

TENDER NOTICE

Consultancy to conduct an assessment on how local institutions and staff applied pro-poor climate and gender sensitive and inclusive approaches in service delivery and related guidelines

1. Background

RALGA intends to engage a qualified individual consultant to conduct an assessment on the application of pro-poor, climate-responsive, gender-sensitive, and inclusive approaches by Local Government Entities (LGEs) and their staff in service delivery. The assignment will assess the extent to which these approaches and existing guidelines are integrated into local government service delivery practices. The assessment is expected to generate evidence on current practices, identify key gaps and opportunities for improvement, and provide practical recommendations to inform future capacity-building interventions, policy advocacy, and institutional strengthening aimed at enhancing responsive, inclusive, and shock-resilient local service delivery.

2. Required qualifications and experience of the consultant

The Consultant shall meet the following minimum qualifications and experience requirements:

- ❖ A Master's Degree in one of the following areas: Development studies; Public Administration; Governance; Social Protection; Economics; Gender Studies; Climate Change; Monitoring and Evaluation; or Other relevant fields;
- ❖ At least 5 years of demonstrated experience in conducting similar or related consultancy assignments.
- ❖ Proven experience in conducting assessments, evaluations, institutional reviews or related analytical studies.
- ❖ Proven technical expertise in social protection, inclusive governance, gender equality, climate resilience, and/or related development sectors.
- ❖ Strong knowledge and practical application of qualitative and quantitative research methodologies, including data collection, analysis and report writing.
- ❖ The consultant shall provide at least two (2) certificates or letters of satisfactory completion (or equivalent references) demonstrating the successful completion of similar consultancy assignments undertaken within the last five years.

3. Bid submission

The technical and financial proposals shall be physically submitted in sealed envelopes to the RALGA offices no later than 15 September 2026 at 3:00 p.m. Opening session is planned on the same day at 3:30 p.m. The detailed Terms of Reference (ToRs) are available on the RALGA Website: www.ralga.rw.

Done at Kigali, on 09 September 2026

A handwritten signature in blue ink, appearing to read "Valens UWINEZA", is written over a horizontal line.

Valens UWINEZA
Secretary General

