: Guidelines, template for concept notes, template for full project proposal, budget template, template for application form and guidelines for applicants on how to complete these templates and apply to the fund, monitoring form (operational and financial), PowerPoint presentation on the guideline for applicants, etc.

[1] These indicators might change depending of the outcome of the assessment undertaken and the decision taken by the Steering Committee of RDSP

4. Identify risks related to the management of LCF and recommendations for risk mitigation measures or capacity building activities

3. Profile of the consultant

The consultant should possess:

- A master's degree in Economics, Management, Finance, Procurement or any other combination of degrees that is deemed sufficient for the task;
- Five years (5) of experience in undertaking consultancy tasks proven by the CV's;
- Three years (3) of experiences of similar magnitude related to grant management and call for proposals proven by the CV's and by an overview of the relevant missions conducted over the last ten (10) years;
- Experience at a senior level in the area of awarding and/or management of grants will be an added value proven by the CV's;
- Experience in writing guidelines and developing templates; 5 number of services related to writing guidelines and developing templates proven by certificate of good completion given by public or private institutions and /or by an overview of the relevant missions conducted over the last ten years;
- Having strong communication skills;
- Excellent command of Microsoft Office tools;
- The consultant should be fluent in English, both spoken and written. Knowledge of Kinyarwanda will be an advantage.

4. Payment Schedule

Fees will be paid upon delivery of the following:

- After presentation and approval of inception report: 20%
- After presentation and approval of draft report: 30%
- After submission and approval of final report: 50%

5. Application process and marks

The interested consultants are requested to submit the expression of interest providing the following documents: Technical proposal and Financial proposal.

1. The technical proposal components and marks are:

DESIGNATIONS	DOCUMENTS NEEDED	MARKS
Letter of application addressed to the Rwanda Decentralisation Support Program through Spiu-MINALOC Secretariat	Letter signed and stamped by the competent Authority	**N/A**
Document outlining how he/ she understands the TOR and schedule/work plan with time frame and work methodology	Respond to the TOR requested	**40 marks**
Experience in undertaking consultancy tasks	CV'S	**15 marks**

Experiences of similar magnitude related to grant management and call for proposals	CV'S and Overview	**15 marks**
Experience in writing guidelines and developing templates; 5 number of services related to writing guidelines and developing templates	Certificate of good completion(five certificate)	**15 marks**
Copies of degree requested	Notified degree	**10 marks**
Experience at a senior level in the area of awarding and/or management of grants	CV'S	**5 marks**

Note: pass mark for the technical evaluation is 80%

2. Financial proposal will be detailing all cost associated with the delivery of the above services

Interested consultants will submit well bound and sealed separate technical (in 3 hard copies and 1 original) and financial proposal (one original copy) in English or French, addressed to the Programme Manager of Rwanda Decentralization Support Program**.**

The envelopes should be submitted to the procurement office of RDSP/SPIU, 2nd floor, left corridor, door SPIU- MINALOC, not later than **29/04/2016 at 3:00 pm, local time.**

The electronic bidding is also permissible using the following address:

laurent.messiaen@btcctb.org; ndahiro.logan@gmail.com; mnbea2002@yahoo.fr

The interested consultants may obtain further information from the office of procurement at Minaloc building – Kacyiru, on working days and working hours.

Tendering process will be conducted in accordance with the Law N° 05/2013 of 13/02/2013 modifying and completing the law n0 12 /2007 of 27/03/2007 on Public Procurement

Please note that the term of references shall be accessed on the following website: **www.minaloc.gov.rw** and **www.btcctb.org**

Done at Kigali, on 15th of April 2016

RUGAMBA Egide

Acting Director of Intervention

SPIU MINALOC

Terms of Reference

Consultant to design the Call for Proposals for the Local Competitiveness Facility

30 March 2016

1. Background

Result seven of the RDSP log frame specifies that:

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The current[2] indicators for the result are:

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2. Objectives of the activity

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1. Develop an operational manual for LCF: Implementation Manual including financial and procurement modalities and monitoring templates (operational and financial reporting templates, etc.)

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    - contracts to be signed between contracting authority (LODA) and beneficiary party;
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3. Develop all documentation related to the call for proposals: Guidelines, template for concept notes, template for full project proposal, budget template, template for application form and guidelines for applicants on how to complete these templates and apply to the fund, monitoring form (operational and financial), powerpoint presentation on the guideline for applicants, etc.

4. Identify risks related to the management of LCF and recommendations for risk mitigation measures or capacity building activities

3. Scope of work and duration of the consultancy

No	Activity	Duration
1.	Develop an operational manual for LCF	12 days
2.	Develop templates for the monitoring of LCF	2 days
3.	Develop standard contract to be signed between contracting authority (LODA) and beneficiary party	2 days
4.	Develop partnership agreement document for partnership companies	2 days
5.	Develop documentation related to the call for proposals	5 days
6.	Report on risk identification including proposition for risk mitigation measures	5 days
7.	Present the above documents to BTC for review	0.5 day
8.	Review documentation with comments received from BTC	2 days

The consultancy requires a total number of working days of 30.5 days.

5. Outputs and deliverables

The study has the following outputs:

1. Develop an operational manual for LCF
2. Develop monitoring templates
3. Develop standard contract
4. Develop partnership agreement
5. Develop documentation related to call for proposals
6. Submit the draft documents to BTC for review
7. Make any amendments as required and submit for final approval

5. Profile of the consultant

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6. Reporting requirements

The consultant will be expected to produce an Inception Report within one week of engagement specifying the methodological approach and work plan. Once the inception report is approved, the consultant will start with developing the relevant documentation and submit the documents to BTC. Once the draft documents are submitted, the consultant will await suggestions of the BTC team. Once suggestions are received, the consultant will then produce the final procedures and documents.

The consultant will liaise with relevant BTC and LODA staff at all times.

7. Duration of the consultancy

The consultancy will commence as soon as possible. The amount of days per task are described under the scope.

Annexe 1

Annexe to the CV

Overview of relevant missions conducted over the last five years -

N°	Description of the mission	Results delivered	Commissioner	Duration	Year
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					