Terms of Reference for Consultancy support to produce the annual ODA report and support transition of DAD to national ownership

<table>
<thead>
<tr>
<th>Application type:</th>
<th>External vacancy</th>
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<tbody>
<tr>
<td>Job Title:</td>
<td>International consultant to produce the annual ODA report and support transition of DAD to national ownership</td>
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<tr>
<td>Category</td>
<td>Sustainable Development and Poverty Reduction</td>
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<tr>
<td>Duty station</td>
<td>Kigali, Rwanda</td>
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<tr>
<td>Type of contract:</td>
<td>International consultant</td>
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<tr>
<td>Expected starting date:</td>
<td>January 2018</td>
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<tr>
<td>Duration</td>
<td>70 working days in the period January 2018 – March 2018</td>
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I. **Background**

The Development Assistance Database for Rwanda (DAD Rwanda) is an automated information management system designed to improve efficiency and coordination of donor activities in Rwanda. Over the years, it has become a reliable and credible source of information on external aid offered to Rwanda. It supports Government in effectively managing development assistance and promoting accountable and transparent use of resources. The Ministry of Planning and Economic Development (MINECOFIN) External Finance Division (EFD) produces annual ODA and DPAF (Donor Performance Assessment Framework) reports using data from the system. An IATI (International Aid Transparency Initiative) Data Import and Merging Service was integrated into DAD which allows activity data from the IATI Repository to be retrieved and converted to DAD project structure. However further efforts are required to improve the conversion rates and improve the utilization of the import service. A separate INGO database has been established for management of INGO data. The link between DAD and INGO systems is still to be configured and tested. A needs assessment was conducted for integration with SmartFMS. A DAD/SmartFMS Web Service API intends to enable users to programmatically manage the Project’s and Donors data on the two systems. However, SmartFMS evolved to a new structure and the integration was not completed.
DAD was transferred to MINECOFIN servers, which is a major step forward towards full ownership of the system. However, MINECOFIN staff are not yet able to modify the database structure and create new categories and measures for DAD analytical modules. MINECOFIN will conduct a review to establish the most cost-effective way to maintain the system, undertake required modifications, troubleshoot and fix issues on the system.

Considering the above developments, MINECOFIN would like to engage a consultant to support Government to transition the system to national ownership.

II. Objective

The consultant will undertake an assessment of DAD and support responsible staff in MINECOFIN to produce annual ODA report and transition DAD to full national ownership.

III. Duties and responsibilities

The consultant will be responsible for the following:

1. **Reviewing and updating DAD data including MTEF module.** The consultant will support the DAD administrator in the EFD to review DAD data for all ongoing donor activities, identify errors and missing data including for the MTEF module, fill the gaps in collaboration with relevant DP offices, and archive old data. As part of this effort the consultant will review current DAD manuals and practices and recommend changes in procedures to sustain the improved DAD data quality.

2. **ODA report.** EFD produces annual ODA reports. The 2016 Report for the first time looked at sources of financing beyond ODA. However, the report’s structure can be improved. The consultant will help construct the ODA report, and incorporate new levels of analysis to deepen its usefulness. The report will be produced using the improved data from DAD (after the DAD data review), the INGO database and other available sources. The ODA report will capture INGO data and other sources of development finance beyond aid.

3. **DAD Assessment and Roadmap.** One of the main goals of MINECOFIN is to fully own the DAD. The consultant will review the status of DAD, including efforts to modify and/or integrate the system, analyse MINECOFIN aid data management needs, current limitations and challenges in view of the more complex development cooperation landscape, and propose a comprehensive roadmap to ensure ownership and enhance the value addition of DAD to the GoR and development community in Rwanda. As part of the review the consultant will assess the potential for DAD Rwanda integration into SmartFMS and how best to respond to new needs to collect and report data on development finance beyond ODA. The assessment will be done in consultation with relevant stakeholders inside and outside the ministry.

3. **System integration.** The consultant will identify specific and feasible ways to complete DAD system integration with the IATI tool and the INGO database and recommend necessary steps for the integration with SmartFMS to go smoothly in the future. The consultant will support the EFD staff to increase their technical capacities to use the various integration services and compare and clean data across systems (IATI, INGO database).
IV. **Methodology**

- Document review;
- Interviews with EFD management and staff and assessment of needs;
- Meetings with other government departments to obtain a good level of understanding of status of DAD, SmartFMS, INGO database, and related integration efforts, and of sources of data beyond aid;
- Meetings with DPs focal staff for DAD; and
- On-the-job training (EFD staff) and DAD user training.

V. **Expected Outputs and Deliverables**

The following deliverables should be accomplished by the consultant and submitted to the External Finance Unit /MINECOFIN:

i. **Inception report**: A report detailing the proposed work program, methodology, timetable and expected outcome of the assignment will be submitted to the Director of EFD /MINECOFIN not later than four days after the start of the assignment.

ii. **DAD data review**: Data for all DPs ongoing projects reviewed and updated within 30 days after commencement of the contract and proposals formulated for revisions and updates of DAD procedure manuals to ensure data quality sustainability.

iii. **ODA report**: A first draft shall be submitted within 40 days after commencement of the assignment. The draft report will be circulated by the EFD for comments and inputs by all relevant stakeholders. The final report should be submitted within 5 days after receiving the comments. The ODA report should be sharp, illustrative, focused and no more than 30 pages.

iv. **DAD roadmap**: A first draft shall be submitted to the Director/EFD within 50 working days after the commencement of the contract and consider outcomes from consultations with relevant stakeholders inside and outside the ministry. The final draft will be submitted for approval within 7 days after receiving comments on the draft. The roadmap shall outline a comprehensive plan to ensure ownership and value addition of DAD to Rwanda’s development cooperation agenda.

v. **Integration**: Relevant EFD staff strengthen their capacities to use the integration and data exchange services with the IATI and INGO database and complete integration with SmartFMS.

VI. **Institutional Arrangements**

The international consultant will work closely with the DAD administrator in the EFD/Minecofin.

The Government of Rwanda and specifically the EFD/MINECOFIN will make available all data necessary to assist the consultant in carrying out the assignment.

The EFD/MINECOFIN will take overall responsibility for the day-to-day management of this assignment.
The EFD/MINECOFIN will make every reasonable effort to ensure adequate staff resources are made available to assist the consultancy team.

The EFD/MINECOFIN will provide workspace and access to data, systems and processes as requested by the consultant. However, the consultant is expected to use their own computer.

**VII. Duration of the Work**

The assignment is for a maximum of 70 full-time working days from the time the contract is signed. The assignment is expected to be carried out between January 2018 - March 2018.

**VIII. Duty Station**

The duty station is Ministry of Finance and Economic Planning, Kigali, Rwanda.

**IX. Required skills and experience**

**Education:**

- Master’s degree in international development, political science, economics or related disciplines

**Experience:**

- Minimum 7 years professional experience and minimum 5 years expertise in aid data management systems with a track record in supporting governments in enhancing their capacities to manage aid and other financial flows
- Solid knowledge and understanding of varieties of sources of development finance
- Experience in aid data review processes, ODA reporting and Donor-Government mutual accountability assessments (e.g DPAF and/or CPAF);
- Solid knowledge and understanding of the development cooperation landscape globally and in the African context
- Excellent drafting and presentation skills

**Languages:**

Excellent written and verbal communication skills in English

**X. Payment modality**

The consultant shall be paid the consultancy fee upon completion of the following milestones.

- 30% after the submission and acceptance of the inception report
- 20 % after the submission and acceptance of DPAF report
- 30% after the submission and acceptance of the ODA report
- 20% after all other deliverables are submitted and approved
XI. Application procedure

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

- Personal CV or P11, indicating education background/professional qualifications, all past experience from similar assignments, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- Brief description of why the individual considers him/herself as the most suitable for the assignment and a methodology, on how they will approach and complete the assignment;
- Financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.

XII. Evaluation criteria

The consultant will be evaluated against a combination of technical and financial criteria (combined scoring method). Maximum score is 100% out of which technical criteria equals 70% and financial criteria equals 30%. The technical evaluation will include the following:

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<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
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<tbody>
<tr>
<td><strong>Technical</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master’s degree in international development, political science, economics or related disciplines</td>
<td>10 %</td>
<td>10</td>
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<td>Solid knowledge and understanding of the</td>
<td>10%</td>
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UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applicants will be treated with the strictest confidence.