

REPUBLIC OF RWANDA



MINISTRY OF LOCAL GOVERNMENT
P.O. BOX. 3445 KIGALI
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No

**TERMS OF REFERENCE FOR FACILITATORS TO ASSIST DISTRICTS IN DEVELOPING THEIR
DEVELOPMENT STRATEGIES (DDS's) FOR EDPRS 3**

Background

In the course of elaboration of the Economic Development and Poverty Reduction Strategy (EDPRS 3), Districts are required to develop comprehensive 6-years development strategies that will guide actors in the District over the medium term.

In this regard, the Ministry of Local Government (MINALOC), in collaboration with the Ministry of Finance and Economic Planning (MINECOFIN) and Rwanda's Green Fund (FONERWA) seeks to recruit for each of the 30 Districts, a facilitator to develop the District Development Strategies.

Tasks and Responsibilities.

1. Prepare a detailed roadmap for District Development strategy elaboration, preferably assigning weekly timeframes for activities to be completed in the months leading to the finalization of the strategy and linking it with the overall EDPRS 3 elaboration process;
2. Ensure that the District authorities understand and follow the different guidelines issued by MINECOFIN;
3. Conduct data analysis and facilitate production of final District profile for EDPRS 3;
4. Review Sector Strategic Plans, District Local Economic Development Strategies and Thematic Strategies to ensure uniformity between objectives outlined in the DDS and strategy papers produced by other forums;
5. Develop the District profiles covering economic, social, governance and environmental aspects of each District;
6. Facilitate the District in preparing and submitting the various drafts of the District strategy to MINECOFIN on time;

7. Organize and facilitate subsequent workshops for further elaboration of the District Development Strategy (relating to identification of priorities, developing the results chain etc);
8. Facilitate Districts in organizing public consultations ensuring that the local population provides inputs in the elaboration process and is given feedback as appropriate;
9. Suggest innovations and strategic areas of focus that might help the District meet its desired socio-economic transformation. (District authorities shall validate their relevance before inclusion in the draft documents).
10. Develop a costing strategy and ensure consistent costing of the DDS, in tune with the official MINECOFIN guidelines;
11. Produce the various drafts and the final District Development Strategy in accordance with deadlines in the overall calendar that meets the requirements of a Green Development Strategy and integrates Sustainable Development Goals (SDGs) among others.
12. Train the District staff and other administrative levels in the participatory approach (separate guidelines to be issued by MINALOC/LODA);
13. Prepare a methodology which is aligned with the methodology used in developing the District LED strategy to ensure wider stakeholder engagement and District ownership.
14. Report to District authority through Executive Secretary on the progress of the Assignments.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Masters in Social Sciences, Business Administration, Public Finance, Economics, Development Studies, Environmental Economics from a recognized academic institution.
- At least 5 years of experience in the area of Development, including specific experience in the process of developing strategic plans at sub-national level and experience in working with Local Governments.
- Prior work experience in a developing country is highly desirable; experience of working in Rwanda would be an added advantage.
- Excellent fluency in Kinyarwanda and English. Knowledge of French would be an added advantage.

Prepared by.



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