Terms of Reference

RECRUITMENT OF PROFESSIONAL TRAINERS TO PROVIDE PROFESSIONAL TRAININGS ON BEHALF OF EPRN RWANDA FROM <u>JULY 2019 TO JUNE 2020</u>

1. Introduction

The Economic Policy Research Network (EPRN Rwanda) is a membership-based research organization aiming at strengthening the capacities of individuals and organizations active in or with an interest in economic policy research and analysis. EPRN Rwanda therefore responds to economic policy gaps resulting mainly from lack of quality and informative research and the challenge of human capacity in terms of limited numbers of economic researchers and active involvement.

The mission of EPRN Rwanda is to contribute to the evidence based economic policy making by providing high quality research, building capacity and creating networking opportunities.

In line with its objective to build professional capacities of members and other local experts, EPRN Rwanda wishes to recruit highly experienced professional trainers to provide trainings as per the list below:

Course Code	Course Title
EPRN01/19/20	Project Management for donor-funded projects
EPRN02/19/20	Introduction to SPSS (for beginners)
EPRN03/19/20	Advanced SPSS
EPRN04/19/20	Strategic Human Resources Management
EPRN05/19/20	Grant Proposal writing skills
EPRN06/19/20	Introduction to E-Views (for beginners)
EPRN07/19/20	Advanced E-Views: Time Series and Forecasting models
EPRN08/19/20	Planning, Monitoring & Evaluation and reporting of projects
EPRN09/19/20	Consultancy Management Skills
EPRN10/19/20	Internal Auditing and Compliance Risk Management
EPRN11/19/20	Application of new statistical analysis tools (R and Python)
EPRN12/19/20	STATA for beginners
EPRN13/19/20	Advanced STATA: Panel data analysis
EPRN14/19/20	Distressed debt restructuring and recovery excellency
EPRN15/19/20	Credit risks management and debt recovery practices
EPRN16/19/20	Private and public project investment appraisal (incl. Cost Benefit Analysis)
EPRN17/19/20	Advanced Excel

2. Scope of work

The trainer is expected to:

- Prepare course materials and share them with EPRN Training Quality Control Committee for validation before training

- Provide training (with much focus on practices)
- Provide end-of training evaluation test
- Provide multiple-choice questions and answers to be used by EPRN E-learning platform
- Prepare a training report indicating lessons learnt and recommendations to EPRN
- All materials are handed over to EPRN after training as protected property of EPRN.

3. Required Qualification and Experience

The consultant/trainer must have at least the following:

- At least a PhD in line with courses of interest with three years of preparing and delivering profession trainings; OR Masters' Degree and more than 5 years' experience in delivering professional trainings.
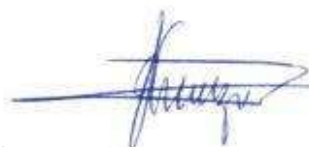- Being a paid-up member to EPRN is an added advantage.

4. Training Days

Trainings are held either from Friday to Sunday (weekend program) or from Monday to Friday (evening program). In extraordinary situation, training dates are readjusted upon agreement of trainer, EPRN and trainees.

5. Application Process

Interested candidates are requested to submit the following documents: **(1)** Application Letter indicating the Courses of interest, (**2**) Updated CV and references; and **(3)** Financial offer indicating daily rates including taxes. A trainer can apply to more than one courses.

All documents are submitted to EPRN office located at UR-CBE Gikondo (ex SFB) by not later than 30/07/2019, 5pm local time. Applications may also be sent through EPRN P.O. Box: 7375 Kigali-Rwanda until 30/07/2019, 1pm OR emailed to: info@eprnrwanda.org (please send all documents in PDF format and indicate "*Application-EPRN Professional Trainer 2019/2020*" in the email subject) by not later than 30/07/2019, 5pm local time.

Kigali, 18/07/2019

Seth Kwizera
EPRN Coordinator