



**REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTANCY SERVICES)
INDIVIDUAL CONSULTANT: PROJECT MANAGER**

COUNTRY: RWANDA

**SUPPORT FOR SUSTAINABLE AND INCLUSIVE PRIVATE SECTOR
DEVELOPMENT PROJECT (SSIPSD)**

Component: Project Management

Finance Agreement Reference: Grant N^o 5700155004001

Project ID NO: P-RW-KFO-007

The Government of the Republic of Rwanda has received a grant from the African Private Sector Assistance (FAPA) with the African Development Bank and the African Development Fund acting as administrator of grant funds to finance the project for Support for Sustainable and Inclusive Private Sector Development whose aim is to improve the policy environment to enable private sector-led growth and strengthen the capacity of Rwanda's private sector.

The Government of Rwanda is committed to creating an investment climate conducive to attracting private investment, increasing overall competitiveness, and promoting the creation of productive jobs. The Rwanda Development Board (RDB) is a government agency mandated to accelerate private sector-led development. In light of this objective, RDB aims to conduct an Investment Policy Review (IPR) for Rwanda and support the expansion of Business Development Advisors (BDA) scheme as well as the capacity of MSMEs access to both domestic and international markets. It is in this context that; a project manager needs to be recruited to oversee the implementation of this project.

This role is critical for ensuring efficient and compliant project implementation. It involves management of the project team by assigning tasks, providing guidance, and ensuring collaboration and accountability; maintain clear and regular communication with stakeholders, keeping them informed about project progress, risks, and changes; monitor project expenses, allocate resources efficiently, and ensure adherence to the budget; establishing and enforcing quality standards throughout the project lifecycle to deliver a high-quality outcome. It also includes managing changes to project scope, schedule, and resources, assessing their impact and implementing necessary adjustments.

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:** Hold a Master's degree in project management, economics, business administration, Monitoring and Evaluation, Finance or Accounting.
- **General Experience:** at least 7 years of Proven experience in project management and other related field, with a least 3 years of experience working on donor funded projects.
- **Specific Experience:** Should have provide 3 references/proofs of similar performed assignment working on donor funded projects as a project manager. This experience should be demonstrated by service certificates, good completion certificates, and copies of the contract with the Clients.
- At least 5 years' experience in private sector development research and policy analysis, with a strong quantitative component dealing with firm level data.
- Experience in working in a developing country government and achieving tangible progress will be an advantage.
- Experience organizing events, and policy dialogues involving high level government officials, and other relevant stakeholders; including agenda setting, participant selection and reach out as well as event logistics and stage management.
- **Knowledge:** Demonstrates exceptional abilities in working collaboratively within teams and coordinating the delivery of complex outputs.
- Highlights adaptability and resilience in working autonomously and effectively managing uncertainties in project environments.
- Demonstrates excellent time management skills, ensuring the timely completion of assigned tasks without requiring close supervision.
- **Language proficiency:** Fluent in English.
- 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 29th, 2024 at 15:00 pm (GMT) and mention "***Project Manager***"

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

TERMS OF REFERENCE FOR HIRING A PROJECT MANAGER

Contract type: Individual Consultant

A. INTRODUCTION and OBJECTIVE

The Government of the Republic of Rwanda has received a grant from the African Private Sector Assistance (FAPA) with the African Development Bank and the African Development Fund acting as administrator of grant funds to finance the project for Support for Sustainable and Inclusive Private Sector Development. This project is also known as the 'Support for Sustainable and Inclusive Private Sector Development Project (SSIPSD).' The project aims to improve the policy environment to enable private sector-led growth and strengthen the capacity of Rwanda's private sector.

The Government of Rwanda is committed to creating an investment climate conducive to attracting private investment, increasing overall competitiveness, and promoting the creation of productive jobs. The Rwanda Development Board (RDB) is a government agency mandated to accelerate private sector-led development. The overall objective is to contribute to the ongoing reforms aimed at improving the policy environment to enable private sector-led growth and to strengthen the capacity of Rwanda's private sector especially Micro, Small and Medium-sized Enterprises (MSMEs) to generate the quality jobs. In light of this objective, RDB aims to conduct an Investment Policy Review (IPR) for Rwanda and support the expansion of Business Development Advisors (BDA) scheme as well as the capacity of MSMEs access to both domestic and international markets. It is in this context that; a project manager needs to be recruited to oversee the implementation of this project.

B. SCOPE OF THE SERVICES

- Ensure the smooth delivery of all project operational, logistical aspects as well as monitoring and managing fiduciary.
- Review and validate invoices from service providers before further processing.
- Conduct regular reviews and updates of the project's Operations Manual, including revising standard operating procedures to improve operational efficiency.
- Establish monitoring mechanisms to track project activities, outputs, and outcomes, ensuring timely and accurate reporting.

- Analyze monitoring data and provide regular reports to the project stakeholders, highlighting key findings, challenges, and recommendations for improvement.
- Serve as the main point of contact for internal and external stakeholders, facilitating effective communication and coordination.
- Collaborate with project partners and service providers to ensure seamless collaboration and alignment with project objectives.
- Organize and facilitate regular meetings, workshops, and events to engage stakeholders, share updates, gather feedback and ensure proper documentation of project activities, including meeting minutes, reports, and other relevant documents.
- Maintain positive working relationships with relevant government agencies, the donor, and other key stakeholders.
- Maintain a comprehensive and organized filing system for easy retrieval of project-related documents.
- Support knowledge management efforts by capturing and sharing lessons learned, best practices, and success stories from the project.
- Provide leadership and guidance to project staff, ensuring clarity of roles and responsibilities.
- Foster a collaborative and supportive team environment, promoting professional growth and development.
- Identify capacity-building needs of project staff and foster a collaborative as well as supportive team environment to promote professional growth and development through relevant trainings.
- Ensure compliance with project policies, procedures, and donor requirements.
- Identify and mitigate project risks, proactively addressing challenges and issues as they arise.

C. QUALIFICATIONS

- **Education Qualification:** Hold a Master's degree in project management, economics, business administration, Monitoring and Evaluation, Finance or Accounting.
- **General Experience:** at least 7 years of Proven experience in project management and other related field, with a least 3 years of experience working on donor funded projects.
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- **Language proficiency:** Fluent in English.
- Proven ability to work with different stakeholders and drive informed decision-making.

General competencies:

- Ability to lead and manage a diverse team, fostering collaboration and high performance.
- Experience in providing guidance and support to promote professional growth.
- Proficiency in conducting rigorous analysis and drawing actionable insights.
- Ability to apply analytical thinking to problem-solving.
- Strong ability to communicate complex findings in a clear and accessible manner.
- Skill in tailoring communication to different audiences.
- Interest in fostering a learning culture and capacity building.
- Ability to deliver training and workshops.
- Ability to prioritize tasks, meet deadlines and achieve project objectives.

D. REPORTING

The Project Manager will work under the overall guidance of the SPIU Coordinator at RDB.

E. CONTRACTING AND 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. For the entire duration of the assignment, the consultant shall be physically present at the RDB/SPIU office.

F. DELIVERABLES

The project manager will be expected to deliver the following:

- 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.

- File all signed contract documents after effective procurement processes.
- Capacity building to the project staff under him/her and produce a report highlighting recommendations on other relevant trainings needed by the staff depending on the capacity gaps identified.
- A completion report at the end of the assignment indicating success stories from the project, lessons learned and areas of improvement, etc...

G. 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**.