REQUEST FOR EXPRESSIONS OF INTEREST

Rwanda

Project Name: Rwanda Automated Local Government Revenue Management System

Financing Agreement reference: G-RW-KZ0-STY-002

The Government of Rwanda through the Ministry of Finance and Economic Planning (MINECOFIN) has received financing from the African Development Bank toward the cost of establishing a Rwanda Automated Local Government Revenue Management System and intends to apply part of the agreed amount to payments under the contract for the establishment of an Automated Local Government Revenue Management System.

The main objective of the assignment is to establish a modern and efficient local government revenue management system in the three urban local governments (districts of Gasabo, Nyarugenge and Kicukiro) in Rwanda with a view to improving tax administration and collection. The duration of the assignment is expected to be fifteen (15) calendar months covering the three (3) districts of Gasabo, Kicukiro and Nyarugenge.

The assignment comprises four key tasks including information and communication technology development for the revenue management system; customization of a revenue management software license; installation of the customized software, training in software maintenance and conducting robustness tests in the three districts; and business process re-engineering and change management for tax administration in the three districts and Rwanda Revenue Authority staff in charge of local government taxation. Below is a more detailed description of the specific tasks to be undertaken:

a) Under information and communication technology development for the revenue management system:
   (i) Develop a manual of business processes to inform the design of the automated revenue management system. The manual will detail the business process for the taxpayer registration, calculation of liabilities, notices, collection and reconciliation, appeals and risk based audit.

b) Under the customization of the revenue management software license to the specific needs of the pilot districts:
   (i) Customization of tax declaration forms, processing of forms, reports and enforcement processes
   (ii) Integration of the system with other systems such as LAIS (Land Administration Information System), ADM (Administrative)/ LAIS GIS and Rwanda Revenue Authority system
   (iii) Development of a data migration plan
   (iv) Optimization of payment processes
   (v) Development of a manual detailing the different modules of the automated tax administration system (e.g. tax registration, assessment, notices, appeals and audit) will be developed for the end users (district's revenue officers and inspectors)
c) Under installation of the customized software, training in software maintenance and conducting of robustness tests in the pilot districts:
   (i) Deliver Training of Trainers on application of the system
   (ii) Testing of the system in pilot districts
   (iii) Deliver training of local government (LG) revenue officers and staff from the Rwanda Revenue Authority in charge of LG taxation
   (iv) Handover of the installed and functional tax system following successful implementation of robustness tests
   (v) Deliver training to core local government and Rwanda Revenue Authority staff to conduct continuous robustness tests on system stability

d) Under Business process re-engineering and change management for tax administration:
   (i) Reengineering of business processes to enable local government taxation staff to efficiently use the new automated system and facilities
   (ii) Develop a change management program to support local taxation staff’s adjustment to the new operational setup

The successful consultancy firm will need to demonstrate the following experience:

- Qualified and available staff for the task in such areas as software design and deployment, database design, software documentation, and delivery of associated training in system and software maintenance, business process re-engineering, and change management
- Provision of documentation to demonstrate the organizational capability and expertise including basic information about the company, management structures, project support, and specialized knowledge within the task area
- Demonstrated experience in delivering similar assignments or related services including in developing countries

MINECOFIN now invites eligible consultancy firms to indicate their interest in providing these services. Interested consultancy firms must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Consultancy firms may constitute joint-ventures to enhance their chances of qualification.

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank’s “Rules and Procedures for the use of Consultants” edition o May 2008, revised July 2012, which is available on the Bank’s website at http://www.afdb.org.

The Consultant will be selected in accordance with the Quality and Cost Based Selection method.
Interested consultants may obtain further information at the address below during office hours (7.00 am to 5.00 pm)

Expressions of interest must be delivered to the address below by 7th February before 5pm and mention Consultancy for the establishment of an Automated Local Government Revenue Management System.

Coordinator of Single Project Implementation Unit (SPIU)
Ministry of Finance and Economic Planning (MINECOFIN)
PO Box 158 Kigali
Tel: +250 252 575756
Fax: +250 252 577581
Ground floor
Attention: Procurement Specialists
Florence Umurungi or Fred Bazatsinda
Email: florence.umurungi@minecofin.gov.rw or fred.bazatsindaa@minecofin.gov.rw