

PROCUREMENT NOTICE

INTERNATIONAL INDIVIDUAL CONSULTANT

Ref: IC/UNDP/RWA/2021/0053

Date: 06/09/2021

**Country:** Rwanda

**Description of the assignment**: **International Consultant to provide technical Assistance to Rwanda Cooperation Initiative on foresight strategic planning.**

**Post Title and Level:** International Individual Consultant

**Period of assignment**: 60 working days in 4 calendar months

UNDP Rwanda is looking to recruit a International Individual Consultant to provide Technical Assistance to Rwanda Cooperation Initiative (RCI) on foresight strategic planning. The main objective of the Consultant for Rwanda cooperation Initiative is (1) to provide strategic guidance to Rwanda Cooperation Initiative’s leadership, (2) to oversee every aspect of the institution’s business, initiate an M & E mechanism towards the implementation of the strategic plan as well as business development strategy; in order to ensure that it is operating at optimal efficiency and (3) to help Rwanda Cooperation Initiative securing new and additional potential resources and their mobilization approach.

All interested and qualified international 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, Or by email address at offers.rw@undp.org not later than **21 September 2021,** Time: 12h00 PM 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,

Varsha Redkar- Palepu

UNDP Deputy Resident Representative

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**Terms of Reference:**

**International individual consultant to provide technical Assistance to Rwanda Cooperation Initiative on foresight strategic planning**

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| **Application type:** | **External vacancy** |
| **Job Title:** | **International Consultant to provide** **technical Assistance to Rwanda Cooperation Initiative on foresight strategic planning.** |
| **Category** | **National Consultant** |
| **Duty station** | **Kigali** |
| **Application Deadline:** |  |
| **Type of contract:** | **International Individual Contract** |
| **Expected starting date:** |  |
| **Duration** | 1. **60 working days spread in 4 calendar months up to December 2021.** |

**I. Background**

Knowledge sharing is a fundamental part of implementation of the Agenda 2030 and the Sustainable Development Goals. SDG 17 calls for enhancing “knowledge sharing on mutually agreed terms”, transcending traditional “donor-recipient” relations towards shared learning. In recognition of the importance of knowledge sharing as a means of implementation for SDGs, many countries established special offices within their Governments responsible for codifying and sharing successful solutions – at central or sector level. Such offices started emerging in countries at very different levels of development.

Moreover, the National Strategy for Transformation (NST1) for Transformational Governance Pillar, under Rwanda’s Ministry of Foreign Affairs and International Cooperation priority area 3 to strengthen Diplomatic and International Cooperation to accelerate Rwanda and Africa’s development, an action to put in place mechanisms to raise awareness of Rwanda’s Home-Grown Solutions and Good Practices collectively called innovative initiatives locally and internationally to support development was required.

As a result, Rwanda Cooperation Initiative was established in 2018 with a mission to become a global gateway for development knowledge exchange by serving as a hub for learning that promotes innovative development initiatives through national and international cooperation. Rwanda Cooperation Initiative shares Rwanda’s knowledge through different activities including Study Visits, Training, Research and Advisory services as well as Project Implementation drawing from Rwanda’s experience.

In order to improve the process of knowledge exchange, Rwanda Cooperation Initiative is in the process of putting in place effective mechanisms to share knowledge including but not limited to the development of a South-South Cooperation policy, the codification of Rwanda’s innovative solutions, the design and development of an e-learning platform for Rwanda’s innovative solutions and an e-showcasing room depicting Rwanda’s transformational journey.

Moreover, Rwanda Cooperation Initiative is working on enhancing its institutional capacity to accelerate progress on the achievement of knowledge exchange with foreign countries through an effective coordination of South-South Cooperation and Triangular Cooperation.

**II. Rationale**

The Rwanda Cooperation Initiative aims at continuously building its capacity to adequately deliver on its mandate that mainly includes to conduct assessments to develop and provide customized solutions for foreign parties regarding Study visits; Trainings; Advisory Services and Project implementation.

Given the need to increase its capacity, in the afore-mentioned core functions, Rwanda Cooperation Initiative is seeking to recruit a Foresight Strategic Advisor who will be based at Rwanda cooperation Initiative, and who will be participating in overseeing every aspect of Rwanda Cooperation Initiative business to ensure that it is operating at optimal efficiency.

The consultant will be communicating with the management on ways to drive results forward, making sure that all internal roles are performing at the highest level, and suggesting strategic business approaches, develop a resource mobilization strategy and establish a clear overview of current and potential funding opportunities for the Rwanda Cooperation Initiative to increase the long-term sustainability of the organization. His/her main task will be to provide strategic advice on long-term planning as well as transfer skills to the existing and new staff in the mentioned field.

**III. Objectives of The Assignment**

**III.1. Main Objectives**

The main objective of the Consultant for Rwanda cooperation Initiative is (1) to provide strategic guidance to Rwanda Cooperation Initiative’s leadership, (2) to oversee every aspect of the institution’s business, initiate an M & E mechanism towards the implementation of the strategic plan as well as business development strategy; in order to ensure that it is operating at optimal efficiency and (3) to help Rwanda Cooperation Initiative securing new and additional potential resources and their mobilization approach, as well as making better use of, and maximizing, existing resources of the organization. Finally, communicating to the senior management on ways to drive results forward, making sure that all internal roles are performing at the highest level, and suggesting strategic business approaches.

**III.2. Specific Objectives**

* To provide strategic advice to Rwanda Cooperation Initiative CEO and senior management on subjects pertaining to the institution activities and the execution of the strategic plan
* To lead and supervise the development of strategic initiatives and partnerships that will directly or indirectly support Rwanda Cooperation Initiative in attracting more delegations in Rwanda for Study visits; Trainings; Advisory Services and Project implementation.
* To identify strengths, weaknesses, opportunities, and threats by undertaking a SWOT and Political, Economic, Social, Technological, Legal, Environmental (PESTLE) analysis based on how Rwanda Cooperation Initiative model has been operating since its inception and way forward.
* To identify resource mobilization and business development approaches that take into account the varying donor landscape as well as assesses lessons learned from current resource mobilization efforts.
* To explore new aid modalities and actors and outline a systematic and strategic approach to leveraging existing and new partnerships as well as recommend how to diversify the resources base for Rwanda Cooperation Initiative.
* To establish a clear overview of current and potential funding opportunities for the Rwanda Cooperation Initiative.
* To provide contribution towards sustainable funding of Rwanda Cooperation Initiative core work, as well as defining a scope for innovation repositioning to its international arena.
* To update Rwanda Cooperation Initiative’s resource mobilization strategy in response to the emerging opportunities and challenges; and to support its operationalization (through developing clear action plan and mechanisms for implementation) in order to sustain and develop new programs.
* To develop an operationalization mechanism and providing technical support/guidance to the Rwanda Cooperation Initiative team for resource mobilization and business development.
* To prepare a catalogue of donors (appropriate to the Rwanda Cooperation Initiative mission and Vision),
* To prepare a specific strategy for involvement of the private sector in Rwanda Cooperation Initiative activities and draft concept notes for collaboration with stakeholders.

**IV. Scope / Key Activities of The Assignment**

The consultant will be assigned to:

* Advise and support Rwanda Cooperation Initiative to execute its strategies and interventions in support of knowledge exchange and international cooperation transformation,
* Ensure compliance with the international standards in line with other leading international institutions in the sector of knowledge exchange and international cooperation,
* Develop strategic partnerships with other international institutions in the sector of knowledge exchange and international cooperation.
* Be a creative thinker and influential collaborator to the Rwanda Cooperation Initiative management,
* Assist member of the senior management in a range of topics based on Home Grown Initiatives and Good-practices which can effectively compete with other quality of International institutions in the same sector.
* Suggest improvement in internal/administrative processes and procedures to ensure confidential standards are adhered to;
* Review and/or facilitate the approval of internal manual for systems and practical exchanges;
* Build departmental capacities to undertake foresight planning, e.g. proposing areas to prioritize (due to resource constraints) that have acceleration effect on knowledge exchange and international cooperation transformation of the country including use of relevant models;
* Propose transformational and innovative programs/polices to accelerate knowledge exchange and international cooperation leveraging lessons from other countries;
* Undertake critical reviews and advise on improvements required to better implement policies and programs;
* Offer support to and quality assure plans and policies developed by line Ministries;
* Identify planning and knowledge needs of the departments of Rwanda Cooperation Initiative, and develop and implement a capacity development agenda,
* Advise on and conceptualize strategy, pipeline development, partnerships, resource mobilization, work plans, reporting, etc.;
* Design, manage and co-facilitate foresight capacity development trajectories with different stakeholders.
* Review the Rwanda Cooperation Initiative’s strategy, work plan, funding model to better understand the needs and desired outcome,
* Consult with Rwanda Cooperation Initiative team to better understand the vision, mission and focus areas of the institution,
* Review the One Budgetary Framework to better understand how much is needed and for what result area;
* Review the Rwanda Cooperation Initiative’s current strategic plan; work plan; project proposals, knowledge management products and funding model to better understand the needs and help position the organization for resource mobilization,
* Map Rwanda Cooperation Initiative products and services and identifying funding gaps,
* Identify suggested mechanisms for system‐level resource mobilization and the strategic expansion of funding, including through innovative financing initiatives and mechanisms to stabilize the flow of funds;
* Develop a proposed plan for financial stabilization;
* Map donors’ strategic areas of interest and explore opportunities for partnerships (and mobilizing and leveraging resources) from emerging donors;
* Conduct a comprehensive analysis of potential donors worldwide based on geographic interest and Mapping donor priorities, funding windows and points to clear actions that should be taken to mobilize funds and develop/maintain relationships with these donors;
* Develop a plan for pursuing new donors and obtaining funding for the Rwanda Cooperation Initiative work programme,
* Develop objectives for fundraising, methods, tactics and focus (bilateral, private sector, public funding, foundations),
* Recommend ways to develop and maintain strategic partnerships and engagement with key donors (past, present and future);
* Provide strategic guidance on system level resource mobilization and business development initiatives that have the potential to deliver added value in the knowledge exchange and international cooperation context, including identifying opportunities to provide improved monitoring of financial resources, timely intelligence on budgetary outlook, and other system level functions;
* Consult with and gather information from resource mobilization functions and other entities across the system in support of the above responsibilities;
* Provide coaching in the development/initial implementation of resource mobilization strategies;
* To develop an operationalization mechanism and providing technical support/guidance to the Rwanda Cooperation Initiative team for resource mobilization and business development.
* Lead the implementation of the strategic plan and business development strategy with Rwanda Cooperation Initiative staff,
* Provide practical coaching/capacity development to Rwanda Cooperation Initiative departments in line with the assignment,
* Lead the competency assessment of Rwanda Cooperation Initiative current staff and advise on the implementation of the new organizational structure,
* Prepare a catalogue of donors (appropriate to the Rwanda Cooperation Initiative mission and Vision),
* Prepare a specific strategy for involvement of the private sector in Rwanda Cooperation Initiative activities and draft concept notes for collaboration with stakeholders.

**V. Methodology**

The shortlisted consultant shall detail out their Approach and Methodology in their full detailed technical proposal which shall be considered as a basis for evaluation and selection of the successful consultant.

**VI. Key deliverables**

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| **Set of deliverables** | **Description** |
| Set 1 | Inception report including the methodology and approaches to be used by the consultant to perform his/her assignment, a detailed work plan and any other relevant information |
| Set 2 | * Develop an annual M&E mechanism plan from the strategic plan * Assess the strategic plan and business development strategy and provide it in a working document * Pitch decks reflecting RCI main products and value proposition on resource mobilization strategy and M& E mechanism Assessment |
| Set 3 | * Design, manage and co-facilitate foresight capacity development trajectories with different stakeholders. * Review the Rwanda Cooperation Initiative’s strategy, work plan, funding model to better understand the needs and desired outcome, * Review the Rwanda Cooperation Initiative’s current strategic plan; work plan; project proposals, knowledge management products and funding model to better understand the needs and help position the organization for resource mobilization, * Identify suggested mechanisms for system‐level resource mobilization and the strategic expansion of funding, including through innovative financing initiatives and mechanisms to stabilize the flow of funds; * Develop a proposed plan for financial stabilization; * Map donors’ strategic areas of interest and explore opportunities for partnerships (and mobilizing and leveraging resources) from emerging donors; * Conduct a comprehensive analysis of potential donors worldwide based on geographic interest and Mapping donor priorities, funding windows and points to clear actions that should be taken to mobilize funds and develop/maintain relationships with these donors; * Consult with and gather information from resource mobilization functions and other entities across the system in support of the above responsibilities; * Provide coaching in the development/initial implementation of resource mobilization strategies; |
| Set 4 | * Final Report/End of Assignment Report: During the last month of the assignment, the resource mobilization and business development consultant shall submit a final report of the assignment indicating how the objectives of the assignment have been achieved, highlighting challenges and recommendations. |

**VII. Institutional Arrangement**

UNDP will contract the consultant on behalf of Rwanda Cooperation Initiative (RCI) to undertake this assignment. UNDP Head of Inclusive Green Economy Unit, or any personnel delegated will supervise the consultant. She/ he will report to the RCI, CEO and will be supervised by her or any delegated staff within RCI. All deliverables should be assessed and validated by a technical team established and managed by RCI CEO.

The consultant will be placed for an initial period of 60 days spread across a period of 4 months up to December 2021 to work with RCI to support its foresight strategic planning**.**

**VIII. Duty station**

The duty station is Kigali Rwanda.

**IX. Required Expertise and experience**

**Education:**

* At least a Master’s degree in either one of the following fields: Economic Planning, Business Administration, Development Studies, Policy Formulation, Marketing, Finance, Communication, Public Relations, Organizational Development, Human Resource Development, Project Management, strategic planning and international relations or any other related degreedvanced degree (Master’s or PhD) in climate finance, Environment Economics, finance, natural resources, livelihoods and/or environment, Project Management.

**Experience:**

* At least 7 years of proven experience in Strategic Advisory, Resource Mobilization, Business Development and Project Management
* Proven international experience and exposure to institutions with similar mandate to Rwanda Cooperation Initiative.
* Relevant experience demonstrated by evidence of completion from two recent similar assignments.
* Relevant experience demonstrated by evidence of completion from two recent similar assignments in developing a resource mobilization and business development strategy, ideally in the development context;
* Demonstrate numerical and budgetary skills, including preparing fundraising budgets;
* Fund raising and resources mobilization skills in corporate services;
* The Strategic Advisor should be a seasoned planner with knowledge of Rwanda’s Development Policies and Global Development Agenda;
* Experience working with government stakeholders in national and/or international policy development and implementation in development plans;
* Demonstrated skills in training and capacity building through technical assistance and mentoring;
* Excellent planning and organizational skills, including a proven ability to work with different ministries and government institutions as well as development partners;
* Great organizational skills and ability to work on one’s own initiative and with little supervision;
* Able to innovate and constructively challenge the current status quo.
* Strong communication skills including ability to engage senior managers’ officials.
* Experience in training and capacity building desirable
* Previous working experience with regional or international organizations will be a key advantage
* Ability to work independently with minimal supervision.
* Any other related responsibilities

**Additional Competencies**

* This assignment requires a multidisciplinary consultant with strong knowledge and skills in strategic planning, economic planning, policy formulation, data analysis, marketing, business administration, economics, communication, social science or similar international relation discipline especially in development knowledge exchange and international cooperation, project management, knowledge of regional, continental and Global development agendas such as the Agenda 2030 and strategies and means for its implementation, complex problem solving skills and ability to handle effectively multiple tasks and reporting.
* The consultant should prove track record of generating significant funding; relevant experience in corporate fundraising, preferably in an international setting and expertise in developing and maintaining good relationships with institutional donors or corporations. The consultant should demonstrate consistency in upholding and promoting the values of international cooperation in actions and decisions, in line with the international Code of Conduct.
* The consultant should also demonstrate the ability to work with multi-disciplinary teams and be able to meet deadlines with minimum supervision. International, regional and local consultants are eligible to apply. The consultant should be fluent in English and French both verbally and in writing.

**X. Payment modality**

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| **Percentage of payment** | **Description** | **Expected timeline** |
| 20 Percent | After submission and approval of the Set1 | 5 days from the signing |
| 20 percent | After submission and approval of the set 2 | 20 days from the submission of the previous deliverable |
| 30 Percent | After submission and approval of the set 3 | 20 days from the submission of the previous deliverable |
| 30 Percent | After submission and approval of the set 4 | 15 days from the submission of the previous deliverable |

**XI. Evaluation and selection method**

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| **Selection Criteria** | | |
|  | **Weight** | **Max. Point** |
| * Proven track record in undertaking Strategic Advisory, Resource Mobilization, corporate fundraising, Business Development and Project Management assignments. | 25% | 25 |
| * Solid experience in the areas of training and capacity building through technical assistance and mentoring; Rwanda’s Development Policies and Global Development Agenda. | 25% | 25 |
| * Methodology; | 30% | 30 |
| * Additional Competencies | 20% | 20 |
| **Total** | 100% | 100 |

**XII. Application process**

Qualified and interested candidates are hereby requested to apply. The application should contain the following:

* Personal CV indicating education/professional qualifications and background, all experience as well as contact of 3 professional references.
* Brief description of why the individual considers him/her self as the most suitable for the assignment and the methodology on how they will approach and complete the assignment as stipulated above on point V. (methodology)
* Financial proposal that indicates all-inclusive fixed total contract price supported by a breakdown of costs.

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| **XIII. Copyright and ownership** |
| All developed design works, and publication will be the sole property of the Government of Rwanda and UNDP. The selected individual shall not use the design and the final products for his own purpose without explicit written permission by Rwanda Cooperation and UNDP. |

**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 :

1. 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*];
2. I have also read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Contractors;

1. 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;
2. 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];
3. 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.

1. For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
2. 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;
3. This offer shall remain valid for a total period of \_\_\_\_\_\_\_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;
4. 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];*
5. 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:

1. 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** |
|  |  |  |  |  |
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* I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

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| --- | --- | --- | --- | --- |
| **Assignment** | **Contract Type** | **Name of Institution/ Company** | **Contract Duration** | **Contract Amount** |
|  |  |  |  |  |
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1. 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.
2. ***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.
3. 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**

1. **Breakdown of Cost by Components:**

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| --- | --- | --- | --- |
| **Cost Components** | **Unit Cost (RWF)** | **Quantity** | **Total Rate for the Contract Duration (RWF)** |
| 1. **Personnel Costs** |  |  |  |
| Professional Fees |  |  |  |
| Life Insurance |  |  |  |
| Medical Insurance |  |  |  |
| Communications |  |  |  |
| Land Transportation |  |  |  |
| Others (pls. specify) |  |  |  |
|  |  |  |  |
| 1. **Travel Expenses to Join duty station** |  |  |  |
| Round Trip Airfares to and from duty station |  |  |  |
| Living Allowance |  |  |  |
| Travel Insurance |  |  |  |
| Terminal Expenses |  |  |  |
| Others (pls. specify) |  |  |  |
|  |  |  |  |
| 1. **Duty Travel** |  |  |  |
| Round Trip Airfares |  |  |  |
| Living Allowance |  |  |  |
| Travel Insurance |  |  |  |
| Terminal Expenses |  |  |  |
| Others (pls. specify) |  |  |  |
|  |  |  |  |

1. **Breakdown of Cost by Deliverables\***

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| --- | --- | --- |
| **Deliverables**  *[list them as referred to in the TOR]* | **Percentage of Total Price (Weight for payment)** | **Amount** |
| Deliverable 1 |  |  |
| Deliverable 2 |  |  |
| …. |  |  |
| Total | 100% | RWF…… |

*\*Basis for payment tranches*