

Terms of Reference (TOR) for consultant sought to support a partner organization: UNICOOPAGI, to digitalize 57 saving and lending groups (VSLAs digitalization)

Organization	Trócaire Rwanda BHC Building, 260 Bvd de l'Umuganda, Kacyiru, P.O. Box 2040, Kigali, Rwanda Tel: (+250) 0252 502663 / (+250) 0252 502664
Programme Pillar	Resources Rights
Reference	Expression of Interest (EOI) for bids sought from suitably qualified consulting firms and individual consultants
Assignment	Support UNICOOPAGI for the digitalization of 57 newly established village saving and lending groups (with 1,140 members in total) and train project staff on the use of the digital platform
Release Date	20 April 2021
Due Date for EOIs	Friday 30 April, 2021 at 5pm

### 1. Background

Trócaire is the official overseas development agency of the Catholic Church in Ireland, established in 1973 and currently has presence in more than 17 countries in Latin America, Africa and Asia including Rwanda. Trócaire has been operating in Rwanda since 1994 and is currently implementing a 5-year Strategic plan from 2016-2020 focused on three programme pillars: **Resource Rights, Women's Empowerment and Preparing and Responding to Emergencies**. Trócaire does not implement programmes directly. Instead, the organization works in partnership with local civil society and Catholic organisations in seven districts in Rwanda.

Trócaire Rwanda secured a co-funded grant from Jersey Overseas Aid for the implementation of a 4 year project entitled 'Community led planning and management for biodiversity protection and resilient communities in Southern Rwanda'.

The project is oriented towards empowering rural, poor communities living around the Nyungwe National Park to assess, plan and sustainably manage their land and common natural resources leading to more environmentally and economically sustainable and resilient communities in Nyamagabe and Nyaruguru Districts.

## 2. Confidentiality

Trocaire will treat the content of all submissions strictly confidential and information provided in the proposals will be used solely for the purpose of recruiting a suitable consultant for the digitalisation of VSLAs as described in this document.

## 3. Purpose and scope of the assignment

The purpose of this Request for Expression of Interest (EOI) is to solicit the services of a consultancy firm (consultant) to support Trocaire partner organization for the digitalization of newly established village saving and lending groups. The overall objective being to provide a well-designed digitalization system capturing all relevant information and data related to 57 VSL groups' members (1,140 people) but also provide relevant trainings on the saving scheme process.

## 4. Expected Results /Deliverables

The consultant is expected to carry out the following main tasks:

- Share with TROCAIRE technical team all requirements for groups to be digitalized
- Training /Orientation of project staff on digitalization operation system
- Identification and selection of VSL groups that are ready for digitalization (The groups are located in Nyamagabe and Nyaruguru)
- Provide training and all required support to the VSL committee members on the system
- The consultant is expected to produce a high quality and easy digitalization system for VSL groups' members
- The digitalization system should capture information /data that will be agreed upon with the selected company
- License to access Digital VSLA platform to all existing VSLA members/groups
- Training of Trainers module on the use of Digital VSLA platform
- Registration of all VSLA members/groups
- Add any other data suggested as important in the digitalization operation system

## 5. Duration of the assignment

The assignment is expected to start within May 2021 and should be completed by November 2021.

## 6. Expertise required and Qualification:

Interested registered consultants' /consulting firms should demonstrate relevant experience in the following areas:

- The company should be able to train in English and Kinyarwanda;
- At least five (5) years of relevant experience providing similar services related to digital financial services;
- Proven track record in Digital Financial services with a focus on working with financially excluded groups with a certificate of completion as proof;
- Should have at least 3 certificates of good completion in implementing and Licencing and training VSLA groups/supporting organizations
- The company should be registered by the National Bank of Rwanda and licensed to offer such services in Rwanda

- Experience of collaborating with financial service providers and other NGOs is required with a certificate as proof.

#### 7. Documentation required for EOI

Consultants/Consulting companies submitting EOIs should submit the following:

- Technical bid showing clear understanding of the scope of assignment and examples of similar assignments done before;
- Financial bid with clear breakdown of costs and rate per day in RWF;
- VAT Registration and Tax Clearance Certificate;
- Payment terms and pricing structure;
- Proposed turnaround time in line with the proposed timeline above;
- Contact details of 3 references;
- Proof of registration with relevant institutions

#### 8. General Terms and Conditions

Trócaire Rwanda reserves the right to reject any Expressions of Interest not fulfilling requirements associated with this request. Trócaire Rwanda will in no case be responsible or liable for all costs associated with the preparation and submission of Expressions of Interest.

- Trócaire does not bind itself to accept the lowest priced tender;
- Trócaire reserves the right to engage other companies / consultants if required;

Trócaire shall be free to:

- To accept the whole, or part only, of any EOI;
- To accept none of the EOIs tendered;
- To republish this Request for EOIs;
- In the event of not accepting any of the EOIs received on foot of this Request for EOI, Trócaire shall be free to make such arrangements as it considers necessary in relation to the provision of the services;
- The EOI shall maintain strict confidentiality in relation to the services being sought and the evaluation process;
- Any subsequent contract shall be considered as a contract made in Rwanda, according to Rwanda law; and
- The Standard Terms and Conditions to which Trócaire expects all of its supplier to respect is found on the Trócaire website - <https://www.trocaire.org/about/work-with-trocaire/supply-chain>

#### 9. Conflict of interest

Any conflict of interest involving an applicant must be fully disclosed to Trócaire. Failure to disclose a conflict may disqualify an applicant or invalidate an award of the contract. Applicants are required to declare any current or past work that might reasonably be considered to represent a conflict of interest. It will be for Trócaire to decide if any material conflict of interest exists and applicants in doubt in this regard should seek the advice of Trócaire.

#### 10. Safeguarding

Trócaire is committed to safeguarding Programme participants from any form of exploitation or abuse as a result of our programmes or activities. Anyone working for or on behalf of Trócaire must share this commitment. Trócaire's Position Statement on Exploitation and Abuse and Trócaire's Child Safeguarding Policy Summary document outline expectations in this regard, including a Code of Conduct. All consultants, representatives and volunteers of Trócaire will be expected to sign these documents along with a Declaration Form and a Self-Declaration Form.

#### 11. Contract type and period

The consultancy contract is a fixed term consultancy contract and will commence at a specific date to be determined by the Country Management Team (CMT), and at the end of this date, the Consultant is expected to have completed all the tasks outlined herein. The contract duration will have a maximum of 6 months.

#### 12. Intellectual property

Any concepts, guidelines or other material developed during the contract will be considered as property of Trócaire and may be used by Trócaire.

#### 13. Termination of Contract

Trócaire reserves the right to terminate the contract at any stage on payment of reasonable and agreed costs accrued to the date of termination.

If at any stage during the contract, the services delivered by the consultant is found to be unsatisfactory, Trócaire may terminate the contract. In the event of such a termination, the consultant will only be entitled to receive payment in relation to the acceptable services rendered at that time.

#### 14. Submission of Expression of Interests (EOI)

The EOIs should be submitted **only** through email to [inforwanda@trocaire.org](mailto:inforwanda@trocaire.org) clearly indicating "**EOI for the VSLAs digitalization**" in the subject heading. The financial proposal should be inclusive of tax and quoted in Rwandan Francs (RWF). Demonstrable experience and Value for Money (VFM) will be key considerations in evaluating proposals submitted. Only suitably qualified consulting firms and individual consultants' resident in Rwanda will be considered. Any questions regarding this consultancy should be directed to [inforwanda@trocaire.org](mailto:inforwanda@trocaire.org)

The deadline for the receipt of bids is **5 pm 30 April 2021**

Country Director  
Trócaire

