

REPUBLIC OF RWANDA



HUMAN RESOURCES AND INSTITUTIONAL CAPACITY DEVELOPMENT AGENCY (HIDA)

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REQUEST FOR EXPRESSIONS OF INTEREST (RE-ADVERTISEMENT)
03/S/PSCBP/HIDA/2008

INDIVIDUAL CONSULTANCY SERVICES FOR A PUBLIC SECTOR REFORMS ADVISOR FOR HIDA

1. BACKGROUND

The Government of Rwanda has received a credit from the World Bank towards the cost of PUBLIC SECTOR CAPACITY BUILDING PROJECT (ID NO: PO66386; CREDIT No: 3955-RW), and intends to apply a portion of the proceeds of this credit to eligible payments under the Contract for Individual Consultancy services for a **Public Sector Reforms Advisor** for HIDA.

The PSR Advisor will work with the Public Sector Reforms (PSR) Specialist at HIDA to manage the implementation of PSCBP activities related to Public Sector Reforms in client Ministries, Departments and Agencies (MDAs). The PSR Advisor will also work closely with HIDA's client institutions and provide them with policy guidance, facilitation, quality assurance and monitoring and evaluation support to ensuring timely delivery of MSCBP activities.

2. SCOPE OF SERVICES

The PSR Advisor will be hired with the aim of working with partners in achieving the following objectives:

- Develop and agree with HIDA and Ministry of Public Service and Labour (MIFOTRA) on a roadmap for a well sequenced Public Sector Reform to guide implementation of public sector reforms undertaken by client institutions.
- Review and support the planning, monitoring and implementation of PSR capacity building interventions and follow up as necessary through consultations, thought leadership, support in organizing events, trouble-shooting if reforms and activities get stuck, provide additional analysis and opinions and follow up on recommendations emerging from Consultants Reports Skills Audits, Functional Reviews, Comparative Pay Study, etc.
- Liaise with HIDA PSRS to develop terms of references for all the new activities, select consultants as well as contract management for ongoing activities.
- Keep development partners (World Bank, DFID, ACBF and others) informed on activities and consult and coordinate activities with them. Establish mechanisms for ensuring reporting to donors (notably the WB and DFID as principal donors for Public Sector Reforms) and including their feedback in implementation of activities and policy dialogue.
- Remain up to date on national developments and international best practice related to PSR and flags any issues to the Director of HIDA.
- Support policy dialogue on reform issues with Government counterparts, HIDA staff and donors through comparative experience, analysis and strategic advice.

- Propose coordination mechanism for PSR issues including relevant existing ministries and institutions and donors.
- Act as a resource person to the peer group of planning and monitoring and evaluation, to be established.
- Support the HIDA PSRS and Human Resource Development Specialist (HRDS) to coordinate and synchronize the PSR exercise, strengthening the client engagement role of HIDA in the area of PSR.
- Provide input to the M&E Specialist on indicators related to PSR functions in the MDAs;
- Liaise with the Public Expenditure and Financial Accountability Specialist (PEFAS) and HRDS in human resource and institutional capacity building related activities in the public management function.
- Contribute to the professional growth and knowledge of HIDA staff through occasional presentations on PSR issues, in particular on linkages with other parts of the MSCBP reform program.

3. PROFILE OF THE INDIVIDUAL CONSULTANT

The consultant to carry out this assignment shall have:

- At least a Masters' degree in an appropriate discipline such as Public Administration or Human Resources Development with demonstrable knowledge of Public Management;
- At least 10 years post-graduate work experience in public administration;
- Proven knowledge and experience in Public administration policy development and reform;
- Knowledge of policy influences and institutional practices;
- Client focus, results-orientation and team-working skills are essential;
- Regional PSR reform work experience is essential;
- And fluency in English or French and a working knowledge of the other language.

4. SUBMISSION AND SELECTION PROCEDURES

Expressions of interest should be addressed to **Mr. Charles Karake**, the Director of HIDA, no later than the 28th March 2008 at 3:00 pm GMT. All EOIs should be sent to procurement@hida.org.rw and copied to pniyigena@hida.org.rw and jbagaza@hida.org.rw, with EOI FOR THE PUBLIC SECTOR REFORMS ADVISOR FOR HIDA in the subject line.

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).