

REPUBLIC OF RWANDA



NATIONAL INSTITUTE OF STATISTICS OF RWANDA

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**TERMS OF REFERENCE (ToRs)**

**RECRUITMENT OF AN INDIVIDUAL CONSULTANT AS A PROCUREMENT SPECIALIST FOR THE NSDS COORDINATION TEAM**

**TENDER REFERENCE NUMBER: 003/2014-2015/IC/NSDS CT/NISR/NSDS BASKET FUND SUPPORT TO NISR**

**1. Background**

The National Institute of Statistics of Rwanda (NISR) has now been up and running since 2005. It led the development of the NSDS (2009-2014) with the aim to improve the range, quality and timely dissemination of key statistics, and to ensure that data are consistent between different sources across Rwanda's National Statistical System (NSS). Implementation of NSDS and the associated funding will facilitate more effective development policies and programmes in pursuit of the outcomes of the Government of Rwanda (GoR)'s Economic Development and Poverty Reduction Strategy (EDPRS), the Millennium Development Goals and Vision 2020.

The NSDS Coordination Team (NCT) was set up to coordinate project activities of all NSDS Basket Fund beneficiaries, manage reporting and auditing activities, and ensure compliance with the disbursement and financial management and procurement procedures. The NCT reports directly to the Director General and comprise the NCT Coordinator, and a number of technical staff (including M&E and sector coordinators), procurement specialist and procurement assistant, and financial management specialist to work on management and coordination of NSDS programme activities on a full time basis.

The National Institute of Statistics of Rwanda (NISR) seeks to hire the services of experienced and capable consultants as the project - **NSDS Procurement Specialist**

**2. Objective of the assignment:**

The National Institute of Statistics of Rwanda (NISR) is seeking the services of experienced and capable Procurement Specialist to assist the NSDS Coordination Team in managing the NSDS procurement activities. The NSDS (National Strategy for the Development of Statistics) is a five year roadmap that looks at statistical priorities for Rwanda as a whole and provides a flexible framework both to produce statistics to meet immediate data needs and to build sustainable capacity to produce and use statistics in the future.

The Procurement Specialist will be responsible for the overall management and coordination of the procurement function for the NSDS project procurement activities in accordance with the World Bank

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Procurement Guidelines, the national Procurement Laws, Manual and other relevant Financial Rules and Regulations and requirements of multilateral and bilateral donors financing the project.

The assignment has three main objectives:

- a) Ensuring all procurement tasks funded through the NSDS Basket Fund are carried out within the agreed timeframe
- b) Ensuring strict adherence to the following 5 fundamental principles:
  - **Economy:** giving NISR the best value for money, with value being defined as a more than just price but quality assessment as well;
  - **Efficiency:** being timely and practical in meeting the procurement needs for NISR as specified below.
  - **Fairness:** being impartial, consistent and reliable;
  - **Transparency:** the application of procedures that are clear, easily measurable and predictable;
  - **Accountability:** bestowing a sense of responsibility and accountability in procuring goods and services for NISR.
- c) Ensuring effective knowledge and skills transfer to NISR Procurement team

### 3. Scope of the assignment:

The Procurement Specialist is expected to:

- a) Prepare NSDS procurement plans and participate in NISR Annual Work Plan, Budgets, Cash Plan reviews;
- b) Work closely with all NSDS stakeholders and Development Partners on all procurement related issues;
- c) Drafting all correspondences to be addressed to NSDS stakeholders and Development Partners on all procurement related issues;
- d) Participate in all procurement training organized by World Bank, Developments Partners and RPPA;
- e) Prepare adverts and place them in relevant media in accordance with the latest World Bank Procurement Guidelines for Goods and Services;
- f) Prepare technical specifications and terms of reference (ToRs) of goods and services to be procured in close collaboration with key stakeholders (ALL NISR UNITS, NISR Chief Budget Manager and WB Procurement Analyst).
- g) Prepare tender documents and Request for Proposals (RFP) for Goods and Services to be procured under NSDS project;
- h) Participate in bids evaluation and draft the technical and financial evaluation reports;
- i) Draft provisional and definitive notification letters;
- j) Process claims and advise NISR management on the appropriate course of action to take;
- k) Draft contracts and submit them to successful bidders for review and eventually signature;
- l) Get NISR DG to sign the contracts.
- m) Assess the effectiveness of NISR's Procurement Team filing system, the extent to which it complies with best practice and provide advice on how to address any areas for development identified;
- n) Provide advice to NISR Management on all procurement related issues.
- o) Liaise with the Tender Committee to seek and obtain evaluation and recommendation of awards for key stages in the procurement cycle;
- p) Prepare all procurement reports regularly and timely in line with the NISR practice and national procurement laws, procedure and regulations requirements.

### 4. Key deliverables:

The expected key outputs and deliverables from the assignment are:





- a) Produce NSDS Procurement Plans and submit them for approval to World Bank and Development Partners Steering committee;
- b) Placing procurement adverts in relevant media;
- c) Drafting Technical Specifications and TORs for clearance by relevant NISR and WB officials;
- d) Finalising Tenders Documents and RFPs;
- e) Drafting technical and financial bids evaluation reports within agreed deadlines;
- f) Drafting provisional notification and definitive notification within agreed deadlines;
- g) Drafting contracts and submitting them to successful bidders for review and eventually signature;
- h) Providing support to different auditors for all procurement audits;
- i) Filing all procurement related documents promptly and in compliance with the Government and WB procedures.

## 5. Specific Tasks/activities:

The key tasks/activities for the Procurement Specialist are summarised below:

- a) Ensuring that “prior review result” from the World Bank is received for any procurement above the agreed procurement threshold.
- b) Ensuring all TORs are reviewed by the World Bank
- c) Ensuring strict adherence to procurement process including advertising, pre-qualification of consultants, preparation of long/short lists, issuance of RFP, conducting pre-bid meeting, bid receipts, and opening, proposal evaluation, negotiation and signing of contracts.
- d) Ensuring procurement records and documents are properly documented in the form required and duly authorised by the responsible officers and are readily available for independent review.
- e) Ensuring that all necessary clearances and approvals are obtained before procurements are initiated.
- f) Ensuring all procurement activities are carried out on the basis of approved procurement plans.
- g) Ensure that all relevant procurement procedures (national, the World Bank or otherwise) are complied with in all material respects, properly documented and managed.
- h) Provide procurement reports on progress every two weeks.
- i) Ensure that all procurements under their responsibility are carried out expeditiously and efficiently and free of wasteful expenditures, fraud, omissions and errors.
- j) Ensure all procurement files in the evaluation process, financial offers not yet opened are kept in a safe and closed location.
- k) Make recommendations on how to improve the Procurement Filing system.

## 6. Methodology:

The Procurement Specialist will determine the most appropriate methodology, but activities are expected to include (but not be limited to):

- a) a desk review of all relevant documentation,
- b) Consultations with key NSS institutions (including NISR), NISR Chief Budget Manager, and the World Bank's Procurement Analyst for relevant inputs, guidance and clearances.

The Procurement Specialist will be responsible for any mis-procurement that may arise within his areas of direct responsibility.

NISR will provide the necessary logistical support or facilities.

## 7. Reporting and accountability arrangements:

Reporting to the NCT Project Coordinator, the NCT Procurement Specialist will work closely with NISR Procurement Team as well as focal points in key NSS institutions (statistics producing units in the Health,





Education, Agriculture, Local Government and Macroeconomic/Finance sectors). The performance of the NCT Procurement Specialist will be assessed at regular scheduled intervals (in line with NISR operating procedures) against performance criteria that will be agreed within one month of her/him taking up the position. The performance criteria will emphasise the inclusiveness of NSS institutions and the capacity building of NISR's Procurement Team in assimilating these responsibilities.

## 8. Duration, terms and conditions of appointment

The assignment is expected to be executed over a period of **24 calendar months** renewable upon satisfactory performance and availability of funds. The NCT Procurement Specialist is required to take up full responsibilities of the assignment from September 2014. The successful candidate will be expected to devote more efforts in developing the exit strategy as well as knowledge transfer plan during the first six months of the assignment.

## 9. Competencies and Qualifications (Evaluation/Selection Criteria)

### 9.1 Qualification: 30 points

The consultant will need to have:

1. An advanced degree in engineering, economics, finance, business administration, procurement, law or related field and CVs duly updated and signed by the consultant must be provided in the application;
2. Computer literate. Good knowledge of MS Office applications. Other software is an advantage;
3. Be fluent in English. Knowledge of French and Kinyarwanda is an advantage.
4. Outstanding planning, organizing and controlling skills;
5. Excellent leadership, organizational and interpersonal skills
6. Excellent communication and analytical skills

### Experience: 70 points

1. At least 4 years' experience in procurement field in a reputable high performing public sector organisation covering high-level complex procurement management functions;
2. Demonstrate extensive practical experience and skills in all aspects of international procurement of **GOODS & NON-CONSULTANCY SERVICES, WORKS AND CONSULTING SERVICES AND ADMINISTRATION ON WORLD BANK PROJECTS** with due regard to Government of Rwanda Procurement regulations.

**Note:** The Consultant must also show the evidence that they have performed and completed successful similar assignments in the past.

The desired individual consultants will be selected based on the above mentioned qualifications and experience criteria. Remuneration will be negotiated based on qualifications and experience.

Submission deadline for this Request for expression of Interest is **15<sup>th</sup> September 2014 at 10:00 hours, 8:00 GMT and ELECTRONIC applications WILL NOT BE ACCEPTED.**

**Completed applications should be addressed to the following address:**

The Director General  
National Institute Of Statistics of Rwanda (NISR)  
Avenue de la Paix, former MINIPLAN Building, Muhima (Nyarugenge District)  
P.O. Box 6139 Kigali



Only short listed candidate with the first score will be contacted to submit the financial proposal. The successful applicant will be expected to start working by September 2014.

For the detailed Terms of Reference for this assignment with specific objectives and scope of the tasks, Key deliverables, Timing, Competence and Qualifications and other requirements, **please visit [www.statistics.gov.rw](http://www.statistics.gov.rw), [info@statistics.gov.rw](mailto:info@statistics.gov.rw), DG market website an UNDB online.**

Done at Kigali on 29<sup>th</sup> August 2014



**Yusuf MURANGWA**  
Director General

