



OUTSOURCING ASToN-CITY OF KIGALI DIGITAL DIVIDE PROJECT FACILITATOR

TERMS OF REFERENCE AND SCOPE OF SERVICES

Context

The City of Kigali (CoK) is the capital city of Rwanda with a status of a decentralized entity, specialized administration, legal personality, administrative and financial autonomy. Its organization and functioning is determined by the newly adopted law n° 22/2019 of 29/07/2019 especially in its Art 7 which states that the city of Kigali " shall Monitor and ensure implementation of national policies¹".

In order to implement its mandate; the City has an Integrated Development strategy (IDS 2018-2024 and a Master Plan (KMP2050) that sets forward the guiding agenda of Kigali we want by 2024 and beyond; “Urban excellent in African cities”. Through its innovative resource mobilization approach (partnership in development) to deliver on its activities and targets aligned to National Strategy for transformation and prosperity (NST-1 2018-2024) and sustainable development goals; together with the ASToN, Kigali designed a digital divide project to engage young people (18 to 35 years) in programs that use ICT to promote civic participation and social connectedness as a pathway to provide enhanced services to the citizens through ICT.

Kigali-ASToN project Background

The Kigali-ASToN two years project 2019-2022, is a one network of 11 African cities (Kigali, Kampala, Lagos, Matola, Bamako, Kumasi, Niamey, Bizerte, Benguerir, Nouakchott and Seme-Podij) learning, experimenting and shifting together towards a more digital-enabled (digital maturity), inclusive and sustainable future. The project is founded on the philosophy and principles of mutuality, learning from other cities and exchange with each other in a highly collaborative and participatory manner, openness and experimental mind set while building relationships, digitalization and attaining the smart city.

The two years’ project from September 2019 to march 2022 was designed by ASToN to be executed in three phases. The phase 1 from September 2019 to May 2020 (explore phase)

¹ LAW N° 22/2019 OF 29/07/2019 GOVERNING THE CITY OF KIGALI

concerns digital inclusion needs assessment. This was done by gathering information for the baseline study, framing the Kigali problem, identifying, mapping and engaging Kigali-ASToN local group, mapping internal and external stakeholders and connecting with other cities. Phase two and three (engaging and experimenting) kick started from July 2020 and will end in March 2022.

During the first phase of exploring (September 2019-May 2020) and the second and third current phases of engaging and experimenting (July 2020-March 2022), the project activities implementation is behind the scheduled execution time. The preliminary research to frame the Kigali problem and to prepare a detailed action plan has not been finished. Mapping internal and external stakeholders is slowly done. Engaging and experimenting phases has not been started. It is against this backdrop that the Kigali City is partnering with ASToN to recruit an expert consultant to facilitate the city by drawing catch up plans to approve the Kigali problem, detailed action plan, mapping of stakeholders and facilitate second and third phases of engaging and experimenting.

Objectives

The overall objective of this assignment is to provide technical support to Kigali- ASToN-digital divide project core and local group by effectively contributing to the different deliverables (finalizing preliminary research, action plan, facilitating experimentation and evaluation of the project during phase out) and facilitating different workshops required to finalize the deliverables meetings.

Scope of the assignment

1. Inception plan detailing assignment approach and work plan
2. Finalization of the preliminary research report
3. Drafting of the action plan with the relevant stakeholders
4. Facilitating experimentation phase
5. Feedback and advice of the data collection process
6. Facilitating engagement of stakeholders

Within the scope of the Assignment; the Individual Consultant (IC) is expected to provide consultancy services for the below listed activities;

1. Help to finalize the Preliminary research document and draft the Action Plan,
2. Facilitate meetings and workshops during the preliminary research approval process, action plan development and stakeholder engagement to ensure that all Kigali large IT projects, including the designing and planning are not forgotten,
3. Facilitate the experimentation phase of the project.
4. Facilitate the methodology and approach of data collection to analyze business requirements of the youth (18-35 years) during the development of the action plan in order to develop solutions for IT Needs and scale up ICT usage appropriately.
5. Facilitate project monitoring and evaluation during the phase out of the project

Duration and Activities after contract sign off.

Activities	Estimated number of days to be invested by consultant	Indicative deadlines (Post review)	Review and approval by Kigali core group in consultation with ASToN
Inception plan detailing assignment approach and work plan	1-2	End of March	*
Fine-tune preliminary research and present it to management for approval	2-3	Mid-April	*
Facilitation of data collection to analyze ICT business requirements of the youth between 18 and 35 years old.	3-6	Mid- May	*
Local action plan co designed with the local stakeholders plus outline of experimentation	6-10	Mid-July	*
Facilitate the city of Kigali towards and during the experimentation phase (prepare the experimentation checklist)	5-9	Aug-Nov	*
Facilitate Kigali in the project monitoring, evaluation and network activities	8-10	April 2021- March 2022	*
Total days	25-40	N/A	N/A

Institutional Arrangements.

Kigali will provide all relevant background documentation. It is also required to provide office facility for the work of the IC and transport when traveling to places where relevant meetings, workshops and discussions take place. ASToN will provide consultant fees at a negotiated price in consultation with Kigali office.

Key expected outputs.

1. Inception report.
2. preliminary research
3. action plan co-designed with the relevant stakeholders
4. Experimentation project (including provisional budget)
5. Experimentation reports

PROFILE OF THE CONSULTANT

Education:

- Advanced university degree in ICT, urban issues, economics, finance, marketing, business administration, development planning or other relevant discipline.

Work experience:

- Very good knowledge of Rwanda/Kigali context
- At least five years of practical working experience in the field of decentralization with focus on local development finance preferably in developing countries and LDCs;
- Proven experience in fundraising, resource mobilization, partnership building and experience in infrastructure financing projects;
- Experience with providing support in smart cities, Fintech, smart agriculture, industry and trade, health, education, women and youth empowerment in ICT.
- Proven track record of writing high quality and funded concepts, proposals, and templates that meet donors' requirements;
- Strong experience in programming, budgeting, and designing of the physical and financial implementations of projects; manage financial crisis during implementation;
- Results-Based Management experience including monitoring & evaluation;
- Strong financial analysis and business project appraisal skills.

Skills:

- Proven ability to coordinate processes managed by others and to influence compliance with conflicting demands.
- Advanced ability to express clearly and concisely ideas and concepts in written form.
- Specific skills in report writing and editing.
- Proven ability to conceptualize, plan and execute ideas.
- Proven ability to effectively manage relationships with a wide range of City stakeholders.
- Proven ability to work both independently and as part of a team.

Language Proficiency:

- Fluency in English is required. Knowledge of French or Kinyarwanda is considered as an asset.

SUBMISSION OF APPLICATIONS

Interested candidates who meet the above requirements are encouraged to submit their application which will consist of:

- CV and credentials;
- A cover letter outlining why the candidate is suitable to carry out the work;
- A provisional budget detailing the number of days per task and the fees per day.

Application to be sent by email to hello@aston-network.org
not later than 31th March 2021. Only shortlisted candidates will be contacted.

CONTRACTUAL ELEMENTS

- Start date: as soon as possible
- End date: 31st March 2022
- Estimated volume of work: 25-40 working days
- Daily fees: 250-300 USD based on experience
- Estimated amount of the contract EUR 5 000 – EUR 10 000 (USD 6000-12000)
- The contract will be signed with:

ASToN Secretariat – ANRU
ANCT
20, avenue de Ségur
75007 Paris – France