

Statement of Work
Short Term Technical Assistance in support of
FEED THE FUTURE RWANDA KUNGAHARA WAGURA AMASOKO

Title: Recruitment of an individual consultant to develop a long-term strategic plan (5years) for PSF specialized cluster (youth, women, and person with disabilities)

Period of Performance: 1st-31st March 2023

Level of Effort: 14 days

Location: Kigali, Rwanda

POSITION SUMMARY

RTI (Research Triangle Institute) International is recruiting a short-term technical consultant to develop a long-term strategic plan (5 years) for PSF Specialized cluster (Youth, Women, and person with disabilities) to guide the cluster to effectively perform its mandate of advocacy for inclusive policy reforms, capacity building for the cluster members, and provision of services such as access to markets, capital, and various opportunities through networking. This PSF Specialized Cluster strategic plan strategy should refer to the overall PSF strategic plan (2019-2024) to ensure its alignment and complementarity.

PROJECT OVERVIEW

Feed the Future Rwanda Kungahara Wagura Amasoko is a five-year USAID-funded initiative designed to boost Rwanda's economic growth inclusively and sustainably through increasing the export of high-value agricultural products. Targeted high-value agricultural value chains include coffee, tea, horticulture and spices, livestock products (dairy and hides), and other emerging values chains (e.g., stevia, essential oils) within the districts of Bugesera, Kayonza, Ngoma, Gatsibo, Nyagatare, Burera, Gakenke, Nyamagabe, Nyamasheke, Karongi, Rutsiro, Ngororero, Rubavu, and Nyabihu.

Using a market systems approach, Kungahara Wagura Amasoko works with and through the Government of Rwanda (GOR), the private sector, and civil society organizations to achieve the above goal by implementing the following two strategic objectives: (i) facilitate inclusive and resilience-focused policy reforms that promote agricultural export growth using evidence-based analysis and strengthen advocacy capacity of the private sector organizations, and (ii) support local actors (government and private sector) to attract, mobilize and direct public and private financing resources and/or investment towards increased agriculture and food exports.

BACKGROUND

Rwanda PSF -Specialized cluster for youth, women and persons with disabilities were recently restructured with the objective of strengthen, support, and promote businesses, cooperatives and associations of women, youth, and persons with disabilities entrepreneurs from all sectors of business activities. The PSF specialized cluster pivotal role is to advocate, capacitate, building networks of associations members to access markets through providing quality services to their members and advocating for the interests of the members and other value chains actors. The Institutional Architecture for Food Security Policy Change (IA4FS) assessment and Policy Landscape Analysis conducted by Kungahara Wagura Amasoko project last year revealed that this cluster is have limited capacity to lead the dialogue process, gather evidence, analyze data to build evidence for policy recommendations, and advocate for policy reform on behalf of their members.

Particularly, the private sector representatives lack financial and technical capacities to provide sufficient advocacy and support services for their members and use thorough evidence to support advocacy and participation in PPDs. To address these challenges, Kungahara Wagura Amasoko partnered the PSF specialized cluster to develop a long terms strategic plan with clear results-based approach to supports their members and effective be self-reliance in collaborative and evidence-based policy development and implementation, including on-the-job training, mentoring, and coaching while developing and implementing priority policy improvements. It is against this background that this scope of work is developed to identify potential consultant to develop the strategic plan.

SCOPE OF WORK

The scope of work for the consultant will include major strategic areas but not be limited to:

- Review the organizational functions and operations of the cluster to identify functions that support or do not support the cluster’s mandate, and determine organizational overlaps and duplications that may exist within the cluster
- Develop a clear and comprehensive M&E plan to track progress against strategic goals with appropriate tools
- Develop an advocacy plan, including a communication and visibility plan
- Develop a plan to facilitate access to quality services such as access to markets, capital, and various opportunities for cluster members through networking events
- Develop the capacity building plan for staff and cluster members including plan and structure of Help desks tools and AfCFTA support on features
- Review the existing and potential sources of revenue streams for the cluster and determine the best approach to optimize these sources through a mobilization plan and funds recovery system and tracking tools

DELIVERABLES

No	Deliverable	Estimated LOE
1.	Inception report including methodology and Gantt chart outlining key activities, milestones, and timelines to conduct this assignment as well as the long-term strategic plan template/outline	2 days
2.	Draft PSF Specialized Cluster long term strategic plan (5 years) with all its components/elements as per the scope of work	9 days
3.	Completed PSF Specialized Cluster Strategic Plan Validation Meeting, including participant list and summary of feedback	1 day
4.	Final long-term Strategic Plan for PSF Specialized Cluster with feedback from the validation meeting and Kungahara Wagura Amasoko team incorporated	2 day
	Total	14 days

MINIMUM QUALIFICATIONS

The individual consultant must meet the following minimum qualifications and experience:

- Master's degree in agribusiness economics, business administration, economics, or similar fields, with 6 years of experience; or, Bachelor's degree in the same fields with 8 years of experience.
- Proven experience in strategic planning, demonstrable strategic thinking abilities and analytical mind with problem-solving aptitude.
- Demonstrated knowledge of Rwanda PSF setting, organization, and stakeholders.
- Demonstrated ability to develop strategic plan and clear knowledge of planning process for both private and public sector.
- Demonstrated understanding of youth, women, and person with disabilities inclusion and gender mainstreaming approaches in agribusinesses sector.
- Proven track record conducting similar assignments and ability to work well in a team and with minimum supervision.
- Previous experience supporting USAID-funded projects or other development organizations, or projects and programs preferred.
- Rwandan citizen.
- Oral and written fluency in both French, English and Kinyarwanda.

APPLICATION INSTRUCTIONS

Interested applicants are required to submit their applications with the following content:

- Curriculum vitae in PDF format (**3 pages maximum**)
- One-page cover letter outlining similar/relevant work (PDF format).



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- Proof of similar works completed supported with names and contact information (e.g., email and phone number) for at least 3 references.
- Total cost of conducting the assessment, including a breakdown of the consultant's daily rate and materials (Excel format).

All questions in regards to this scope of work will be directed to info@ftfkwa.org, cut off dates for questions is February 10, 2023.

Applications should be submitted to info@ftfkwa.org NOT LATER THAN February 15th, 2023, 17:00 HOURS. **No portion of this assignment may be subcontracted.**

EVALUATION CRITERIA

- **Technical Capacity and Expertise (70%):** Clear and comprehensive description of the consultant's experience, provided references for similar works (reference letters), and quality of proposed methodology for this assignment.
- **Cost (30%):** Reasonableness of the proposed cost.

We regret that only shortlisted applicants will be contacted.

***No applicant will ever be asked for any payment either to secure a role with RTI International or as a follow-up to having been awarded a position with RTI International. If anyone ever approaches you asking for any such payment, please immediately email ethics@rti.org**

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