



**REVISED REQUEST FOR EXPRESSIONS OF INTEREST  
(CONSULTANCY SERVICES)**

**INDIVIDUAL CONSULTANT: AVIATION EXPERT**

**COUNTRY: RWANDA**

**CENTRE OF EXCELLENCE FOR AVIATION SKILLS (CEAS) PROJECT**

**Component:** Project Management

**Finance Agreement Reference:** 2100150044143

**Project ID NO:** P-RW-IAO-006

The Government of the Republic of Rwanda through Rwanda Development Board (RDB) has obtained funds from the African Development Bank (AfDB), to finance the Centre of Excellence for Aviation Skills (CEAS) Project. Part of these funds is intended to cover eligible payments for the recruitment of **an Aviation Expert/** Project Coordinator to provide technical assistance in the management of project activities and capacity building to counterparts involved in the project.

The objective of the consultancy services is to lead a technical team through the entire CEAS establishment lifecycle, from construction and set-up to operationalization. The Aviation Expert/Project Coordinator will spearhead the project, overseeing all phases – procurement, construction, and transition to CEAS operations. He/she will ensure successful completion within scope, budget, and timeline by effectively coordinating with stakeholders and managing project resources. This includes developing a comprehensive plan encompassing stakeholder management, budget control, risk mitigation, construction oversight, and project reporting with timelines, milestones, and resource allocation. He/she will actively engage with stakeholders for clear communication, manage the budget and develop risk mitigation plans. The construction oversight involves reviewing periodic reports from the Supervision Consultant. Project reports will be prepared monthly and quarterly to update senior management and stakeholders. He/she will lead a multidisciplinary team, ensuring accurate project documentation and adherence to scope. Procurement activities will be coordinated with stakeholders to guarantee alignment with project objectives. Finally, the project will undergo a successful closure process, encompassing both provisional and final handover, including post-project evaluation and reporting. He/She will mentor and build capacity of counterparts in RDB and Aviation Travel and Logistics Holding Ltd (ATL) in developing and improving technical knowledge and understanding in handling and management of complex infrastructure contracts in line with Aviation.

The assignment will be initially over a period of Twelve (12) months with possibility of extension subject to satisfactory performance of the assignment.

RDB now invites interested candidates (Individual Consultants) to apply and indicate interest in providing these services. Interested Individual Consultants must provide information indicating that he/ she is qualified and has relevant experience to perform the services (detailed CVs, academic and professional qualifications, relevant copies of academic degrees and other certificates, description of experience in similar assignments, etc.).

#### **QUALIFICATIONS:**

- Hold a Bachelor's degree in aviation related studies with a minimum of 10 years' experience in aviation infrastructure development projects. A postgraduate qualification in Project Management would be a strong asset.
- Minimum 5 years working experience in a management position within the aviation industry, dealing with procurement of specialized equipment and contracts management issues inter alia.
- Experience as instructor (flying or maintenance) for at least 3 years.
- Experience as a project coordinator in at least 3 complex projects with a construction component within the aviation industry is an added advantage
- Experience in setting up an academy is an added advantage
- Strong leadership and interpersonal skills with the ability to motivate and manage a diverse team.
- Being a member of an internationally accredited aviation body/association is desirable.
- Experience in an African country and/or with a Development Financial Institution (DFI) is desirable
- Language proficiency: Fluent in English: Excellent communication, written and verbal, with the ability to effectively communicate with all project stakeholders.

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's *"Procurement Policy for Bank Group Funded Operations"* dated October 2015, which is available on the Bank's website at <http://www.afdb.org>.

The detailed terms of reference can be found on the following website <https://rdb.rw/media/#tenders>

Interested consultants may obtain further information at the following address during office hours [7:00am-15:00pm GMT] or by e-mail:

Expression of interest must be delivered physically or by e-mail to the address below by **July 19<sup>th</sup>, 2024 at 15:00pm (GMT)** and mention "***Aviation Expert***"

**Rwanda Development Board**

Phone: +250788312385

Email: [spiu.procurement@rdb.rw](mailto:spiu.procurement@rdb.rw)

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Chief Financial Officer

## **REVISED TERMS OF REFERENCE: HIRING AN AVIATION EXPERT/PROJECT COORDINATOR**

**Contract type: Individual Consultant**

### **A. BACKGROUND**

The demand for aviation professionals i.e. pilots, aircraft maintenance technicians, cabin crew, airline and airport ground support personnel in Africa and worldwide for the next 20 years is huge. For Rwanda, the skills gap in Aviation industry is even more significant with the fast growth of the national carrier, Rwanda Air, and the construction of the new international airport.

To address this challenge, the Government of Rwanda with the support of African Development Bank (AfDB), set out to establish a Center of Excellence of Aviation Skills (CEAS) in Kigali, Rwanda. The CEAS will serve not only Rwanda but the region and beyond. To provide the highest quality training, the CEAS aims at achieving EASA (European Aviation Safety Agency), IATA and ICAO certifications.

The objectives of the project are to: (i) improve institutional capacity to deliver high quality training through accreditation and certification with international accrediting bodies like EASA; (ii) increase the pool of domestic certified aviation experts through quality training that meets international standards; and (iii) enhance institutional capacities and frameworks of training as recommended by global Aviation best practices.

### **B. OBJECTIVES**

The main objective of the Aviation Training Expert/Project Coordinator is to lead a technical team in the construction, set-up and establishment of the CEAS.

The Aviation Training Expert/project coordinator for the CEAS will be overseeing the entire project lifecycle, from the construction phase to the operationalization of CEAS. He/she will be responsible for ensuring the successful completion of the project within the defined scope, budget, and timeline, while coordinating with various stakeholders and managing project resources effectively.

### **C. SCOPE OF WORK**

The **Aviation Expert/Project Coordinator** will be responsible for the overall leadership and management of the procurement /construction and the project implementation phases. This will include, but is not limited to:

- **Project Implementation:** Develop a comprehensive project implementation plan, including timelines, milestones, and resource allocation, to guide the construction of CEAS' infrastructure, equipment acquisition and space requirements, training of trainers and accreditation by relevant authorities.

- **Stakeholder Management and Coordination:** Collaborate with internal stakeholders, external consultants, contractors, to ensure seamless coordination and effective communication throughout the project.
- **Budget and Cost Management:** with the support of the financial management team, aviation expert will manage project budget, track expenses, and implement cost control measures to ensure the project is delivered within the allocated budget.
- **Risk Management:** Identify potential risks and develop mitigation strategies to minimize their impact on project progress and outcomes. Regularly assess project risks and take proactive measures to address them.
- **Construction Oversight:** Review the periodic reports produced by the Supervision Consultant for the construction works. Engage as needed to monitor progress and resolve any construction-related issues.
- **Project Reporting:** Prepare project overall monthly and quarterly progress reports, including updates on milestones, budget utilization, Environmental Safety and Health (ESH), gender inclusiveness and protection as per the Environmental and Social Impact Assessment (ESIA) report and project risks. Present CEAS project's status to project senior management and stakeholders, highlighting achievements, challenges, and recommendations.
- **Team Management:** Lead and manage a multidisciplinary project team and assign tasks and responsibilities. Foster a collaborative and productive work environment, ensuring effective teamwork and clear communication.
- **Project Documentation:** Ensure accurate project documentation, including contracts, permits, drawings, and other relevant records. Ensure compliance with legal and regulatory requirements.
- **Project Scope Management:** Assess, advise and handle changes in the project scope.
- **Procurement:** Work closely with project procurement expert, financial(accountant) and other stakeholders to ensure alignment with project objectives. He/She will ensure timely procurement processes, finalizing contracts that meet all requirements for cost, quality, and scope.
- **Close out:** Ensure the successful closure of the project, from provisional handover to final handover, including post-project evaluation and reporting.
- **Other:** Perform other related tasks that may be required for the success of the project.

#### **D. QUALIFICATIONS:**

- Hold a Bachelor's degree in aviation related studies with a minimum of 10 years' experience in aviation infrastructure development projects. A postgraduate qualification in Project Management would be a strong asset.
- Minimum 5 years working experience in a management position within the aviation industry, dealing with procurement of specialized equipment and contracts management issues inter alia.
- Experience as instructor (flying or maintenance) for at least 3 years.

- Experience as a project coordinator in at least 3 complex projects with a construction component within the aviation industry is an added advantage
- Experience in setting up an academy is an added advantage
- Strong leadership and interpersonal skills with the ability to motivate and manage a diverse team.
- Being a member of an internationally accredited aviation body/association is desirable.
- Experience in an African country and/or with a Development Financial Institution (DFI) is desirable
- Language proficiency: Fluent in English: Excellent communication, written and verbal, with the ability to effectively communicate with all project stakeholders.

#### **E. REPORTING**

The Aviation Expert/Project Coordinator will work under the overall guidance of the SPIU Coordinator at RDB. The Aviation Training Expert will also be expected to work very closely with counterparts from Aviation Travel and Logistics Holding Ltd (ATL).

#### **F. REMUNERATION**

The individual consultant will be remunerated based on a lump sum that includes fees and related costs. The remuneration amount; payment schedule and working arrangement will be negotiated. The candidate will be responsible for obtaining personal health insurance at his or her own cost. The coverage should include all medical expenses, including those resulting from illness or injury incurred during the duration of the assignment. The location for the assignment is in Kigali-Rwanda with travels upcountry where necessary.

#### **G. DURATION OF SERVICE**

The assignment will be for thirty-six (36) months. However, the consultant will be given one (1)-year contract period subject to be renewed upon his/her satisfactory performance.

#### **H. DELIVERABLES**

- A comprehensive project implementation plan which will be agreed at the start of the assignment and updated as required.
- Regular project progress reports including monthly and quarterly reports on project scope, schedule, budget, risk, and quality.
- All signed contract documents after effective procurement processes.
- A completion report at the end of the assignment with a fully functional and operational new aviation training facility in accordance with project specifications.

#### **E. EVALUATION CRITERIA**

The criteria for evaluation are set according to the requirements expressed in the Terms of Reference which are **experience** of the consultant as provided in the **Curriculum Vitae (C.V)**, academic and professional **qualifications**, **relevant experience**, **proofs of similar performed assignment**, and a technical brief **note demonstrating understanding of the scope of work**.