

**TERMS OF REFERENCE FOR CONSULTANCY SERVICES (INTERNATIONAL
SUPPORT CONSULTANT) TO SUPPORT THE ESTABLISHMENT OF RWANDA
WORK FORCE DEVELOPMENT AUTHORITY**

1.0. BACKGROUND AND CONTEXT

- 1.1. The Government of Rwanda (GoR) is in the process of developing its second 5-year Mid-Term Development Strategy (MTDS) to realise its development aspirations set out in Vision 2020. This strategy known as Economic Development and Poverty Reduction Strategy (EDPRS) is in its advanced stage of preparations. As various sector working groups gather the necessary data, the issue of capacity, especially with regard to skills requirements to implement EDPRS programmes features most among priority needs. The skills requirements at all levels and in all sectors of the Rwandan economy are much more than what is supplied to the labour market. Although substantial efforts have been employed by the present Government to restore law and order, establish well functioning state institutions with a view to improving service delivery especially in the education sector, the challenges are still enormous. More particularly the skills of middle level technicians and craftsmen at the base of skills pyramid depict a huge gap that needs to be filled as a matter of priority, in order for the country's EDPRS programmes to be realised.
- 1.2. In this respect therefore the GoR has decided to establish a national institutional framework – Rwanda Work Force Development Authority (RWDA), which will provide a strategic response to the skills development challenges facing the country today. This institution shall oversee, guide and facilitate vocational training activities in the country with the overall aim of enhancing competence and competitiveness of Rwanda's work force especially when the country is entering into the East African Community.
- 1.3. The GoR therefore is seeking services of an experienced and qualified **international support consultant** who will work with a international lead consultant and a team of six local experts to establish RWDA.

2.0. OBJECTIVE

The Objective of this assignment is to provide technical support and work with both international lead consultant and a team of six local consultants to establish RWDA.

3.0. SCOPE OF SERVICES

The consultant's scope of work shall include, but not limited to the following activities:

- 3.1. Work with the lead Consult to review the existing legal and regulatory framework on (i) service delivery administration standards and (ii) regulation and accreditation and make recommendations on how these frameworks can be improved;
- 3.2. Participate in the process of assessing existing initiatives on (i) entrepreneurship development, (ii) standards for service delivery, (iii) regulation and accreditation of skills development initiatives;
- 3.3. Build on work developed by the National Task Force for the establishment of RWDA under Pillar 2 (***Business Incubation - Entrepreneurship Development***) to develop detailed scope of services to be provided by RWDA particularly in (i) developing entrepreneurship development training programmes, (ii) setting up business incubation facilities and mentoring trainees, and (iii) developing schemes for start-up capital and (iv) establishing Business Production Units for institutional sustainability;
- 3.4. Build on work developed by the Task Force under Pillar 4 (***Setting Standards for Service Delivery Administration***) and undertake the following tasks:
 - 3.4.1. Research on best practices and develop a set of guidelines on how to establish service delivery standards in the service industry and appropriate system of its administration to ensure compliance;
- 3.5. Build on the work developed by the Task Force under Pillar 5 – ***Regulation and Accreditation***:
 - 3.5.1. Research on best practices on how to set regulatory frameworks establishment and management of vocational training institutions;
 - 3.5.2. Facilitate the establishment of a national training levy and develop guidelines for its effective administration;
 - 3.5.3. Develop appropriate mechanisms to facilitate accreditation of vocal training institutions in Rwanda to internationally reputable training institutions with similar vocation.

4.0. OUTPUT

- 4.1. A report detailing out the following: (i) an analysis of the existing legal and regulatory environment on standards for service delivery, regulation and accreditation of skills development initiatives, (ii) existing initiatives on entrepreneurship development and standards for service delivery;
- 4.2. A report detailing out methodology and approaches to practical business incubation and guidelines mentoring of trainees up to when they are fully developed into active entrepreneurs;
- 4.3. A set of guidelines for administration and management for start-up capital and establishment and management of business production units;

- 4.4. A set of guidelines for the effective administration and management of a training levy;

5.0. WORK INPUT

This consultancy shall require 60 man days of international consultancy input.

6.0. PROFILE: QUALIFICATION AND EXPERIENCE

The Consultant shall have the following qualifications, experience and attributes:

- 6.1. Hold a University degree with post-graduate training (at least Masters level) in the following disciplines: Engineering (*e.g. civil engineering, mechanical, electrical,...*), economics, management or business administration;
- 6.2. He/ she must have at least 7 years of hands-on experience in the management of vocational training;
- 6.3. In addition, the candidate must be have demonstrable ability to plan, design, manage and develop tailor made programmes to be used in vocational training institutions;
- 6.4. Experience in conducting labour market surveys, analysis of the findings and preparing reports of the surveys undertaken will be key in the assessment of the suitability of the consultant;
- 6.5. Proficiency in English is required but knowledge of French will be an added advantage.

7.0. DELIVERABLES

- 7.1. An Inception report: This report should clearly indicate among others the Consultancy's interpretation of Terms of Reference and Methodology to be employed in delivering the expected output from the assignment. The report shall be submitted within two (2) weeks after signing the contract.
- 7.2. A report detailing out the following: (i) an analysis of the existing legal and regulatory environment on standards for service delivery, regulation and accreditation of skills development initiatives, (ii) existing initiatives on entrepreneurship development and standards for service delivery;
- 7.3. A report detailing out methodology and approaches to practical business incubation and guidelines mentoring of trainees up to when they are fully developed into active entrepreneurs;
- 7.4. A set of guidelines for administration and management for start-up capital and establishment and management of business production units;
- 7.5. A set of guidelines for the effective administration and management of a training levy.

8.0. SUPERVISION AND REPORTING ARRANGEMENTS

- 8.1. The Consultant will work under the supervision of the National Task Force which has been appointed to establish RWDA;
- 8.2. All Reports developed by the Consultant should be submitted to the Chairman for subsequent review and approval by the Task Force.