

## TERMS OF REFERENCE

### CONSULTANCY TO TRAIN MEMBERS OF RALGA CONFLICT RESOLUTION COMMITTEE

#### 1. Background

Rwanda Association of Local Government Authorities (RALGA) is a membership organization established in 2002 by the Districts and City of Kigali to help them fulfil the responsibilities entrusted to them under the decentralization policy adopted in 2000. It was legally registered in 2003 as a non-governmental organization, and all 30 Districts and City of Kigali are members. Its vision is to have efficient local government entities where people and stakeholders are involved in the development, and its objective is to assist local government entities in achieving their mission, complying with principles of good governance and decentralization.

The Conflict Resolution Committee is one of RALGA's governing bodies. Article 21 of the Articles of association of RALGA as amended on 29<sup>th</sup> July 2015 states that the Conflict Resolution Committee is responsible for resolving any dispute that arises within organs of RALGA or among its members.

The Conflict Resolution Committee is an independent organ of RALGA in charge of professionally preventing or resolving any dispute that may arise or that has already been identified within RALGA organs, its subsidiary entities as well as among members of the Association before other stakeholders intervene in resolving such conflict. In addition, this organ is responsible for providing advice to any member of RALGA governing bodies and subsidiary entities or any local leader facing a particular problem.

It is in this context that RALGA is hiring individual consultancy services to develop training material and provide training of the trainers to the members of RALGA Conflict Resolution Committee on prevention, management and resolution of conflicts in local governments.

#### 2. Objective

The objective of the consultancy training is to develop training material and provide training of the trainers to the members of RALGA Conflict Resolution Committee on prevention, management and resolution of conflicts in local governments.

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The intended goal is to empower members of the RALGA Conflict Resolution Committee with knowledge and skills that will enable them to perform their functions/responsibilities effectively and to discuss and understand more clearly the main causes of conflict in general, and in local government entities in particular, and how to resolve or deal with them professionally.

### 3. Tasks

The scope of work for the assignment will include but not be limited to:

- 1) Develop training material on conflict prevention, management and resolution;
- 2) Develop guidelines governing the functioning modalities/procedure of RALGA Conflict Resolution Committee
- 3) Provide the training to members of the Conflict Resolution Committee on conflict prevention, management and resolution in Local Governments;
- 4) Pilot the training to four sampled Districts to test the operationalization of the mechanism
- 5) Collect views from the trainees on the main causes of conflict in LGs and their adverse consequences;
- 6) Formulate recommendations that would help RALGA to strengthen and operationalising RALGA Conflict Resolution Committee;

### 4. Expected deliverables

- Inception report highlighting the methodology and the work plan;
- Training material on conflict prevention, management and resolution;
- Guidelines governing the functioning modalities/procedure of RALGA Conflict Resolution Committee
- A detailed training report clearly indicating the proceedings of the training, recommendations by participants and the disaggregated data by gender, age and experience in Local Government structures.

**N.B: All deliverables but the training materials must be produced in English language.**

### 5. Requirements for the consultant

The interested consultants will submit:

a) A technical proposal:

The technical proposal shall comprise of the following:

- A copy of the Identification Card or passport
- At least three years' experience in the field of conflict management in Rwanda
- A notarized copy of the degree in conflict prevention, management and resolution; law or social studies issued by a recognized university / higher learning institution (at least bachelor's degree);

- Comprehensive Curriculum Vitae detailing professional experience and qualifications, focusing on skills and experience applicable to this task (with attachments of evidences);
- Overall understanding of the assignment (critical analysis with inputs if deemed useful);
- Indicative methodology and work plan to guide the assignment;

**b) A financial proposal**

The financial proposal shall be based on a clear work breakdown structure. The consultant fees should be calculated in terms of man/work days. Reimbursable expenses shall be disclosed in the offer. Price quotation must include all due taxes and presented in Rwandan Francs.

**2. Submission**

Interested consultants shall submit their bids addressed to the Secretary General of RALGA in two separate and sealed enveloppes at RALGA Head Office in Masaka Sector, Kicukiro District not later than 12<sup>th</sup> March 2020 at 3:00 pm, and the opening of technical proposals administrative and technical offer will take place thereafter at 3:30 p.m.

Done at Kigali, on 27<sup>th</sup> February 2020



**Ladislav NGENDAHIMANA**  
**Secretary General**