

Request for Proposals

Rwanda:

Development of a Digital Water Permit System

January 2025

ABOUT THE NDC PARTNERSHIP

The NDC Partnership is a global coalition of countries and institutions working to mobilize support and achieve ambitious climate goals while enhancing sustainable development. Through the Partnership, country members leverage their resources and expertise to provide countries with the tools they need to implement their NDCs and combat climate change to build a better future. Hosted by WRI, the UNFCCC Secretariat, and the UN Office for Project Services, the NDC Partnership has members in all regions of the world, with staff in Washington DC and Bonn, Germany.

BACKGROUND

Rwanda's NDCs adaptation commitments on water resources focus on the national water security through water conservation practices, wetlands restoration, water storage and efficient water use. This echoes the national policy for water resources that states that the available water resources of Rwanda will be allocated based on comprehensive and integrated plans and optimum allocation principles that incorporate efficiency of use, equity of access and sustainability of the resource. This was the focus of the SPCR (Strategic Program for Climate Resilience) theme on integrated strategic water resource planning and management and its second sub-program on "Water Security for All" which aimed to implement the policy. The policy also opted to develop and implement guidelines for the issuance of permits for water use and the payment for water use fees as provided for in the law N°49/2018 of 13/08/2018 determining the use and management of water resources in Rwanda.

In 2016 a first attempt to estimate the Water Use Fee Scheme resulted in a discussion that identified, in addition to the estimation of the value of water generated by economic activities, the need to establish the benefit the fees could generate to water users and consumption, expressed in economic terms. New analytics are needed to inform the value proposition of the fees themselves while tackling the cost recovery in water re-use and recycling. Through projects of FONERWA and 2030 Water Resource Group, other tools improving the water accounting and allocation plan toward 2050 have been developed. These tools not only describe the Rwanda water economics, but also inform the current and future value of water.

The Rwanda Water Resources Board (RWB) is responsible for ensuring the sustainable management of Rwanda's water resources. To fulfill this mission, it is crucial to have a robust mechanism in place to manage water use and monitor compliance with national regulations. The development of a Digital Water Permit System is a critical step towards enhancing the efficiency of water resource management, aligning with Rwanda's Nationally Determined Contributions (NDC), and supporting the long-term vision for a sustainable and climate-resilient economy.

SCOPE OF WORK AND ACTIVITIES

Objective of the Assignment

The primary objective of this consultancy is to design, develop, and implement a comprehensive Digital Water Permit System that will:

- Facilitate the issuance, management, and renewal of water use permits.
- Ensure compliance with the Water Law No. 49/2018 by enabling the collection of water use fees and tracking water usage.
- Support Rwanda's goals of digitizing all government services by 2029, as outlined in the National Strategy for Transformation (NST2).

Activities

The Service Provider will be required to deliver the following tasks:

- **Preliminary Assessment and System Design:**
- Basing on the provided initial system requirements assessment, conduct a detailed requirements elicitation involving key stakeholders.
- Analyze current processes for issuing and managing water permits.
- Design the system architecture, ensuring it meets the legal, technical, and operational needs of RWB.
- **Development of System Modules:**
- User Management Module: Develop functionalities for user registration, role-based access control, and profile management.
- Application Module: Implement features for applying for, saving, resuming, and tracking the status of water use permit applications.
- Application Processing Module: Create workflows for reviewing, assessing, and approving applications, including handling corrections and reassessments.
- Permit Management Module: Develop functionalities for issuing, renewing, and managing permits, including digital signatures and document storage.
- Concession Mapping Module: Implement mapping tools to visualize water use concessions, including geospatial data integration.
- API module
- **System Administration and Integration**
- Develop system administration tools for audit trails, logs management, and system configuration.
- Integrate the system with external databases and services, such as NID validation, TIN validation, payment gateways and notification (Email and SMS).
- **Testing and Quality Assurance**
- Conduct thorough testing of all system modules, including user acceptance testing, performance testing, and security assessments.
- Ensure that the system meets all functional and non-functional requirements.
- **Training and Capacity Building**
- Provide training to RWB staff on system use and administration.
- Develop user manuals, technical documentation, and API guides.
- **Deployment and Go-Live Support**
- Assist in the deployment of the system to the client production environment.

- Provide post-deployment support to address any issues that may arise during the post-deployment period of 6 months. During this period, the firm would correct any error (either logical or bug in the code) that may occur after the deployment.

Key Deliverables

The below deliverables are expected from the assignment:

- Detailed System Requirements Specification (SRS)
- System Design Document (SDD)
- Fully Functional Digital Water Permit System
- User Manuals and Technical Documentation
- Training Sessions and Workshops
- Final Deployment Report

Note: The Service Provider should use a framework based on Java or JavaScript and any relational database.

PROJECT MANAGEMENT (TEAM OF EXPERTS REQUIREMENTS)

Based on the scope of the project, the development firm should submit the CVs of its development team, which must include at least by the following experts:

Nº	Role	Responsibilities	Qualifications	Experience
1	Project Manager	<ul style="list-style-type: none"> - Oversees project planning, execution, and delivery. - Ensures project timelines and quality 	<ul style="list-style-type: none"> - At least Bachelor's/ Master's in Project Management, ICT, computer science or related field. - Certification in project management is added advantage. 	- 5+ years managing software project
2	Frontend developer	<ul style="list-style-type: none"> - Develops user-friendly system interfaces. - Ensures intuitive and accessible design. 	At least advanced diploma in IT, Software development, Computer science or related field	- 2+ years in web/UI design.
3	Backend developer	Backend development using either Java or JavaScript	At least Advanced diploma or Bachelor's degree in computer science, Software engineering or related field	At least 3 years' proven experience in software development.
4	Database Architecture Designer	- Designs, optimizes, and secures the system database.	- At least Bachelor's in software engineering,	At least 3 years' proven experience in

		- Ensures database performance.	Computer science, IT. - Demonstrate Professional certificate in Database management will be added advantage.	database architecture design.
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Note: During deployment to either the testing or production server, the development firm will assign a system administrator for the deployment tasks.

CONTRACT TERMS

The project is expected to be completed within one year (six months for development and six months for user satisfaction after deployment).

Key milestones are the following:

- Month 1-2: Requirements elicitation, analysis, and system design.
- Month 3-4: Development of system modules and integration.
- Month 5: Testing, quality assurance, and training.
- Month 6: System deployment, go-live.
- Month 7-12: Post-deployment support to fix any issue that may arise.

PROPOSAL REQUIREMENTS

Prospective vendors should submit:

- Description of proposed project management structure (lead team/project manager, sub-contracted organizations, local experts, etc.);
- CVs of team members;
- Examples of and references for similar previous work (with URLs and contact details);
- Proposed implementation approach/project monitoring plan;
- A proposed budget with a breakdown of costs sufficient to assess reasonableness and compliance with our funder requirements;
- A proposed schedule for deliverables;
- Demonstrated skills in managing and aligning diverse stakeholder groups, including development agencies, non-state actors / civil society, financial institutions, the private sector, and others;
- Excellent writing, editing, digital and oral communication skills; and
- Fluency in English.

EVALUATION AND SELECTION

Evaluation Criteria

The following elements will be the primary considerations in evaluating all proposals submitted in response to this RFP completion of all required elements:

- The extent to which the firm's proposal fulfills WRI's stated requirements as set out in the RFP;
- Experience working with Government of Rwanda Institutions on similar projects, attested by certificates of good completion;
- Having data processor certificates from Rwanda's National Cyber Security Authority;
- Overall cost of the firm's proposal;
- Debarment and sanctions – WRI will not consider proposals from firms that are presently debarred by the U.S. government or named on any restricted parties lists;
- Sustainability – WRI values sustainability and all other factors being equal, will favor a proposal to more sustainably perform the work; and.
- The bidder offering the best overall value will be selected. For this procurement, non-price aspect is more important.

Selection Process

No proposal development costs shall be charged to WRI / all expenses are to be borne by the bidders. WRI may award the bidder offering best value without discussion. However, WRI reserves the right to seek bidder clarifications and to negotiate with those bidders deemed to be within a competitive range.

WRI may, at its discretion and without explanation to the prospective firm, choose to discontinue this RFP without obligation to such prospective firm or make multiple awards under this RFP. Contracts will not be awarded to firms debarred by the US government or named on restricted parties lists.

PROPOSAL SUBMISSION

Please send your proposal documents to:

- Margaret Barihaihi, Regional Manager, Anglophone and Lusophone Africa, margaret.barihaihi@ndcpartnership.org
- Gloria Namazzi, Country Engagement Specialist, gloria.namazzi.5@ndcpartnership.org
- Christine Luttmer, Project Manager, christine.luttmer@ndcpartnership.org
- Gabriel Malunga, Regional Programme Officer, gabriel.malunga.5@ndcpartnership.org

All proposals must be received **by 5:00pm EST on Friday, 31 January 2025** in electronic format to the contacts listed above.

WRI may, at its discretion and without explanation to the prospective vendors choose to discontinue this RFP without obligation to such prospective vendors or make multiple awards under this RFP.