
**REQUEST FOR EXPRESSIONS OF INTEREST
ADVERTISEMENT
(INDIVIDUAL CONSULTANT)
COUNTRY: RWANDA**

1. Program: **Preparation of Rwanda Kigali Climate Smart Wastewater Management Project**
2. Position: **Project Management Support Expert**
3. Employer: **WASAC Group**
4. Grant Number: **S0942A**

1. Background

The Government of Rwanda has received funds from the Asian Infrastructure Investment Bank (AIIB) through its Project Preparation Special Fund (PPSF) toward the cost of preparation of Kigali Climate Smart Wastewater Management Project (Project). The Project is being prepared by the Water and Sanitation Corporation (WASAC) Group Ltd, the entity which has the mandate to manage all water and sanitation infrastructure in Rwanda. The Project aims to establish sustainable, low-emission and climate-resilient sanitation infrastructure in Kigali City, supporting the national goals of environmental protection, green growth, and improved urban resilience. Part of the financing is intended to cover eligible payments for the recruitment of a Project Management Support Expert.

A consulting firm for preparation of Feasibility Studies, Environmental & Social Impact Assessment with safeguard documents (ESIA) and detailed engineering designs (DED) for Kigali Climate Smart Wastewater Management Project is under recruitment process and is hereinafter referred to as the 'Consulting Firm'.

To ensure quality assurance, effective coordination, and technical review, WASAC Group Ltd seeks to hire an Individual Consultant – Project Management Support Expert (Expert) to provide technical support Project preparation stage and provide capacity building.

2. WASAC Group now invites interested candidates (Individual Consultants) to apply and indicate interest in providing these services. Interested Individual Consultant 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.). The detailed Terms of Reference can be found at WASAC's website <https://www.wasac.rw>.
3. Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the Asian Infrastructure Investment Bank's "Procurement Policy" dated July 2024, which is available on the Bank's website at <https://www.aiib.org>. The Individual Consultant shall be selected based on his/ her relevant experience, qualifications, and ability to carry out the assignment. Please note that interest expressed by an Individual Consultant does not imply any obligation on the part of WASAC Group to include him/ her in the shortlist.

4. Qualification Requirements:

The Expert shall meet the following minimum requirements:

- ✓ Master's degree or higher in Civil Engineering or Environmental Engineering or Sanitary Engineering or Water Resources Management or Environmental Management or equivalent discipline.
- ✓ Having a Professional certification in Project Management shall be an added value.
- ✓ At least 10 years of general experience in managing or supporting large infrastructure projects.
- ✓ Minimum 5 years of professional experience in project planning, monitoring and evaluation, stakeholder coordination, and reporting.
- ✓ Similar assignments (Centralized sewerage projects) with proven experience for design or supervision as Project Manager/Team Leader or Design Manager.
- ✓ Familiarity with FIDIC conditions of contract and procurement procedures of international financing institutions (e.g., World Bank, AfDB, GCF, AIIB).
- ✓ Experience in climate-smart or sustainable infrastructure projects shall be an added advantage.
- ✓ Experience of working on projects financed by multilateral development banks or international development organizations.

5. The Applicant shall provide:

- (i) Full time contact mail address and mobile phone numbers;
- (ii) Contact details of his/her Clients/Employees in the last 5 years;
- (iii) Names of three referees and their contact mail addresses including mobile/cell telephone numbers;
- (iv) Copies of National Identity Cards (IDs) or passports.

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6. Remuneration:

The Expert shall be remunerated through a negotiated lump sum including fees and reimbursable expenses.

7. Interested Individual Consultants may obtain further information at the following address during office hours [9-15 GMT] or by e-mail:

WASAC Group
P.O Box 2331 Kigali,
KN4 Av 8, CENTENARY HOUSE, Nyarugenge District,
Kigali Rwanda
E-mail: dprocurement@wasac.rw

8. Written Expressions of Interest together with the CVs, copies of degrees and relevant certificates must be delivered in a sealed envelope clearly marked: **"Project Management Support Expert"** or could be submitted in one file by e-mail to the address above by no later than **06/04/2026 at 3:00 PM (GMT)**.



Dr. Asaph KABAASHA
Chief Executive Officer
WASAC Group





TERMS OF REFERENCE FOR RECRUITMENT OF PROJECT MANAGEMENT SUPPORT EXPERT

PROJECT: Preparation of Rwanda Kigali Climate Smart Wastewater Management Project

SOURCE OF FINANCE: ASIAN INFRASTRUCTURE INVESTMENT BANK

GRANT NUMBER S0942A

Individual Consultant: Project Management Support Expert

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2. Objective of the Assignment

The overall objective of this assignment is to strengthen WASAC's project management capacity by providing technical oversight, coordination support, and management advice to ensure effective preparation and delivery of Kigali Climate-Smart Wastewater Management Project in line with international best practices, national standards, and financing requirements.

2.1. Specific Objectives

- ✓ Provide strategic and operational support to WASAC for project planning, monitoring, and coordination.
- ✓ Review and advise on the consulting firm's work plans, methodologies, and deliverables (feasibility study, detailed designs, ESIA, RAP, tender documents, PIM, etc.) to ensure timely and quality outputs.
- ✓ Ensure that proposed designs meet Rwanda's regulatory framework and climate-smart standards.



- ✓ Support effective communication among WASAC, the consulting firm/contractor, financing partners, and other stakeholders.
- ✓ Ensure project activities are implemented in accordance with approved budgets, schedules, and technical standards.
- ✓ Strengthen WASAC's internal project management systems, documentation, and reporting.

3. Scope of Work / Key Responsibilities

The Expert shall work closely with WASAC's Project Management Team to provide the Services and shall carry out the following key tasks:

3.1 Project Coordination and Planning

- ✓ Support the Project Manager in overall project coordination, planning, and scheduling of activities.
- ✓ Develop and maintain a comprehensive project implementation plan, including milestones, deliverables, and resource requirements.
- ✓ Assist in organizing project review meetings, progress briefings, and validation workshops.
- ✓ Support communication and information flow between WASAC, Consulting Firm, Individual Consultants, and stakeholders.
- ✓ Maintain records on the project.

3.2 Technical and Administrative Support

- ✓ Review the consulting firm's inception, progress, and reports, providing consolidated feedback to ensure alignment with project objectives.
- ✓ Monitor the performance and timelines of the consulting firm, ensuring compliance with contractual obligations.
- ✓ Support in contract management for the Consultant Firm
- ✓ Advise on risk management strategies and mitigation measures for project implementation challenges.

3.3 Monitoring, Evaluation, and Reporting

- ✓ Develop and update a project performance monitoring framework and key performance indicators (KPIs).
- ✓ Track progress of consultant deliverables, timelines, and budgets.
- ✓ Prepare monthly and quarterly progress reports summarizing technical, financial, and administrative aspects.
- ✓ Support the Client in the preparation of donor or stakeholder reports as required in line with the Funder's requirements/formats.

3.4 Capacity Building and Knowledge Transfer

- ✓ Provide on-the-job training to WASAC staff on project management best practices, tools, and software.
- ✓ Develop standard templates and tools for project scheduling, risk analysis, and performance monitoring to be used in future sanitation projects.



3.5 Coordination with Other Experts

- ✓ Collaborate with the other Client's Experts on board and project team staff to ensure cohesive and multidisciplinary project oversight.
- ✓ Support integration of environmental, social, and climate considerations into project planning and execution.

4. Deliverables

The Expert shall deliver the following outputs:

- ✓ **Work plan** –understanding of assignment, methodology and Work plan,
- ✓ **Training Plan and Materials** subject to review before delivery and provide training materials in both softcopy and hardcopy.
- ✓ **Review Reports:** Provide comprehensive technical and management comments on the Consulting Firm's deliverables.
- ✓ **Project brief** to the Client whenever is required
- ✓ **Monthly/Quarterly Progress Reports:** summarizing key activities, meetings, and recommendations. Submitted in five (5) working days of the following month;
- ✓ **Final Completion Report** on project management support provided, lessons learned, and capacity-building report. Submitted fifteen (15) days prior to the end of the assignment

5. Duration of the Assignment

The Expert shall be contracted for a period of 12 (Twelve) months from the date of commencement notice, with the possibility of extension depending on the satisfactory performance, the needs of the project, and fund availability.

6. Reporting and Supervision

The Expert shall report directly to the Single Project Implementation Unit Coordinator. Close collaboration shall be required with the Sanitation Department, Procurement Unit, and other Client departments.

7. Qualification and Experience Requirements

7.1. Education

- ✓ Master's degree or higher in Civil Engineering or Environmental Engineering or Sanitary Engineering or Water Resources Management or Environmental Management or equivalent discipline.
- ✓ Having a Professional certification in Project Management shall be an added value.

7.2. Professional Experience (Adequacy for the Assignment)

- ✓ At least 10 years of general experience in managing or supporting large infrastructure projects.
- ✓ Minimum 5 years of professional experience in project planning, monitoring and evaluation, stakeholder coordination, and reporting.

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- ✓ Similar assignments (Centralized sewerage projects) with proven experience for design or supervision as Project Manager/Team Leader or Design Manager.
- ✓ Familiarity with FIDIC conditions of contract and procurement procedures of international financing institutions (e.g., World Bank, AfDB, GCF, AIIB).
- ✓ Experience in climate-smart or sustainable infrastructure projects shall be an added advantage.
- ✓ Experience of working on projects financed by multilateral development banks or international development organisations.

7.3. Skills

- ✓ Strong analytical, organizational, and coordination skills.
- ✓ Proficiency in project management software (BIM, MS Project, etc).
- ✓ Proficiency in CAD Softwares
- ✓ Excellent written and verbal communication skills in English
- ✓ Ability to manage multiple tasks, meet deadlines, and work effectively with multidisciplinary teams.

8. Facilities and Resources Provided by WASAC Development Ltd

WASAC Development Ltd shall provide:

- ✓ Office space with utilities, access to office equipment (laptop with licensed standard software, printer, photocopier, internet connection etc.) and office supplies (paper, printer ribbons/toners, stationery etc.) for the purpose of the assignment, when working at WASAC HQ.
- ✓ Free access to special purpose technical software, as available with WASAC.
- ✓ Access to relevant project data, reports, and Consulting Firm's deliverables.
- ✓ Facilitation for stakeholder meetings, workshops, and field visits as required.

9. DUTY STATION

Based at WASAC headquarters but with regular supervisory and site visits to WASAC projects.

10. EVALUATION CRITERIA

Evaluation of the above qualifications and experience shall be done based on the following criteria and scores:

a.	<i>Education qualification</i>	30 %
b.	Adequacy for the assignment (described in the ToR)	65%
c.	Experience of working on projects financed by multilateral development banks or international development organisations.	5%
	Total weight	100%

11. Payment Schedule

Payments shall be made monthly upon reception of monthly report accepted by the supervisor.

📍 KN4 Av8, Centenary House, Nyarugenge, Kigali -Rwanda

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