Terms of references to hire a Policy analyst and advocacy expert in the project entitled: “Social accountability tools to enhance transparency and accountability in the implementation of social protection schemes in Rwanda”.

1. Background

Transparency International Rwanda is a non-governmental organization with a mission to fight against corruption and promote good governance through enhancing integrity in the Rwandan society. To achieve its mission, TI-RW works to engage citizens, empowers them to report and fight corruption and related offences. In addition, TI-RW translates citizens ‘needs and identifies the gaps in the implementation of government policies and strategies to then advocate for systemic change and good governance.

In various projects, TI-RW has developed and applied appropriate social accountability tools to engage citizens and public authorities in the process of participatory governance, integrity and social justice. Some examples of TI-RW’s SA tools are: Advocacy and Legal advice Centres (ALAC), Citizens Concerned Committees (CCC), Public hearing (through outreach activities), Citizens report cards. TI-RW implemented SA tools are complemented by in-depth research, gathering evidence from the citizens, to effectively influence social change where citizens’ complaints arise. These research projects have mainly embraced areas such as transparency and accountability for a better service delivery, measurement indexes on corruption, public financial management, and social protection.

In 2017, TI-RW under the support of Ikiraro programme carried out a project aiming at enhancing PPP in the planning, implementation of VUP’s public works scheme using accountability tools. Key issues which include citizens’ dissatisfaction with ubudehe due to biased categorization, low level of citizen’s participation, high risks of corruption and lack of accountability of social protection schemes service providers emerged from this project. Project findings were widely disseminated at the national level with active engagement with the Ministry of local Government.

From the above research, issues related to Ubudehe categories have been emerging and citizens indicated low level of satisfaction with the implementation of ubudehe program. It is in this context that on 31st January 2019, the Ministry of Local Government convened CSOs(TI-RW included) and faith based Organizations for a meeting and announced the need for reforming the ubudehe categorization and with this the related social protection programs, that can help to achieve pro-poor growth, especially with
regard to developing the living standards for vulnerable and poor families. In the course of continuously informing the implementation of the new ubudehe categorization policy as well as ensuring successful implementation of this project, TI-RW would like to hire a Policy analyst and advocacy expert who will mainly be responsible for developing policy, making advocacy in the concerned institutions based on the findings from the research.

2. Tasks and responsibilities

The Policy Analyst and Advocacy Expert will perform the following tasks:

- Coordinate activities in line with communication policy and advocacy component and ensure that results are adequately documented and disseminated;
- Develop policy brief and make advocacy in the concerned institutions based on the findings from research;
- Ensure regular update of project activity plans and regular monitoring of the project achievements towards the defined results;
- Produce quarterly reports
- Produce the final narrative report;
- Participate and facilitate project implementation planned activities where needed;
- Perform other tasks requested by the Executive Director meant to ensure the achievement of the project overall expected results.

3. Competences and Qualifications

TI-RW would like to recruit a Policy Analyst and Advocacy Expert for an annual contract. The required competences and qualifications are as follow:

- Be a Rwandan citizen;
- Hold at least a bachelor degree in social sciences, public relations and communication;
- Have a proven working experience of at least 5 years in advocacy related activities, in governance sector, and communication;
- Having worked with development partners (like GIZ, World bank, DFID, USAID, EU, Sida,…) in planning and managing projects, in communication, advisory services or public relations
- Proven experience working in a team and have the capacity to manage his/her work independently;
- Substantive Knowledge and familiarity of services provided in local government;
- Excellent command of English is highly required;
- Excellent analytical, interpersonal, communication and reporting skills;
- Possess project management skills;
- Possess skills and knowledge on research is an added value
4. Required documents and mode of application

Interested candidates are required to submit their application documents comprising the following documents:

- An application letter addressed to the Executive Director of TI-RW;
- A copy of their degree and training certificates if any;
- A detailed CV;
- A list of at least 3 references.

The dossiers are to be submitted physically not later than 23rd April 2019 at Transparency International Rwanda's head office located at the following address:

Gisimenti village, plot no 120, Cell of Rukiri I, Remera sector, Gasabo district, Kigali City, near Grand Legacy Hotel.

For any further clarification, please contact us on info@tirwanda.org or Tel. +250788309563 during working hours.

Done at Kigali, on 15th April 2019

Apollinaire Muniganyi
Executive Director (TI-RW)