

Republic of Rwanda



**Ministry of Finance and Economic Planning
P.O Box 158 Kigali, Rwanda**

REQUEST FOR EXPRESSIONS OF INTEREST

Recruitment of a local consultant to support Rwanda Revenue Authority (RRA) Reform and modernisation programme as a programme management specialist

Reference N°: 15/2.2.2.2/C/PFM-BF/MINECOFIN/2014

Introduction

Rwanda Revenue Authority (RRA) is a government institution under the Ministry of Finance and Economic Planning (MINECOFIN). RRA was established in 1998 with the responsibility of mobilizing revenues for economic development through efficient and equitable services that promote business growth. RRA has embarked on different reform programs with financial support from Government and Development Partners. Reforms carried out by RRA are generally focused on strengthening the institutional framework in order to improve revenue collection so as to meet government financial needs.

Development Partners have had a long standing commitment to assist RRA with the implementation of its modernization and reform agenda. Since 2010, Development Partners have provided funding through a Multi-Donor Public Financial Management (PFM) Basket Fund managed by MINECOFIN. A new arrangement for RRA component of the PFM Basket Fund have been agreed whereby implementation and fiduciary responsibility for RRA component of the overall Basket Fund have been decentralized to RRA including annual work planning, procurement planning and management, budgeting and reporting. Oversight of the RRA-PFM Sub Fund lies in the hand of the Programme Management Committee (PMC).

It is in this regard that MINECOFIN is seeking to recruit a local consultant to support Rwanda Revenue Authority (RRA) Reform and modernisation programme as a programme management specialist towards the implementation of RRA's reform programs in the framework of the PFM Basket Sub Fund to maximize the efficiency and increase emphasis on tax reforms for funds earmarked to RRA. The consultancy will be funded through the RRA-PFM Sub-Fund financed by development partners and contract will for 2 years with a possibility of renewal upon satisfaction and availability of funds.

Scope of work

The duties and responsibilities of the Programme Management Specialist will include but not limited to the following:

- Work with RRA Reform and Modernization team to identify and specify appropriate activities for inclusion in an annual work plan for the RRA-PFM Sub-Fund;
- Support the review, revision and further detailing of the RRA Strategic Plan for 2013/14 to 2015/16, particularly regarding sequencing of the different reform steps and activities to achieve the key objectives, target review, specification and adjustments for the different years, as well as develop a comprehensive costing scheme, broken down on annual basis and reflecting the different new mandates associated with RRA.
- Consolidate activities and prepare a work plan and budget for review by RRA senior management and submission for approval to the RRA-PFM Sub-Fund PMC;
- Ensure proper alignment of RRA programme activities with direction of PFM Sector Strategic Plan;
- Provide advice, inputs and quality assurance in the preparation of high quality terms of reference of assignments under the RRA reform and modernization programme, ensuring activities add value beyond RRA existing and routine work;
- Develop a monitoring and evaluation (M&E) framework to track the implementation of the RRA Strategic Plan for 2013/14 to 2015/16 and the RRA reform and modernization programme on a regular basis;
- Support the RRA Reform and Modernization team and sub-project managers in managing project activities related to the reform to ensure that planned activities are on track to achieve the objectives and targets of RRA strategic development and reform plans;
- Systematically collect programme monitoring information and prepare narrative and financial reporting to the Programme Management Committee, fully consistent with PFM Basket Fund MoU requirements;
- Ensure that narrative and financial reporting is circulated to agreed timescales and at least one week in advance of PMC meetings;
- As necessary, assist RRA and Development Partners with technical advice around maximizing programme performance including proactive approach to risk management;
- Support annual audits and independent audits of the sub-fund including providing necessary information and documentation, lead management response to findings and follow up on implementation of agreed recommendations;
- Produce consolidated progress reports [both activity and financial] of various components for the review and approval by the PMC and the PFM Technical Working Group (TWG);
- Organize and facilitate RRA periodic internal programme meetings for internal coordination as well as quarterly PMC meetings;
- Coordinate Development Partners' inputs on programme activity implementation on behalf of the RRA in liaison with MINECOFIN Single Project Implementation Unit;
- Take minutes of internal coordination meetings and PMC meetings, circulating them in a timely manner, follow up on key action points and ensure programme documentation and decision making records are up to date, complete, secure and readily available for audits and external reviews;
- Provide advice on revenue mobilization programme and strategy issues as and when necessary;
- Document all ongoing RRA projects and provide guidance to fast track proper implementation;

- Carry out any other duties as will be necessary to ensure effective implementation of the RRA strategic plan.

Qualification of the consultant

- Master's Degree in Project Management, Economics, Finance, Development Studies or any other relevant field.
- A minimum of 10 years substantive experience in various aspects of programme cycle management (planning, design, implementation, monitoring and evaluation) of which a minimum of 5 years at management level;
- Strong track record in results-based management (setting targets/ planning and monitoring delivery of complex projects);
- Proven experience in leading public financial management programmes in Eastern or Southern Africa. Experience in tax administration support programmes being a distinct advantage;
- Excellent writing skills and proven ability to produce high quality documents in English. Working knowledge of French being an advantage.

The Ministry of Finance and Economic Planning now invites eligible individuals to express their interest in providing the services. The selection will be based on individual consultant's qualifications in accordance with Law N° 12/2007 of 27/03/2007 on Public Procurement as modified and completed to date

Expressions of interest must be delivered **on or before 27/10/ 2014 at 16h00 local time.** Electronic submissions are acceptable.

The coordinator of Single Project Implementation Unit

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Attention:

Procurement Specialists

Florence Umurungi or Fred Bazatsinda

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Done at Kigali on 9/10/2014

Enata DUSENGE

Director General, Corporate Services