



Details of Final Contract

Contract information

Contract type	Consultant Services	Contract method	National Competitive Bidding
Contract number	000036/C/NCB/2022/2023/SPIU MINECOFIN		
Title of the Contract	Recruitment of individual consultant 3 to work as software developers for Umurenge-SACCO automation, consolidation and establishment		

Procuring Entity and Consultant information

Procuring Entity			
Name of Procuring Entity	SPIU MINECOFIN		
Represented by	Marie ange Hakiba Ingabire	Position	DG CS
Address	KN 3	PO Box	158
Telephone number	0788561717	Cellphone number	0788561717
E-Mail address	spiu.procurement@minecofin.gov.rw	Website	www.minecofin.gov.rw

Consultant			
Name of Supplier	Irakoze Blaise		
TIN	121510110	NID	11994801040192
Represented by	Blaise Irakoze	Position	Individual Consultant
Address	Kigali	PO. Box	
Telephone number	0788211579	Cellphone number	0788211579
E-Mail address	blaiseirakoze50@gmail.com	Website	NA
Account name	IRAKOZE Braise	Account number	228195130151070
Bank name	GT Bank		
Join Venture Partner(s)	NA		

Framework Agreement



Framework Agreement

Framework Agreement	NO
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Paying Entity

Paying Entity

Name of Paying Entity	%	AMOUNT
1200001000	100	70588224

Contract Info

Contract Amount	CurrencyRwanda Franc											
	Total (Tax inclusive)	70588224 seventy million five hundred eighty-eight thousand two hundred twenty-four point zero zero										
	Taxes	<table><tr><td>VAT</td><td>0</td><td>WHT</td><td>10588234</td></tr><tr><td colspan="4">10588234 ten million five hundred eighty-eight thousand two hundred thirty-four point zero zero</td></tr></table>			VAT	0	WHT	10588234	10588234 ten million five hundred eighty-eight thousand two hundred thirty-four point zero zero			
		VAT	0	WHT	10588234							
10588234 ten million five hundred eighty-eight thousand two hundred thirty-four point zero zero												
Total (tax exclusive)	59999990 fifty-nine million nine hundred ninety-nine thousand nine hundred ninety point zero zero											
Contract duration	2 year(s)0 month(s) 0day(s)											
Penalty for delays	0.1 %	Penalty limit		5 %								
Effective Days	0											
Warranty period	2 years 0 month	Contract manager		Placide MUKWENDE								
Position	FSD Program Manager – IFMIS - MINECOFIN											
E-Mail address	placide.mukwende@minecofin.gov.rw	Telephone number		0 784 840 678								
Contract signing date	13/07/2023											
Contract start date	13/07/2023	Contract end date		13/07/2025								
Contract comment												



Performance Security

Performance Security Required	NA		
Performance Security %	0	Performance Security Amount	0

Advanced Payment

Advance payment Required	N		
Advance Payment %	()%	Advance Payment Amount	0
Start Recovery at (%)	()%	Stop Recovery at (%)	()%
Recovery Rate (%)	()%	Reason	()%

Fund Retention

% Retention per Invoice	0
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Deliverables

LOT information

LOT number	LOT name	Budget Line	LOT Amount
	Tax	VAT	WHT
1	Recruitment of individual consultant 3 to work as software developers for Umurenge-SACCO automation, consolidation and establishment	1200001729208995849011702 22210810000	70588224
	10588234	0	10588234



Services Details

LO	Price type	Description	Unit	Qty	Rates	Total Tax incl.	VAT	WHT
1	Regular	software developers for Umurenge-SACCO automation, consolidation and establishment	Months	24	2941176	70588224	0	15

Delivery & Payment Schedule

Regular

LOT	Delivery Ref	Delivery schedule	Description	Deliverables	Tax Amount	Payment amount
1	PR001088/2023/2024	1 months	software developers for Umurenge-SACCO automation, consolidation and establishment	Monthly report	441176	2941176

Contract Documents

S/N	Document name	File name
1	CV with proof of academic qualification	CV - Irakoze Blaise.pdf



2	Proof of required experience	Employee certificate.pdf
3	Detailed Methodology and work plan	Description of the Approach, Methodology and Work plan - Irakoze Blaise.pdf
4	Cover letter	Cover Letter - Irakoze Blaise.pdf
5	academic qualification	A0 Degree.pdf
6	certificate of good completion 1	E-correspondence certificate.PDF
7	certificate of good completion 2	Smart admin certificate.PDF
8	Summary of Costs	FIN-2 Summary of Costs.pdf
9	Breakdown of Remuneration	FIN-4 Breakdown of Remuneration(Lump-Sum Form).pdf
10	FIN-2 Summary of Costs	FIN-2 Summary of Costs.pdf
11	FIN-4 Breakdown of Remuneration(Lump-Sum Form)	FIN-4 Breakdown of Remuneration(Lump-Sum Form).pdf
12	Evaluation Report	Financial evaluation Developer 3.pdf
13	Contract	CONTRACT INDIVIDUAL CONSULTANT Irakoze Blaise Clean TC.doc
14	Minutes	Minutes of negotiation software developer IRAKOZE.pdf

Final Contract Documents

S/N	Document name	File name
No Data		

Contract Terms

STANDARD CONTRACT OF CONSULTANCY SERVICES FOR SMALL ASSIGNMENTS

CONSULTANCY SERVICES CONTRACT



THIS CONTRACT ('Contract') is entered into this **11/07/2023** by and between the **Ministry of Finance and Economic Planning** (hereinafter referred to as the "**Client**"), having its Head Office at 12KN 3Ave, Kigali; P.O Box 158 Kigali; Telephone: +250-252-575756; Fax: +250-252-577581, Email: mfin@minecofin.gov.rw, represented by Ms. Marie Ange H. INGABIRE, Head of Corporate Service Department, and **Mr. IRAKOZE Blaise** (hereinafter referred to as the "**Consultant**"), an individual consultant with ID N°11994801040192, Tel: +250788211579, email: blaiseirakoze50@gmail.com.

Whereas;

1. The Client wishes to have the Consultant perform the services referred to in Annex I ("Terms of Reference and scope of services") (the "Services");
2. The Consultant having represented to the Client that he has the required professional skills and expertise, is willing to provide the Services on the terms and conditions set forth in this Contract;

Now therefore, the parties hereby agree as follows:

Article One: The object of this contract

The object of this contract is to provide support to the Client for the automation and consolidation of U_SACCOs, and establishment of D-SACCOs and Cooperative Bank as software developer, as detailed in Annex I ("Term of Reference and scope of services") which is made an integral part of this Contract.

Article 2: Definitions

1. "**Contract**" means, this agreement entered into between Ministry of Finance and Economic Planning and the Consultant together with the Contract Documents referred to in this Contract that may include any amendments thereto.
2. "**Contract Documents**" means the documents listed in Article 4 of this Contract including any amendments thereto
3. "**Contract Price**" means the total price payable to the Consultant as specified in this Contract, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract



4. "**Completion**" means the fulfilment of the consultancy services by the Consultant in accordance with the terms and conditions set forth in the Contract Documents and with the requirements of the profession.
5. "**Day**" means calendar day.
6. "**Force Majeure**" means an event which is beyond the reasonable control of a party and which makes a party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances including, without limitation, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
7. "**In writing**" means communicated in written form with proof of receipt.
8. "**MINECOFIN**" means Ministry of Finance and Economic Planning
9. "**Subcontractor**" means any natural person, private or government entity, or a combination of the above, to which any part of the assignment to be performed or execution of any part of the related services is subcontracted by the Consultant
10. "**Corrupt practice**" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence a civil servant or Government entity;
11. "**Fraudulent practice**" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads or attempts to mislead a civil servant to obtain a financial or other benefit or to avoid an obligation;
12. "**Collusive practice**" means arrangement between two or more parties designed to achieve an improper purpose, including influencing another party or the civil servant;
13. "**Coercive practice**" means any act intending to harm or threaten to harm directly or indirectly persons, their works or their property to influence their participation in the procurement process or affect its performance;
14. "**Obstructive practices**" means destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators deliberately in order to materially impede investigations into allegations of a corrupt, coercive or collusive practice: and/or threatening, harassing or intimidating any party to prevent him/her from disclosing his/her knowledge of matters relevant to the investigation or from pursuing the investigations.
15. "**Services**" means the work to be performed by the Consultants pursuant to this Contract, as described in Annex I (Terms of reference and scope of services).

Article 3: Management of the contract

The Client's FSD Program Manager - IFMIS - MINECOFIN ("Contract Manager") shall ensure the management of this Contract on behalf of the Client.



Article 4: Contract Documents

The Services shall be performed in accordance with the Contract Documents listed below in the order of their priority.

1. This Contract
2. Annex I: Terms of reference and scope of services
3. Annex II: Consultant's reporting obligations
4. Annex III: Consultant's Cost Estimates
5. Minutes of negotiation
6. Consultant's technical and financial proposals
7. The Request for proposal

Should there be any conflict or discrepancy between any of the above listed documents, priority shall be given in the order as listed above.

Article 5: Consultant's General Responsibilities

The Consultant shall:

1. perform his obligations under this Contract with due diligence and efficiency and in conformity with sound professional, administrative and financial practices;
2. act at all times so as to protect, and not be in conflict with, the interests of the Client;
3. take all reasonable steps to keep all costs and expenses at a reasonable level;
4. respect and abide by all applicable laws, regulations and ordinances;
5. at all times in relation with this Contract, be a liable advisor of the Client in accordance with professional ethics;
6. not take any decision on behalf of the Client without the latter's prior written consent; and
7. refrain from anything that may compromise his independence during the performance of the assignment.

Article 6: Location

The Services shall be performed at MINECOFIN Head Office



Article 7: Duties and Obligations of the Parties

7.1. The Consultant shall, among others:

1. Perform duties under this Contract as specified and detailed in Annex I ("Terms of Reference and scope of services") of the Contract; and
2. Submit reports and other required deliverables in the time and conditions specified in Annex II ("Consultant's reporting obligations")

7.2. The Client shall:

1. Pay the invoices submitted by the Consultant within the time limit not exceeding fifteen (15) days from the date of submission of the invoice;
2. Provide the Consultant with working space and all documentation, materials, or any necessary information required for the good performance of the Services;
3. Provide the Consultant with such facilitation, assistance, facilities that may be provided for by law; and
4. Approve all required reports and give relevant recommendations where applicable within fifteen (15) days. If the Client fails to approve or give any feedback within that period, the report shall be considered as approved.

Article 8: Deliverables and Penalty on Delayed Reports

The Consultant shall submit to the Client deliverables as specified in Annex II ("Consultant's reporting obligations") to this Contract

The Consultant shall submit to the Client reports or deliverables as specified in Annex 1 ("Terms of Reference"). In the event that such report or deliverable is not timely submitted to the Client by the Consultant, as a result of the Consultant's fault, the Consultant shall incur a penalty fee of 1% of the total of the Contract Price for each day of delay. However, such penalty shall not exceed five per cent (5%) of the value of the Contract. Once the maximum is reached, the Client may terminate the contract or extend its duration until full completion.

Article 9: Contract Price



9.1 Ceiling

The Contract Price for the consultancy services is **seventy million five hundred eighty-eight thousand two hundred twenty-four Rwandan Francs (70,588,224Frw)** all taxes inclusive.

The Contract Price is fixed and cannot be revised during the course of the Contract, or during any extension of time thereof.

The Contract Price has been established based on the understanding that it includes all of the Consultant's costs, fees and profits as well as any tax obligation imposed on the Consultant and no reimbursable shall be claimed by the Consultant.

9.2 Schedule of Payments

The schedule of payments is set forth below:

For Services rendered pursuant to Annex I, the Client shall pay the Consultant a monthly gross remuneration fee equal to **two million nine hundred forty-one thousand one hundred seventy-six Rwandan Francs (2,941,176Frw)** all taxes inclusive.

Article 10 Billing and Payment modalities

The Consultant shall be paid upon presentation to and approval by the Client of an invoice according to the payment schedule in article 10.2.

Each invoice shall be accompanied with respective report and other specific deliverables approved by the Client as required in the Contract.

No invoice shall be accepted by the Client nor delays in payment considered, if the invoice is not accompanied by such a report and deliverable.

In the event of a disputed invoice, the Client shall notify the Consultant in writing of the disputed amount within three (3) days of the invoice date, specifically identifying the reason for the dispute, and pay all undisputed amounts owed while the dispute is under negotiation. Upon the resolution of a disputed invoice, the Client shall pay the remaining portions, if any, of such invoice.

All payments shall be paid to the following account:

Account Holder: IRAKOZE Blaise

Account number: 228195130151070

Bank Name: GT Bank



Notwithstanding the foregoing or anything to the contrary contained herein, the Consultant may, in its sole discretion and with fifteen (15) days prior written notice to Client, change the account to which such payments are to be made, subject to the requirements by relevant authorities.

Article 11: Duration of the Contract

This Contract is concluded for a period of **twenty-four (24) months** starting from the date of signing of this Contract by both parties, unless terminated earlier or extended by agreement of the parties to this Contract.

Article 12: Termination:

In the event of unsatisfactory performance remedial measures shall be undertaken failure to which termination of the Contract will be an available option to the aggrieved party in accordance with the termination clauses under this Contract.

Subject to the relevant articles of this Contract, either party may, upon giving fifteen (15) days written notice identifying specifically the basis for such notice, terminate this Contract for breach of a material term or condition of this Contract unless the party receiving the notice rectifies such breach within such period.

The Client may at any time and without assigning cause, terminate this Contract by giving at least thirty (30) days prior written notice of termination to the Consultant. During such period, the Contract shall remain in full force and effect and both parties shall continue to perform in accordance with this Contract.

The Client may terminate this Contract by serving a seven (7) day written notice:

If, in the judgment of the Client, the Consultant has engaged in Corrupt, Fraudulent, Collusive, Coercive or Obstructive practices, in competing for or in executing this Contract;

If the Consultant has been declared insolvent or bankrupt by a competent court;

If the Consultant refuses to use the prescribed materials as expected by the Client;

If the Consultant fails to observe the laws and rules of Rwanda, to comply with any final decision reached as a result of court proceedings, or the Client's instructions;

If the Consultant demonstrates general negligence, alienation or involves himself in some activities that dispose the Client's rights;



the Consultant fails to begin undertaking the Services for thirty (30) consecutive Days from the date of signing the Contract;

The Contract shall be automatically terminated when the Consultant deserts his duties.

Upon termination of this Contract, the Client shall pay to the Consultant remuneration for Services satisfactorily performed prior to the effective date of termination, without prejudice to any remedy available to the Client

Article 13: Relationship

Nothing contained in this Contract shall be construed as establishing or creating between the Client and the Consultant the relationship of master and servant, principal and agent or employer and employee; it being understood that the Consultant is an independent contractor in relation to the Client.

Article 14: Assignment of Personnel

Other than persons specifically named in this Contract, no person shall be assigned by the Consultant to work or perform services in connection with this Contract.

Article 15: Removal and/or replacement of Personnel

NA

Article 16: Workmen

The Consultant will be responsible for taking out any appropriate insurance coverage.

The Client undertakes no responsibility to provide life, health, accident, travel or any other insurance coverage which may be necessary or desirable in connection with this Contract.

Article 17: Source of Instructions



The Consultant, shall neither seek nor accept instructions from any authority external to the Client in connection with the performance of his obligations under this Contract, and shall refrain from any action which may adversely affect the Client.

Article 18: Officials not to Benefit

The Consultant warrants that no Government official or employee has been or will be, directly or indirectly, offered or given any inducement or benefit in connection with this Contract or the award thereof.

Article 19: Subcontracting

The Consultant shall engage no subcontractor to perform any services in connection with this Contract.

Article 20: Fraud and Corruption

If the procuring entity determines that the Consultant, or any other person acting in the name or on the account of the consultant, has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for or in executing the contract, then the procuring entity may after giving 15 days' notice to the consultant terminate the contract.

Article 21: Assignment

The Consultant shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof or of any of the Consultant's rights, claims or obligations under this Contract except after obtaining the prior written approval of the Client.

Article 22: Confidential Nature of Documents



All documents and all other data (referred to hereinafter in this Article as 'documents') compiled by or received by the Consultant in connection with this Contract shall be the property of the Client, shall be treated as confidential and shall be delivered only to duly authorized Client's officials on completion of Services under this Contract or termination of the Contract, or as may otherwise be required by the Client.

In no event shall the contents of such documents or any information known or made known to the Consultant by reason of its association with the Client be made known by the Consultant to any unauthorized person without written approval of the Client.

Subject to the provisions of this Article, the Consultant may retain a copy of documents she produced.

The Consultant shall take all reasonable measures to ensure that she complies with the provisions of this Article.

The obligations in this Article do not lapse upon termination of this Contract.

Article 23: Use of Name, Emblem or Official Seal of the Client

The Consultant shall not use the name, emblem or official seal of the Client or any abbreviation of the name of the Client in connection with its business for advertising purposes or for any other purposes. This obligation does not lapse upon termination of the Contract.

Article 24: Copyright, Patents and Other Proprietary Rights

All intellectual property and other proprietary rights, including but not limited to patents, copyrights and trademarks with regard to maps, drawings, photographs, mosaics, plans, manuscripts, records, reports, recommendations, estimates, documents and other materials, (referred to hereinafter in this Article as 'materials') except pre-existing materials, publicly or privately owned, collected or prepared in consequence of or in the course of the performance of this Contract, shall become the sole property of Client, which shall have the sole right to publish the same in whole or in part and to adapt and use them as may seem desirable, and to authorize all translations and extensive quotations there from.

If the Consultant incorporates in its materials any previously published or unpublished materials, it shall obtain permission for the publication, use and adaptation in any language free of cost to the Client from the persons in whom any existing copyrights therein may be vested and produce evidence to the Client of such permission.



Upon request by the Client and at its expense, the Consultant shall take all necessary steps, execute all necessary documents and generally assist the Client in securing such proprietary rights and transferring them to the Client in compliance with the requirements of the applicable law.

The obligations in this Article do not lapse upon termination of the Contract.

Article 25: Equipment and Materials Furnished by the Client

Equipment and materials made available to the Consultant by the Client or by the Contract manager, or purchased by the Consultant with funds provided by the Client, shall be the property of the Client and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultant shall make available to the Client an inventory of such equipment and materials and shall dispose of such equipment and materials in accordance with the Client's instructions.

Article 26 - Amendments

No modification of or change in this Contract, waiver of any of its provisions or additional contractual provisions shall be valid or enforceable unless previously approved in writing by the parties to this Contract or their duly authorized representatives in the form of an amendment to this Contract duly signed by the parties hereto.

Article 27: Liability

The Consultant shall be liable to fully indemnify, defend and hold harmless the Client for and against all and any losses or damages which the Client may suffer or incur (whether directly or indirectly) as a result of the breach of this Contract by the Consultant.

Article 28: Limitation of Liability

The Consultant, shall not be liable to the Client for any loss incurred by the Client in connection with the matter to which this Contract relates, except a loss resulting from the willful misconduct or gross negligence on the part the Consultant. Under no circumstances shall the Consultant be liable to Client for any special, incidental, indirect, punitive or consequential loss or damage of any



nature except as provided for under this Contract.

Article 29: Approval and Consents

An approval or consent by a party under this Contract shall only be valid if in writing but shall not relieve the other party from responsibility for complying with the requirements of this Contract nor shall it be construed as a waiver of any rights under this Contract except as and to the extent otherwise expressly provided in such approval or consent, or elsewhere in this Contract.

Article 30: Force Majeure

If either party is rendered unable, wholly or in part, by Force Majeure to perform or comply with any obligation or condition of this Contract, upon giving written notice to the other party within five (5) days of the occurrence of the Force Majeure event, such obligation or condition and liability therefore shall be suspended during the continuance of the inability so caused; however, such period shall not exceed thirty (30) days from the giving of written notice.

Upon expiration of the thirty (30) days from the giving of written notice, if the event of Force Majeure has not been overcome, this Contract may be terminated at the option of either party. The party claiming Force Majeure shall use its persistent, good faith and commercially reasonable efforts to overcome the event of Force Majeure.

Any period within which a party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such party was unable to perform such action as a result of Force Majeure.

Article 31: Entire Agreement and Severability

This Contract constitutes the entire agreement of the parties regarding the subject matter hereof, and supersedes all prior agreements and understandings, both written and oral, between the parties with respect to the subject matter hereof.

Article 32 - Good Faith



The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

Article 33: Governing Law, Dispute resolution and Language

1. Governing Law

1. This Contract shall be governed by and construed in accordance with the laws of the Republic of Rwanda.
1. The parties have further agreed that if the provisions of this Contract are inconsistent with the effective laws of the Republic of Rwanda, the inconsistent provision shall be amended and brought in conformity with the law.
1. Invalidity of one or more provision or articles of this Contract shall not invalidate any other provisions or the Contract as a whole. If a provision is found to be invalid or contravenes national legislation, the parties will agree on amendment of the provision and in the case of disagreement, the matter shall be referred to the Minister of Justice/Attorney General for legal advice. In case the matter is not resolved, it shall be submitted to the competent courts of Rwanda for an equitable solution.

1. Dispute Resolution

1. Amicable solution

Any dispute or differences between the parties arising out of this Contract shall in the first instance be settled amicably.

1. Litigation

Any dispute between the Parties arising under or related to this Contract that cannot be settled amicably shall be submitted to Rwandan competent court.

1. Language

All notices, correspondence, documentation or communications of whatsoever nature, reports submitted or prepared under or in connection with this Contract shall be in the English language.

Article 34: Waiver



No waiver of any provision or of any breach of this Contract shall constitute a waiver of any other provisions or any other or further breach, and no such waiver shall be effective unless made in writing and signed by an authorized representative of the party to be charged with such a waiver. Nor shall a one-time waiver of a single provision constitute a permanent waiver of that party's rights under said provision.

Article 35: Notice

Any notice required or permitted under this Contract shall be made through e-procurement system.

Article 36: Counterparts

This Contract may be executed in two counterparts, each of which shall be deemed an original, and both of which together shall constitute one and the same instrument.

Article 37: Entry into Force

This Contract comes into force on the date of its signing by both parties.

For and on behalf of the Client

The Consultant

Marie Ange H. INGABIRE

IRAKOZE Blaise

Head of Corporate Service Department

Annex I: Terms of Reference and scope of services

TERMS OF REFERENCE FOR RECRUITMENT OF SOFTWARE DEVELOPER UMURENGE-SACCO AUTOMATION, CONSOLIDATION AND ESTABLISHMENT OF SACCO COOPERATIVE BANK.

1. Background and Context



As Rwanda strives towards establishing a knowledge-based economy and achieving its Vision 2020 goals, fostering innovative ICT based SMEs is a key pillar to achieve such ambitious goals.

As part of Rwanda's long-term development plan, the ultimate aim of the government of Rwanda is to transform the country into a middle-income country and an economic trade, communication and financial hub by the year 2020. Towards achieving this at least one Saving and Credit Cooperative (SACCO) at each administrative sector (Umurenge) level; 416 Umurenge SACCOs (U-SACCOs) were established, representing one SACCO located in each of 416 sectors of Rwanda.

All U-SACCOs are licensed as financial institutions and are regulated by the National Bank of Rwanda (BNR). Every U-SACCO is an independent legal entity, and each has an average of six (6) employees. Currently, the U-SACCOs serve about 2,800,000 members and their operations are fully manual.

However, the ability of the U-SACCOs to realize their full potential is limited by a number of challenges from operations, management, capacity building to accounting management. The main challenge is the current used manual system as it hinders many SACCOs business areas such as operations, reporting and customer services. Negative effects of this challenge can be elaborated by below points:

- Slow/poor service delivery
- Limited products and services available to customers,
- Members inability to access services from other SACCOs;
- Exclusion from the national payments system
- Limited access to credit reference bureau (CRB),
- Increased risk of fraud
- Reporting challenges and weak internal control;
- High level of errors and inconsistencies in data which impedes decision making.

In addition to the above, the operations of each U-SACCO are currently limited to a clearly defined geographical area (an administrative sector or Umurenge) and operates as standalone units that lack reach across the country, operating with limited resources, and offering limited products and services. Such limited scope of operation implies that some U-SACCOs lack the critical mass required for growth and financial viability but mainly the system that would centralize their operations and data.

Automation and interconnection of U-SACCOs would lead to improvements in service delivery, reporting, governance through harmonized internal procedures, standardized operations, operational systems, policies and practices as well as audits. U-SACCOs interconnection would also improve financial capacity and reduce risks through pooled resources, widen the product range, improve transparency.



1. Project Objectives

The main objectives of this project are:

- Automating U-SACCOs operations in order to make SACCO business more efficient. This will remove the unnecessary human intervention and makes the processes error free and less prone to glitches;
- Consolidate U-SACCOs to District-SACCOs in order to create the interoperability between U-SACCOs;
- Establishment of D-SACCOs and Cooperative Bank to improves D-SACCOs bottom line and leads to synergies between their processes.

1. KEY RESPONSIBILITIES

The Software Developer job duties include but not limited to:

- Design, documentation and development of system SACCO functionalities.
- Develop unit and system testing cases and scripts, test and reports test results
- Work closely with system developers on various design, development, documentation and testing activities.
- Ensure SACCO IT security policy appliance in software development lifecycle
- Maintain various database related documents such as manuals and programmer's handbooks including developing system user unit tailored manuals, where necessary.
- Communicating regularly with technical, applications and operational staff to ensure database integrity and security.
- Working closely with other database programmers and developers;
- Analyze and develop statutory and analytical reports for various modules of SACCO system.
- Integrate SACCO system with other financial systems.

1. EXPECTED DELIVERABLES AND TIMELINES.

The Individual Consultant will be required to produce key reports as follows:

1. **Inception Report:** The individual consultant shall submit an inception report within two weeks from the date of starting the assignment which will include, among others, a detailed methodology and work plan based on the terms of reference. It will also include suggestions on tasks and deliverables to enhance the achievements of the objective of the assignment.
2. **Monthly work plan:** The consultant shall submit the first monthly work plan within the third



week from the date of starting the assignment and thereafter submit a monthly work plan during last week of the month preceding the one for which the work plan is made.

- **Monthly progress report:** The consultant shall submit a monthly report to IFMS coordinator and coordinator of U-SACCO automation and consolidation project indicating accomplished activities as per the monthly work plan at the end of every month. The report should highlight planned activities for the month, activities performed during the month, reasons for failing to attain any planned activities not undertaken, constraints encountered, and recommendations for improvement and planned activities for the coming month. In addition to the inception report, the tasks indicated above shall have both draft and final documents each, submitted as deliverables, and time for their submission shall be indicated in the inception report but based on the terms of reference. The non- approval of any specific deliverables by MINECOFIN Management due to unsatisfactory work, may lead to termination of the contract.
- 1. **Progress reports:** Every quarter (three months), consultant shall submit a progress report indicating the achievements of the assignment in accordance with the terms of reference, project quarterly work plan and overall work plan.
- 2. **Final Report/End of Assignment Report:** During the last month of the assignment, the Consultant shall submit a final report of the assignment indicating how the objectives of the assignment have been achieved, highlighting challenges and recommendations.

Any other report as may be required from time to time by the IFMS coordinator and Project Coordinator - Umurenge SACCOs Transformation.

1. REPORTING ARRANGEMENTS

The consultant shall report to the IFMS Coordinator. The latter shall oversee and approve the quality of the deliverables who might delegate part or full responsibility to another person in the project.

1. DURATION AND LOCATION OF THE ASSIGNMENT

The expected duration of the assignment is twenty (24) months' renewable once upon satisfactory performance and availability of fund

1. DESIRABLE REQUIREMENTS AND EXPERIENCE

The candidate should have the following demonstrable profile:

- Bachelors' degree in Information Technology (IT) or related discipline such as Computer Science, and IT applied in management specialized in Software Development, with at least 3



years' experience in software development using Java technologies.

- Having practical skills in developing enterprise application using the following technologies: ZK, JSF, Angular, Spring and Hibernate,
- Interested in keeping up to date with changing technology.
- Understand the laws regarding privacy and data storage
- Knowledge and experience in mobile applications development will be an advantage.
- Prior experience in the successful development of application build, testing, implementation and quality assurance activities of automated banking systems will be an advantage.
- Solid experience in development of Core Banking System for banks and must have at least two years of related experience in U-SACCO automation
- Dynamic and proactive individual with the ability to produce technical work plans and monitor performance against them
- Strong track record in performance management is vital (setting targets, monitoring delivery, planning).
- Having a good grasp of Data Structures and Algorithms;
- Adequate and Practical knowledge of Relational Database Technologies through additional Professional Training in Advanced Database Systems (ORACLE, DB 2, Informix, PostgreSQL, SQL Server) and practical experience
- Adequate and Practical knowledge of Web 2.0 technologies through additional Professional Training and practical experience
- Being able to work hard under stressful situations
- Being teachable and a quick learner in Software Technologies

1. EVALUATION CRITERIA

The consultants should have the following qualification and experience:

Academic qualifications and other professional certificates as detailed in terms of reference **20 points**

The technical approach, work plan showing tasks timelines and other relevant factors pertaining to the provision of the services as detailed in terms of reference **30 points**

Proven experience with two certificates of good completion on the similar nature of the assignment **50 points**

1. APPLICATION

Interested applicant will submit technical and financial proposals including "Description of the Approach, Methodology and Work Plan for Performing the Assignment, CV, academic



qualifications, certificates of good completion, Summary of Costs, Breakdown of Remuneration and Breakdown of reimbursable expenses.

Annex II: Consultant's reporting Obligations

The Consultant will be required to produce regular reports as follows:

- **Inception Report:** The Consultant shall submit an inception report within two (2) weeks from the date of starting the assignment which will include, among others, a detailed methodology and work plan based on the terms of reference. It will also include suggestions on tasks and deliverables to enhance the achievements of the objective of the assignment.
- **Monthly work plan:** The Consultant shall submit the first monthly work plan within the third week from the date of starting the assignment and thereafter submit a monthly work plan during last week of the month preceding the one for which the work plan is made.
- **Monthly report:** The Consultant shall submit a monthly report to the IFMIS Coordinator indicating accomplished activities as per the monthly work plan at the end of every month. The report should highlight planned activities for the month, activities performed during the month, reasons for failing to attain any planned activities not undertaken, constraints encountered, and recommendations for improvement and planned activities for the coming month.
- **Progress reports:** Every six months, the Consultant shall submit a progress report indicating the achievements of the assignment in accordance with the terms of reference.
- **Final Report/End of Assignment Report:** During the last month of the assignment, the Consultant shall submit a final report of the assignment indicating how the objectives of the



assignment have been achieved, highlighting challenges and recommendations.

- Any other report as may be required from time to time by the IFMIS Coordinator

Annex III: Consultant's Cost Estimates

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Professional fees

Gross Monthly Amount in RWF	Monthly withholding Tax (15%) in FRW	Monthly Net in RWF	Contract Period	Total Gross Amount for 24 months in RWF
2,941,176	441,176	2,500,000	24 months	70,588,224

Approval by Chief Budget Manager

Decision	Approved
Approval comment	
Approved by	INGABIRE HAKIBA Marie Ange

