

**REPUBLIC OF RWANDA**



**HUMAN RESOURCES AND INSTITUTIONAL CAPACITY DEVELOPMENT AGENCY (HIDA)**

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**REQUEST FOR EXPRESSIONS OF INTEREST**  
**06/S/PSCBP/MINECOFIN/2008**

**TWO INDIVIDUAL CONSULTANTS (AN INTERNATIONAL CONSULTANT AND A NATIONAL CONSULTANT) FOR DOCUMENTING STANDARD BUDGETING PROCEDURES AND PROCESSES FOR THE NATIONAL BUDGET UNIT OF THE MINISTRY OF FINANCE AND ECONOMIC PLANNING (MINECOFIN)**

**1. BACKGROUND**

1.1 The Government of Rwanda has received a Credit from the World Bank towards the cost of PUBLIC SECTOR CAPACITY BUILDING PROJECT (PROJECT ID: P066386; CREDIT No: 3955-RW) which is coordinated by HUMAN RESOURCES AND INSTITUTIONAL CAPACITY DEVELOPMENT AGENCY (HIDA) and intends to apply a portion of the proceeds of this Credit to eligible payments under the Contract for to an INDIVIDUAL CONSULTANCY FOR DOCUMENTING STANDARD BUDGETING PROCEDURES AND PROCESSES FOR THE NATIONAL BUDGET UNIT OF THE MINISTRY OF FINANCE AND ECONOMIC PLANNING (MINECOFIN).

1.2 This consultancy which is estimated to take 60 person-days for each Consultant, will be financed under the PUBLIC SECTOR CAPACITY BUILDING PROJECT (PROJECT ID: P066386; CREDIT No: 3955-RW) funded by the World Bank and coordinated by HUMAN RESOURCES AND INSTITUTIONAL CAPACITY DEVELOPMENT AGENCY (HIDA).

**2. OBJECTIVE OF THE ASSIGNMENT**

2.1 The main objective of the assignment is to study and document the current procedures and processes for national budget planning, budget formulation, budget consultations, budget preparations, budget approvals, dissemination, implementation to the point of budget releases, and procedures for obtaining budget feedback, monitoring, and reporting budget performance as an input to the next cycle of budget year.

2.1 Furthermore to study and document budget procedures and processes at the budget agency level [both in the central government, districts and provinces].

2.3 These documents, incorporating generally accepted best practice, will act as reference point for staff of the NBU, staff in MINECOFIN and those in all Budget Agencies that relate closely with the National Budget Unit. They will also foster greater transparency, enhance professionalism and efficiency in the budget planning, preparation and management.

### 3. SCOPE OF SERVICES

3.1 The assignment involves studying, interviewing and documenting various procedures and processes currently undertaken for the national budget planning, formulation, preparation, execution, reporting and monitoring at the national level; at Budget Agency level [excluding districts and provinces]; and at the Sub-National Level [districts and provinces].

3.2 In case there is need to change some of the procedures, develop a road map for making those changes indicating the time line and whether there is need for additional technical assistance (TA).

3.3 This will require having intensive discussions and interviews with budget officers in MINECOFIN on the one hand; parliamentarians, particularly those involved with budget scrutiny, reviews and approvals; and finally budget officers at the Budget Agency level including those agencies at the Sub-National Level.

3.4 It should incorporate internationally recognized best practices with prior agreement with the Director of Budget in MINECOFIN and taking into account local conditions

3.5 From a budgeting perspective, the study and documentation should cover the following key areas:-

- Budget Planning and formulation;
- Budget Preparation, approval and appropriation;
- Budget Execution - release of funds etc but excluding accounting;
- Budget Reporting - budget execution reports, inter-government fiscal monitoring; and
- Budget Reforms.

### 4. PROFILE OF THE INDIVIDUAL CONSULTANT

4.1 The **International Consultant** should have the following qualifications and experience:

- He/she should possess at least a graduate degree in economics, PFM, accounting or a related discipline
- He/she should be an expert in public financial management with experience working with a government ministry, in particular Ministry of Finance or its equivalent and have detailed knowledge of budget planning and preparation.
- He/she should have a minimum of 7 years of relevant work experience.
- He/She should be fluent in either English or French and capable of communicating effectively in the other language.

4.2 The **National Consultant** should have the following qualifications and experience:

- He/She should possess at least a Bachelors degree in economics, Public Financial Management accounting or a related discipline and a minimum of 4 years of relevant work experience
- He/She should have qualifications and expertise in public financial management with focus on budget planning and preparation
- He / She should be familiar with public financial management system in Rwanda, both at central and local government levels.
- He/She should be able to speak two of the official languages of Rwanda: English, French and Kinyarwanda.

### 5. SUBMISSION AND SELECTION PROCEDURES

5.1 Expressions of interest should be addressed to **Mr. Charles Karake**, the Director of HIDA no later than the **18h April 2008**. All EOIs should be sent to [procurement@hida.org.rw](mailto:procurement@hida.org.rw) with copies to the following email addresses: [elias.baingana@minecofin.gov.rw](mailto:elias.baingana@minecofin.gov.rw); [rmuragije@hida.org.rw](mailto:rmuragije@hida.org.rw) and [jbagaza@hida.org.rw](mailto:jbagaza@hida.org.rw), with EOI FOR CONSULTANCY FOR DOCUMENTING STANDARD BUDGETING PROCEDURES AND PROCESSES FOR MINECOFIN in the subject line.

5.2 Evaluation of Expressions of Interests shall be conducted in accordance with procedures set out in *Guidelines: Selection and Employment of Consultants by World Bank Borrowers* (Version Revised in 2002).