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**MINISITERI Y'UBUCURUZI, INGANDA  
ISHORAMARI, UBUKERARUGENDO  
N'AMAKOPERATIVE**

A traiter par :  
Date entrée : 06/07/05  
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The Prime Minister,  
Speaker of the National Assembly  
All Ministers

Ref **Deployment of Consultants to Promote Co-operatives  
In Ministries and Institutions, July – September 2005**

The Government of Rwanda initiated last year a major process to promote and build a vibrant Co-operative Movement in Rwanda. The Movement will include Savings and Credit Co-operatives (SACCOs) for Government workers and other categories of people in line with national savings mobilization goals. The Movement will also include Co-operatives for marketing farm produce, Housing Co-operatives, and others.

The purpose of this letter is to introduce to you a team of two consultants who will assist you to promote and strengthen SACCO and Housing Co-operatives for all cadres of personnel in your Ministry / Institution from July to September 2005. Their names and responsibilities are contained in the attached List of Consultants and Terms of Reference.

MINICOM hopes that this initiative will result in a meaningful partnership with your Ministry / Institution to promote and consolidate the development of SACCOs and Housing Co-operatives in line with national goals and aspirations.

Yours sincerely,

**Prof. NSHUTI P. Manasseh**



Minister of Commerce, Industry, Investment Promotion, Tourism and Co-operatives

CC  
The Office of the Prime Minister  
All Consultants Involved

- Training Co-operative leaders on their roles and responsibilities;
- Facilitate leaders, staff and members of each SACCO and Housing Co-operative to develop a 1-3 year realistic development plan.
- Assist to operationalize the SACCOs and Housing Co-operatives;
- Ensure the completion of workplans and tasks;
- Prepare and submit monthly reports to MINICOM.

#### **5. Responsibilities of Respective Ministries**

To ensure success and sustainability of this initiative by MINICOM, the role of the partner Ministry/institution shall be to provide a facilitative environment so that both objectives are achieved. Specifically, each Ministry / Institution is requested to:

- Assign a counterpart (or a core team of staff representing various departments and institutions) to work with the consultant and to provide continuity of the initiative after the consultant leaves;
- Share costs of activities such as development of training materials, systems, actual training of Co-operative leaders, etc.
- Make available office space and facilities, including accessibility to computers, photocopy facilities, Secretarial backup, etc.;
- Provide logistical support such as coordination of staff invitations to meetings, making available venues for meetings, providing stationery, authorizing staff to attend meetings to promote Co-operatives, transport support for consultant, etc.
- Support newly elected Co-operative leaders and other staff to go on study tours.

#### **6. Responsibilities of Rwanda Housing Bank (RHB)**

The Rwanda Housing Bank is requested to:

- Sensitize consultants on its needs, policies and products;
- Prepare and produce information bulletins and product details for use in mobilization of potential members of Housing Co-operatives;
- Assign a counterpart (or a core team of staff) to work with a contact person at MINICOM responsible for coordination of Housing Co-operatives initiative.
- Participate in sensitization and mobilization of potential members to form Housing Co-operatives in various Ministries.
- Provide logistical support such as invitations to meetings, venues for meetings, stationery, authorizing staff to attend meetings, transport for consultant, etc.
- Support newly elected Co-operative leaders and other staff to go on study tours..

#### **7. Conclusion**

MINICOM hopes that this initiative shall result in a long-term partnership with other Ministries and institutions to promote and consolidate the development of both SACCOs and Housing Co-operatives in line with national goals and aspirations.