

**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.
- **Professional Certification (Certified Professional in Supply Management (CPSM); Certified Procurement Professional (CPP) or Chartered Institute of Purchasing and Supply (CIPS) level 5 or above or equivalent.** is an added advantage.
- Minimum of 10 years of verifiable and relevant experience in procurement or supply chain management, specifically on Multilateral Development Bank (MDB)-funded projects.
- **Specific Experience:** Should provide least three (3) references demonstrating successful completion of similar procurement assignments on donor-funded projects (e.g., MDBs such as the World Bank, ADB, AfDB, etc.).
- **Knowledge:** In-depth knowledge of procurement processes, principles, practices, regulations, contract Management, Donor funded (MDB especially AfDB) projects procurement guidelines and supply chain operations is essential.
- **Language proficiency:** Fluent in English is mandatory.
- 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.

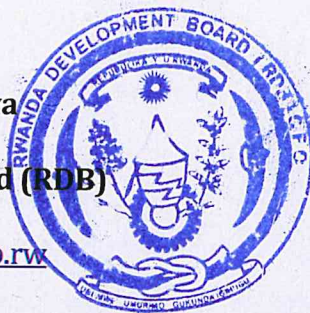
Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's "*Procurement Policy for Bank Group Funded Operations*" dated October 2015, which is available on the Bank's website at <http://www.afdb.org>.

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 **August 22, 2025 at 15:00 pm** (GMT) and mention "**Procurement expert (TA)**"


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Terms of Reference for Hiring a Procurement Expert (TA)

Contract type: Individual Consultant

A. INTRODUCTION and OBJECTIVE:

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.

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B. Scope of Work:

- Develop and implement procurement plans aligned with project timelines and donor requirements.
- Prepare, advertise, and manage tenders for:
 - Construction supervision consultancy
 - Construction contractors
 - Aviation specialized equipment and simulators
 - Training consultants and educational tools
 - Other goods and services as needed
- Lead bid evaluation processes, prepare evaluation reports, and assist in contract negotiations.
- Ensure procurement documentation and processes meet audit and compliance standards.
- Liaise with project management teams, financiers, and government agencies.
- Provide procurement capacity building and training to project staff as needed.
- Monitor contract performance and compliance.
- Report regularly on procurement status and issues.
- Provide support in procurement process including providing inputs to bidding documents and request for proposals of all bank funded projects, especially advise on technical specifications and terms of reference, technical assistance to the tender committee during bids/proposals evaluation. Risk Assessment: Identify and mitigate procurement-related risks, such as supplier performance issues, delivery delays, or quality concerns.

1. Skills and Competencies

- **Procurement & Tendering:**

- Strong skills in drafting and managing tenders for construction supervision, construction firms, aviation specialized equipment, training consultants, and educational tools.
- Expertise in bid evaluation, contract negotiation, and supplier management.

- **Regulatory & Compliance:**

- In-depth knowledge of procurement laws and regulations applicable to the Government of Rwanda and multilateral development banks (AfDB, OPEC Fund, Green Funds).
- Ability to ensure all procurement activities meet donor and Government compliance standards.

- **Stakeholder Engagement:**

- Proven ability to work effectively with diverse stakeholders including Government entities, financiers, contractors, consultants, and internal teams.
- Strong communication and negotiation skills to drive informed decision-making.

- **Risk & Quality Management:**

- Ability to identify procurement risks and implement mitigation strategies. ○ Ensure transparency, fairness, and accountability throughout procurement cycles.
- Ability to identify and resolve potential conflicts of interest or fraud and corruption risks

- **Technical Knowledge:**

- Understanding of aviation industry procurement requirements and specialized equipment.
- Knowledge of sustainable procurement and green finance principles is an advantage.
- **Project Management:**

Experience managing procurement timelines, coordinating multiple tenders simultaneously, and reporting progress to senior management and financiers.

- **IT Proficiency:**

- Experience with e-procurement platforms, tender management software, and document control systems.

2. Education and Professional Qualifications

- **Minimum:**

- *Master's degree* in Engineering, Public/Business Administration, Law, Procurement, Economics, Supply Chain Management or a closely related field.

- **Professional Certifications (added advantage)**

- ○ Certified Professional in Supply Management (CPSM)
- ○ Certified Procurement Professional (CPP)
- ○ Chartered Institute of Purchasing and Supply (CIPS) Level 5 or above ○ Equivalent recognized procurement certifications.
- ○ Project Management Professional (PMP) or equivalent certification is a plus.
- PRINCE 2 Certification

3. Experience

- **General Experience:**

- Minimum of 10 years of verifiable and relevant experience in procurement or supply chain management, specifically on Multilateral Development Bank (MDB)-funded projects.

Preference will be given to candidates who have worked on large-scale, high-value, and complex infrastructure projects. Experience in drafting and managing tenders for construction supervision, civil works, aviation equipment, and specialized consultancy services.

- *Regulatory Compliance:* A proven track record of ensuring full compliance with procurement regulations and procedures of both MDBs and national governments, including experience handling audits, evaluations, and risk assessments related to procurement.

Specific Experience Requirements:

The candidate must provide evidence of relevant prior assignments as follows:

- **Documented Relevant Assignments:**

To demonstrate successful completion of similar procurement assignments, especially on donor-funded projects (e.g., those financed by Multilateral Development Banks such as the World Bank, ADB, AfDB, etc.), applicants must submit at least three (3) references relevant to the assignment. These may include signed reference letters, contracts, certificates of completion, or other verifiable documentation that clearly outlines the candidate's role and contribution to the assignments.

- **Sector Experience:**

- Familiarity with procurement in the *aviation industry*, including aviation equipment and supply vendors, is preferred.

4. Language Proficiency

- Fluent in English is **mandatory**.
- Proficiency in Kinyarwanda and/or French is an advantage.

5. Knowledge

- Procurement laws and regulations of the Government of Rwanda.
- Donor funded (MDB especially AfDB) projects procurement guidelines, procurement Frameworks, policies, and procedures for works, goods, and consulting services
- International standards for procurement transparency, fairness, and competitiveness.
- Familiarity with aviation industry standards and technical procurement requirements.
- Understanding of sustainable procurement and green finance principles.

6. Submission Requirements:

- CV highlighting relevant experience and qualifications
- Cover letter detailing suitability for the role
- References from previous MDB-funded projects
- Copies of relevant degrees and certifications
- Technical note from the expert demonstrating how he/she understands of the assignment

7. Evaluation Criteria:

7.1. Essential Requirements

Requirement	Description
Minimum Education	Masters's degree in relevant field (Engineering, Procurement, Law, Business, Economics)
Professional Certification	CPSM, CPP, CIPS Level 5 or equivalent (added advantage)
Experience	7+ years procurement experience; 3+ years on donor-funded, high value, complex projects

References	Minimum 2 verifiable references with contracts and completion certificates.
Regulatory Knowledge	Government of Rwanda procurement laws; AfDB, OPEC Fund, and green fund procurement rules
Sector Knowledge	Aviation procurement experience preferred
Stakeholder Management	Proven ability to engage diverse stakeholders and facilitate decision making
Language	Fluent English (mandatory); Kinyarwanda/French advantageous

7.2. Advantageous Requirements

Requirement	Description
Green Procurement Expertise	Knowledge of sustainable procurement and green finance principles
IT Skills	Experience with e-procurement and tender management software
Training Skills	Ability to provide procurement capacity building
Multilingual	Kinyarwanda and French language skills