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**PROCUREMENT NOTICE**  
**NATIONAL INDIVIDUAL CONSULTANT**

Ref: IC/UNDP/RWA/2022/051

Date: 07/09/2022

**Country:** Rwanda

**Description of the assignment: Recruitment of National Individual Consultant to draft Evidence-based Final Narrative Report of the Integrated National Financing Framework (INFF)**

**Period of assignment:** 40 working days spread over 3 months (October to December 2022)

UNDP Rwanda is looking to recruit a National Individual Consultant to draft Evidence-based Final Narrative Report of the Integrated National Financing Framework (INFF) -Work under Lead Consultant. The main objective of the National Consultant is to support the Lead Consultant to prepare the final report under the guidance of UNDP and with regular consultations with UNICEF, MINECOFIN and UNRCO.

All interested and qualified national 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, by email address at [offers.rw@undp.org](mailto:offers.rw@undp.org) not later than **21 September 2022**, Time: 12:00 Noon 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 Individual Assistant Consultant to Draft Evidence-based Final Narrative Report of the Integrated National Financing Framework (INFF)

### A. General Information

<b>Application type:</b>	External Individual Consultancy
<b>Job Title:</b>	National Individual Consultant to draft Evidence-based Final Narrative Report of the Integrated National Financing Framework (INFF) -Work under Lead Consultant
<b>Category</b>	Inclusive Green Economy Unit, UNDP CO
<b>Duty station</b>	Kigali, Rwanda
<b>Application Deadline:</b>	
<b>Type of contract:</b>	Individual Consultant Contract
<b>Expected starting date:</b>	01 <sup>st</sup> October, 2022
<b>Duration</b>	40 working days spread over 3 months (October to December 2022)

### B. Background and Context

The Joint SDG Fund supports countries as they accelerate their progress towards the Sustainable Development Goals (SDGs). It operates through joint programmes (JPs) that provide the mechanism for transformative solutions implemented by governments and national stakeholders and supported by the UN Country Team led by Resident Coordinators (RCs). Strategic direction for the Fund is provided by the Strategic Advisory Group chaired by the Deputy Secretary-General as the chair of UN Sustainable Development Group. The Fund is managed by the Operational Steering Committee, comprised of representatives of 5 UN entities, and with the support from the Secretariat of the Fund. The UN Development Coordination Office (DCO) hosts the Fund and provides for the alignment with the broader UN Development System reforms. The Administrative Agent of the Fund, in charge of financial management, is the Multi-Partner Trust Fund Office (MPTF-O). Official documents (e.g., Terms of Reference and Operational Guidance) of the Fund and information on funding can be found on the following link: (<https://mptf.undp.org/fund/ips00>)

The *SDG Financing: Enabling Environment portfolio* was launched in the summer of 2020 with the release of grant funding up to US\$1 million to 62 JPs in 69 countries. Twenty-one UN agencies under the leadership of UN Resident Coordinators collaborated, building on UN-DESA methodological work, agencies' technical support at the country level and development partners' support. Although each JP is unique, all support governments in the development of SDG financing strategies – most in the form of [Integrated National Financing Frameworks](#) (INFFs). This portfolio helps countries define the “financing” behind the “policies” and building the related capacities to operationalize financing reforms. It supports the linking of planning with financing. It drives coherence (and adequateness of)

existing policies and institutional arrangements.

In Rwanda, the INFF Joint Programme (JP) is implemented by UNDP and UNICEF under the overall coordination of the UN Resident Coordinator's Office (UN-RCO) and in partnership with the Ministry of Finance and Economic Planning (MINECOFIN). The JP was launched in September 2020 and will run up to November 2022. It is expected to provide a structure for the Government of Rwanda (GoR) to develop and implement a strategic, holistic, results-driven approach to financing development objectives. By developing and implementing the INFF, Rwanda aims to effectively mobilize the investments needed and provide a structure that supports coherence across the Government in channelling public and non-public resources to the critical sectors contributing to the achievements of SDGs. The focus of the INFF JP is to support and accelerate the GoR's efforts to enhance and implement an INFF by strengthening development finance and effectiveness through integrated and innovative approaches to support the implementation of National Priorities and the SDGs. Expected results are (1) SDG Policy and Financing framework and associated policies refined to accelerate the progress towards the NST1 and SDG implementation; (2) Institutional capacities are strengthened to accelerate NST1/SDG delivery; (3) Enabling environment to promote innovative financing mechanisms and SDG-aligned private sector investment and operations; (4) Strengthened capacity of legislative organs and citizens to monitor SDG implementation.

Against this background, UNDP jointly with UNICEF and supported by the RCO is looking for a National qualified Assistant Consultant to work with the Lead Consultant to develop an evidence-based final narrative report ("Final Report") of the INFF Joint Programme and results achieved for the last three years of INFF implementation in Rwanda.

### **C. Scope of Work**

The Assistant Consultant will support the Lead Consultant to prepare the final report under the guidance of UNDP and with regular consultations with UNICEF, MINECOFIN and UNRCO. The Assistant Consultant will work with the Lead Consultant to review among others the extent to which the project results have been achieved, progresses made, partnerships established, systems changed, financial resources mobilized and aligned with the SDGs (including systemic changes that will mobilize and align resources after the JP ends), capacities built, and cross cutting issues (i.e., gender, human rights) addressed.

- The scope of the exercise covers the entire period of the implementation, between June 2020 and November 2022, of the INFF Joint Programme. The Report should cover:
  1. Contextual Analysis of the INFF Joint Programme
  2. Overview of strategic results achieved
  3. Results by JP Outcomes and Outputs
  4. Challenges and Changes encountered
  5. Sustainability and Local Ownership of the INFF Joint Programme
  6. Communication framework and outreach
  7. Lessons learned and best practices

8. Annexes (The consultant/contractor will include the results framework of the JP and summaries of all stakeholder consultations and interviews, as well as any additional relevant material in the annexes).

The Assistant consultant will support the Lead Consultant to present evidence of development results or intermediate measures of progress building on programme logical framework.

To achieve the above, the Assistant consultant will submit a detailed methodological approach on how this assignment will be conducted. The Joint programme Results Framework against which the programme should be reviewed, is attached herewith:

#### **D. Expected Outputs and Deliverables**

1. Inception Report (2-5 pages)

This deliverable will include initial reviews of key programme documents, meetings with implementing partner organizations (UNDP, UNICEF AND MINECOFIN and relevant members of the UNCT), data collection plan and an outline of the work plan to produce the final report. The inception report should include the list of interviewees, key documents and materials that the consultant will review for this process, other methods, sources, and procedures for data collection and a concrete timeframe for the work plan milestones and deliverables. The inception report frames a common agreement and understanding of what is to be produced by the consultant, the UN country team, and relevant partners. The report should be shared within the first 5 workdays of the contract.

2. Draft Report (maximum 30 pages)

The Draft Report phase summarizes high level findings from the data collected and key stakeholders' consultations. It also includes the findings by INFF Joint programme Logical framework. The Draft Report is expected after 6 weeks.

3. A Final Narrative Report

The Final Evidence based Narrative Report will consolidate the overall progress, innovations, and lessons learned based on concrete evidence and cases including comments from stakeholders. The report will show results and transformative changes (including tangible, evidenced intermediate outcomes toward them) rather than listing of activities over the period of programme implementation. The report should focus both on the JP's progress against targets (what) as well as how the JP contributed to enhancing UN coherence, coordination, and efficiency at the country level (how). The report should include detailed references and/or annexes to substantiate its findings. The report should follow the outline stated in Annex 1. The questions in the template (UN country teams can adapt and expand it as needed) define the information that must be generated and presented in the Evidence-based Final Narrative Report. The Report is expected to be submitted after 10 weeks.

#### **E. Institutional Arrangement**

The consultants (The lead Consultant and his Assistant) will work under supervision of the UNDP Head of Inclusive Green Economy Unit with the support of technical staff from UNDP, UNICEF, MINECOFIN and RCO.

## F. Duration of the Work

The assignment is expected to take 40 working days spread over a period of 3 months.

## G. Duty Station

The Assistant Consultant will mainly work from home however he will support the Lead Consultant to conduct face to face consultations with key stakeholders.

## H. Qualifications of the Successful Assistant Consultant:

### Academic Qualifications:

- An advanced university degree in economics/finance, public policy, development studies, international development, social studies, education, management, or related fields.

### Experience:

- At least 5 years of professional experience in international development and cooperation, programme evaluation, project management.
- Strong understanding of Rwanda PFM Cycle including planning and budgeting, financing landscape and fiscal decentralization.
- Expertise in Result-Based Management (or Result-Oriented Management).
- Experience in multi sectoral stakeholders' engagements.
- Experience of working with UN development system will be an asset.

### Language Requirements:

Fluency in English is required; Knowledge of French and Kinyarwanda will be an asset.

## I. Schedule of Payments

Percentage of payment	Description	Expected timeline
20 Percent	After submission and approval of the Inception Report	1 week from the signing of the contract.
40 Percent	After submission and approval of the Draft Report	6 weeks from the submission of the previous deliverable.
40 Percent	After submission and approval of the Final Report	4 weeks from the submission of the previous deliverable.

## J. Selection Criteria

Assistant Consultant	Weight	Max. Point
Academic Qualification	10%	10
Excellent proposed methodology for accomplishing the	25%	25

assignment		
<ul style="list-style-type: none"> <li>At least 5 years of professional experience in international development and cooperation, programme evaluation, project management.</li> <li>Strong understanding of Rwanda PFM Cycle including planning and budgeting, financing landscape and fiscal decentralization</li> </ul>	25%	25
<ul style="list-style-type: none"> <li>Expertise in Result-Based Management (or Result-Oriented Management).</li> <li>Experience in multi sectoral stakeholders' engagements</li> </ul>	30%	30
Additional Competences	10%	10
<b>Total</b>	<b>100%</b>	<b>100</b>

#### K. How to apply

- (i) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP.
- (ii) **Personal CV or P11**, indicating all past experience from similar projects as well as the contact details (e-mail and telephone number) of the candidate and at least three (3) professional references.
- (iii) **Detailed technical proposal** of why the individual considers him/herself as the most suitable for the assignment and a methodology to be applied by the team of consultants and the implementation plan.
- (iv) **Financial Proposal** that indicates the all-inclusive fixed total contract price supported by a breakdown of costs, as per template provided

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. All applicants will be treated with the strictest confidence.

#### Attachment

Result / Indicators	Baseline	2020/21 Target	2021/22 Target	Means of Verification	Responsible partner
<b>Outcome 1 Rwanda will have created a stronger financing architecture to accelerate progress toward SDG implementation and the national development agenda</b>					
Outcome Indicator 1.1: Extent to which INFF is operationalized in Rwanda	Government committed to develop INFF and a concept note available.	INFF Road map developed and approved.	Target: INFF developed and approved	Government of Rwanda report	<b>UNDP</b> UNICEF

Result / Indicators	Baseline	2020/21 Target	2021/22 Target	Means of Verification	Responsible partner
<b>Output 1.1 GoR- SDG Financing framework and associated policies are refined to accelerate progress towards the NST1 and SDG implementation</b>					
Output Indicator 1.1.1: Number of policies and frameworks developed and revised.	0	1	2	IMF and Government of Rwanda Report	<b>UNDP</b> UNICEF
Output Indicator 1.1.2: Number of gender sensitive assessments and reviews nationally validated from which recommendations are included in the resource mobilization strategy and other national planning frameworks.	0	1	2	IMF Country Reviews and assessment reports Government reports	<b>UNDP</b> UNICEF
Output indicator 1.1.3. Number of budget analysis or costing analyses conducted on cross-cutting thematic areas such as ECD, Nutrition, Climate change	0	1	1	Government reports or citation in budget statements	<b>UNICEF</b> UNDP
<b>Output 1.2 National planning, budgeting and financing processes are more aligned and institutional capacity is strengthened to accelerate NST1/SDGs delivery</b>					
Output Indicator 1.2.1: Number of government staff using innovative approaches to implement NST1 and SDGs (disaggregated by sex).	0	30	40	Training Assessment report	<b>UNICEF</b> UNDP
<b>Outcome 2: Resources for the achievement of the national development and SDG agenda are mobilized and managed effectively</b>					
Outcome Indicator 2.1: Annual increase of the national budget (%)	7	10	11	State Finance law	<b>UNDP</b> UNICEF
<b>Output 2.1 Enabling environment to promote innovative financing mechanisms and SDG-aligned private sector investments and operations is enhanced.</b>					

<b>Result / Indicators</b>	<b>Baseline</b>	<b>2020/21 Target</b>	<b>2021/22 Target</b>	<b>Means of Verification</b>	<b>Responsible partner</b>
Output Indicator 2.1.1 Number of blended finance mechanisms established	0	0	1	Government of Rwanda budget briefs and Medium expenditure frameworks	<b>UNDP</b> <b>UNICEF</b>
Output Indicator 2.1.2 A framework to engage private sector on integrated SDG based business models.	NA	0	1	Annual report of UN and PSF annual report	<b>UNDP</b> <b>UNICEF</b>
<b>Output 2.2 The capacity of legislative organs and citizens to monitor SDG implementation is strengthened</b>					
Output Indicator 2.2.1: Number of accountability actors empowered to monitor SDG implementation (Parliament, District council, citizens)	NA	60 Parliamentarians, 20 District council members, 50 youth committee members	30 District council members, 50 youth committee members	One UN Report	<b>UNICEF</b> <b>UNDP</b>
Output Indicator 2.2.2: Number of participatory and gender sensitive budgeting tools adopted and enhanced.	1	1 (enhancement of existing Tool)	1 (enhancement of existing Tool)	UNICEF annual report	<b>UNICEF</b> <b>UNDP</b>



# 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 :

\_\_\_\_\_

\_\_\_\_\_

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

*\*Basis for payment tranches*