



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

INDIVIDUAL CONSULTANT : PROCUREMENT EXPERT (TA)

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 received 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 Procurement Expert to provide technical assistance in the management of project activities and capacity building to counterparts involved in the project.

This role is critical for ensuring efficient and compliant project procurement. It involves aligning all activities with the African Development Bank Procurement Framework and Rwanda Public Procurement Law, while developing user-friendly Standard Operating Procedures (SOPs) and a procurement strategy that maximizes project goals within budget. The role encompasses the entire procurement cycle, from conducting due diligence and supporting bid/proposal evaluations to drafting contracts. It also includes providing training for the RDB procurement team, managing risks like supplier performance and delays, and establishing a robust monitoring system with regular reporting to stakeholders on procurement progress and performance.

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

- **Education Qualification:** At least Master's degree in civil engineering, Public/Business Administration, Law, Procurement and Economics
Having a relevant professional certification in any of the following Certified Professional in Supply Management (CPSM); Certified Procurement Professional (CPP) or Chartered Institute of Purchasing and Supply (CIPS) or equivalent is an added advantage.
- **General Experience:** at least 7 years of Proven experience in procurement and supply chain management, with a least 3 years of experience working on donor funded projects preferably in high value and complex construction projects.
- **Specific Experience:** Should provide 3 references/proofs of similar performed assignment working on donor funded projects. This should be proven by service certificates/ good completion certificates supported by copies of the contract for the Client.
- **Knowledge:** In-depth knowledge of procurement processes, principles, practices, regulations, contract Management, and supply chain operations is essential.
- **Language proficiency:** Fluent in English.
- Familiarity with procurement in the aviation industry, including knowledge of aviation equipment and supply vendors, is preferred.
- Proven ability to work with different stakeholders and drive informed decision-making.

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 [7:00 am -15:00pm GMT] or by e-mail:

Expression of interest must be delivered physically or by email to the address below by **July 19th 2024 at 15:00 pm** (GMT) and mention ***"Procurement expert (TA)"***

Rwanda Development Board (RDB)

Phone: +250788312385

Email: spiu.procurement@rdb.rw

P. O Box: 6239 Kigali-Rwanda

KN 5Rd, KG 9 Ave

Joseph Cedrick Nsengiyumva

Chief Financial Officer



REVISED TERMS OF REFERENCE: TERMS OF REFERENCE FOR HIRING A PROCUREMENT EXPERT (TA)

Contract type: Individual Consultant

A. INTRODUCTION and OBJECTIVE

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.

The Government of Rwanda received a loan from the African Development Bank (AfDB) to finance the Centre of Excellence for Aviation Skills (CEAS) which is being implemented by the Rwanda Development Board (RDB). The project intends to apply part of the proceeds of this loan for payments of technical assistance to support project implementation.

The Project Procurement Expert will report to the Coordinator of RDB's Single Project Implementation Unit (SPIU). S/he will be part of the project coordination unit. The overall responsibility of the Project Procurement Expert is to ensure that any procurement of the project is done timely with the highest quality and based on the principle of value for money in line with the African development Bank's procurement Framework as well as the National Procurement Law and regulations.

B. SCOPE OF THE SERVICES

- Support the procurement processes to ensure full alignment with African Development Bank Procurement Framework, as well as Rwanda Public Procurement Law.
- Develop a user friendly Standard Operating Procedures (SOPs) under the Project Implementation Manual.
- Develop and implement a procurement strategy that aligns with the project's goals and budget.
- Revise and ensure strict compliance of the procurement plan, considering the requirements of the Center of Excellence in Aviation Skills, including construction materials, training equipment, and other necessary supplies.
- Collaborate with stakeholders to identify procurement needs and establish timelines.
- Undertake due diligence to ensure quality of documentation that are submitted for no objections in timely manner.
- Provide support in procurement process including providing inputs to bidding documents and request for proposals, especially advise on technical specifications and terms of reference, technical assistance to the tender committee during bids/proposals evaluation and provide guidance during contract negotiation.
- Provide support in drafting, review, and finalization of the contracts with selected suppliers/consultants. Monitor contract performance, manage variations, and resolve any contractual disputes or issues that may arise during the procurement process.
- Technical assistance to the beneficiary department and project management on contract management.
- Provide training and capacity building needs of RDB procurement staff and other identified stakeholders to ensure long-term sustainability of the RDB's outcomes, with a view of strengthening staff capacities.
- Risk Assessment: Identify and mitigate procurement-related risks, such as supplier performance issues, delivery delays, or quality concerns.
- Develop contingency plans to address potential disruptions to the procurement process.
- Monitor and ensure timely responses to procurement clarification questions raised by the AfDB to RDB.
- Develop and support implementation of robust procurement monitoring system and follow up mechanism to ensure procurement activities are carried out as planned; identify any deviation and propose appropriate actions and submit report to the SPIU Coordinator of RDB and other stakeholders.
- Develop contract compliance checklist and implementation plan.
- Work closely with counterparts in user departments, technicians, and managerial staff to ensure the procurement requirements are well defined and implemented.
- Provide regular reports to project stakeholders on procurement progress and performance.

C. QUALIFICATIONS

- **Education Qualification:** At least Master's degree in Civil Engineering, Public/Business Administration, Law, Procurement and Economics
Having relevant professional certification in any of the following Certified Professional in Supply Management (CPSM); Certified Procurement Professional (CPP) or Chartered Institute of Purchasing and Supply (CIPS) or equivalent is an added advantage
- **General Experience:** at least 7 years of Proven experience in procurement and supply chain management, with a least 3 years of experience working on donor funded projects preferably in high value and complex construction projects.
- **Specific Experience:** Should provide 3 references/proofs of similar performed assignment working on donor funded projects. This should be proven by service certificates/ good completion certificates supported by copies of the contract for the Client.
- **Knowledge:** In-depth knowledge of procurement processes, principles, practices, regulations, contract Management, and supply chain operations is essential.
- **Language proficiency:** Fluent in English.
- Familiarity with procurement in the aviation industry, including knowledge of aviation equipment and supply vendors, is preferred.
- Proven ability to work with different stakeholders and drive informed decision-making.

General competencies:

- Strong negotiation skills.
- Excellent analytical and problem-solving abilities.
- Cost Management: Ability to analyze cost, identify cost saving opportunities, and manage project budgets effectively.
- Understanding of ethical procurement practices and compliance with procurement regulations and policies.
- Attention to detail and strong organizational skills.
- Proficiency in procurement software and tools for managing contracts, procurement requests and data analysis.
- Good understanding of financial and budgeting processes.
- Excellent communication and interpersonal skills.

D. REPORTING DURATION OF SERVICE

The Procurement Expert will work under the overall guidance of the SPIU Coordinator but on day to day basis shall report to the Aviation Expert.

E. 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.

F. DURATION OF SERVICE

The assignment will be for thirty-six (36) months. However, the consultant will be given one (1) contract period subject to be renewed upon his/her satisfactory performance. For the entire duration of the assignment, the consultant shall be physically present at the RDB/SPIU office.

G. DELIVERABLES

A detailed proposed work plan should be agreed at the start of the assignment, based on which the weekly and a progress monthly report will be submitted; a completion reports is also expected at the end of the assignment period.

More specifically, the Procurement expert will be expected to deliver the following:

- Technical Assistance in due diligence of Procurement and contract management project activities,
- Procurement monitoring system and follow up mechanism,
- Capacity building to the procurement staff, tender committee and contract managers,

H. EVALUATION CRITERIA:

The criteria for evaluation were 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**.