

RFP FOR CONSULTANCY SERVICES

I. Objectives of the Assignment

Provide consultancy services for reviewing and updating the Investment Policy Statement (IPS) for Agaciro Development Fund.

II. Submission Details

Bidders should submit the following:

- Technical Proposal that includes:
 - Methodology
 - Company credentials from similar assignments
 - Project team
 - Proposed Timeline
- Financial Proposal

III. Submission Timelines

Please submit all proposals to procurement@agaciro.rw.

Proposals should be submitted by 5:00 PM (GMT + 2) on Friday May 31, 2024

Shortlisted proposals will be invited for interviews

TERMS OF REFERENCE: CONSULTANCY CONTRACT FOR INVESTMENT POLICY STATEMENT REVISION FOR AGACIRO DEVELOPMENT FUND.

1. Assignment Background & Objective

Agaciro Development Fund is Rwanda's sovereign wealth fund with a mandate to maximize the fund's return over the long term, without undue risk, and secure a better Rwanda for future generations. More information on Agaciro Development Fund is available in its website: www.agaciro.rw

Agaciro invests in different asset classes and is primarily invested in domestic listed and unlisted equities. AgDF has recently approved a new strategic plan and would like to align the IPS with its strategic plan and the Santiago Principles.

The following documents will be provided to the firm:

- An in-depth analysis of the fund's existing IPS, and relevant governance documents and the gaps and recommendations
- The fund's five-year strategy
- Historical and current performance of the fund's current asset allocation

2. Scope of Work

- Support the fund to define its risk and return objectives and propose adjustments to the asset allocation strategy including asset classes, investment ranges & limits, diversification parameters (e.g., geography, currency), benchmarks, new range of products, use of external fund managers and performance targets. This exercise will need to consider the fund's starting point and its long-term strategy.
- Enhance the fund's risk management policy within the IPS to align with best practices including the Santiago Principles
- Refine governance roles and responsibilities with respect to investment decisions and risk management
- Evaluate the integration of Environmental, Social, and Governance (ESG) principles within the IPS.
- Prepare a forecasting model to support dynamic monitoring and evaluation of the performance and risk parameters of the fund going forward, and inform investment and rebalancing decisions
- Update the investment and risk operations manual to implement the IPS

3. Expected Deliverables

The consultant is expected to deliver the following:

- A final revised IPS including a well elaborated risk management policy
- A model to support monitoring and evaluation of the performance and risk parameters
- A revised investment and risk operations manual in line with the IPS

4. Schedule of Completion of Tasks

The consultancy is expected to span a period of 60 days.

5. Procedures for reporting

The consultant will submit all reports and deliverables to the Executive team led by the Chief Executive Officer.

6. Required competencies and experience

The firm or consortium must exhibit and demonstrate their ability to meet each of the following criteria:

- Track record of advising sovereign development wealth fund investors or institutional investors with a similar mandate and portfolio composition (multi-asset portfolios including unlisted equity investments) at both the firm and team level
- Proven track record in portfolio construction and execution of investment decisions
- Demonstrated experience in asset-liability modelling for institutional investors
- Demonstrated experience in risk management for institutional investors
- Experience in aligning investment strategies with sustainable and responsible investment practices
- Strong understanding of financial and investment regulations and compliance requirements, relevant to sovereign wealth funds