



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

1. Program: **Rwanda Transformative and Sustainable Water and Sanitation Program (RTSWSP)**
2. Position: **Contract Management Expert of WASAC Group on the Implementation of RTSWSP**
3. Sector: **Water and Sanitation**
4. Employer: **WASAC Group**
5. Finance agreement reference: **5050300002251 & 2000300000902**
6. Project ID NO: **P-RW-E00-014**
7. **Context:** Through the Government of the Republic of Rwanda, WASAC Group has received funds from the African Development Bank (AfDB) and Africa Growing Together Fund (AGTF via AfDB) to finance the implementation of Rwanda Transformative and Sustainable Water and Sanitation Program (RTSWSP). Part of these funds is intended to cover eligible payments for the recruitment of Expert in contract Management and Capacity Building to provide technical support in enhancing WASAC capacity in the implementation of water and sanitation projects..
8. **The Assignment:** The objective of the consultancy services is:
  - (i) Support in planning, implementing, and managing the delivery of infrastructure contracts through proactive control and management of appointed contractors and supervisors to deliver innovative, high-quality, cost-effective solutions in a timely manner.
  - (ii) Support in planning and executing multi-million-dollar contract delivered through contractual agreements with multiple contractors and supervising companies.
  - (iii) Developing and implementing processes and procedures for project planning, project management and contract finance management whilst having the flexibility to change and grow to reflect fluctuating demands and requirements.
  - (iv) Support in defining project scope, goals and deliverables while ensuring full integration of all processes & procedures in alignment with contract management best practice.
  - (v) Support in managing end-to-end contract management deliverables within the specified time, cost, and resources.
  - (vi) Advise and participate in contract negotiations with contractors, supervisors and subcontractors (where necessary), and draft complex professional service agreements and addenda for review by WASAC Management.
  - (vii) Direct project teams to ensure compliance with contract terms and monitor contractors' and supervisors' compliance with contractual commitments.
  - (viii) Support in preparing project work plan, scope, schedule and budget, and in communicating these to project stakeholders; and in monitoring/managing project delivery for compliance with schedule, budget and quality objectives.





- (ix) Monitor reports and schedules to ensure appropriate invoicing by contractors and supervisors and communicate project progress/status to WASAC Management.
- (x) Establish and maintain project account files on computerized project management information systems, and periodically review project reports for accuracy and completeness.
- (xi) Monitor contractors' and supervisors' invoicing, review and approve invoices, assist in processing invoices, and resolve disputes, adjusting project invoicing records as required.
- (xii) Monitor contractors' progress and performance and report to WASAC Management.
- (xiii) To play a proactive role in developing and improving WASAC's processes for contract implementation to minimise the risk of abortive and repeat work.
- (xiv) Support in scheduling and coordinating project meetings with the project teams, contractors/supervisors, regulatory agencies and other stakeholders involved in the delivery of projects.
- (xv) Perform such other duties as WASAC Management may from time to time deem necessary.
- (xvi) Monitoring and reporting on contracts progress
- (xvii) Implementing and managing change when necessary to meet contract outputs
- (xviii) Work with relevant managers to identify their contract management training needs and help them organize and execute training in contract management covering the contract management cycles.
- (xix) Provide guidelines and train staff in managing and supervising contracts in accordance with the respective contract agreements including advice on timely the processing of payments, physical inspection and testing, receipt and transfer of the goods to the Client, submission of consultants' reports and closing of respective contracts
- (xx) Participates in the development of contract risk assessments and risk management plans, including mitigating measures;
- (xxi) Develop contract compliance checklists and implementation plans.
- (xxii) Advise the client on appropriate action to address instances of poor performance and/or non-compliance with contractual obligation.
- (xxiii) Advise WASAC management on major sensitive matters relating to the contract management.
- (xxiv) Within the terms and conditions of the contract, lead resolution of conflicts or performance issues arising in cases of poor performance and/or non-compliance with contractual obligations.
- (xxv) Drafts relevant audit responses on contract management related issues, as required.
- (xxvi) The Contract Management Expert shall work with WASAC to produce, or assist with the management of and/or delivery of services including but not limited to:
  - Contract management
  - Project management and appropriate quality plans
  - Detailed delivery programs
  - Technical assurance plans
  - Financial plans
  - Communication plans



- Stakeholder management plans
  - Constructability reviews
  - Information for consent applications (construction permits, environmental permits, etc.)
  - Risk registers
  - Health and Safety files
  - Land expropriation plans
  - Project monitoring and evaluation plan
  - Etc.
9. 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> and at Bank's website <https://www.afdb.org>.
10. 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 Individual Consultant will 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 Development Ltd to include him/ her in the shortlist.

#### 11. Qualification requirements:

The selected Consultant should meet the following minimum requirements:

- Master's degree in Civil/Sanitation/Water supply Engineering, or construction project management (*upon presentation of academic Degrees*).
- Professional project management certificate issued by international recognized institution.
- At least twelve (12) years of relevant experience in project implementation and technical professional activities, at least six (6) years of working as a contract Management Expert.
- Having managed at least three (3) sanitation or water supply projects comprising Water or Wastewater treatment plants networks as contract management expert.
- Strong analytical, organizational, multi-tasking, presentation, communication (written and spoken English is essential. With French is an added advantage), and problem-solving skills.
- Excellent commercial and financial acumen related to project budgeting, management, and cost control.
- Demonstrate drive, enthusiasm and commitment to projects while projecting a professional image.
- Excellent planning and organisation skills.





- Have excellent written and verbal skills in English (with French is an added advantage) when communicating with stakeholders including technical and non-technical parties. Education background should be English-based program.
- Able to make decisions, act on own initiative and operate in a proactive manner with a positive attitude.
- Consistently achieve high quality standards with limited direction and supervision. Shows flexibility in task handling and deals well with ambiguity.
- Experience with implementation of infrastructure/utility projects is highly desirable.

The applicant should 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.

**12. Remuneration:** The consultant will be remunerated through a negotiated lump sum including fees and reimbursable expenses.

**13. 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](mailto:dprocurement@wasac.rw)

**14. Written Expressions of Interest** together with the CVs, copies of degrees and relevant certificates must be delivered in a sealed envelope clearly marked: **"Contract Management Expert of WASAC Group on the implementation of RTSWSP"** or could be submitted in one file by e-mail to the address above by no later than **04/02/2026 at 3:00 PM (GMT)**.

  
**Dr. Asaph KABAASHA**  
Chief Executive Officer  
WASAC Group





## TERMS OF REFERENCE FOR RECRUITMENT OF CONTRACT MANAGEMENT EXPERT

### i. BACKGROUND

The Water and Sanitation Corporation (WASAC) Group of Rwanda is the entity setup to manage all water and sanitation services in Rwanda. WASAC has obtained funds from the African Development Bank (AfDB), Africa Growing Together Fund (AGTF via AfDB) and Government of Rwanda (GoR) to finance the Rwanda Transformative and Sustainable Water Supply and Sanitation Program (RTSWSSP). Part of these funds is intended to cover eligible payments for the recruitment of Expert in contract Management and Capacity Building to provide technical support in enhancing WASAC capacity in the implementation of water and sanitation projects.

### ii. DUTIES AND RESPONSIBILITIES

Build the capacity of WASAC staff and provide technical assistance in:

- (i) Support in planning, implementing and managing the delivery of infrastructure contracts through proactive control and management of appointed contractors and supervisors to deliver innovative, high quality, cost effective solutions in a timely manner.
- (ii) Support in planning and executing multi-million-dollar contract delivered through contractual agreements with multiple contractors and supervising companies.
- (iii) Developing and implementing processes and procedures for project planning, project management and contract finance management whilst having the flexibility to change and grow to reflect fluctuating demands and requirements.
- (iv) Support in defining project scope, goals and deliverables while ensuring full integration of all processes & procedures in alignment with contract management best practice.
- (v) Support in managing end-to-end contract management deliverables within the specified time, cost and resources.
- (vi) Advise and participate in contract negotiations with contractors, supervisors and subcontractors (where necessary), and draft complex professional service agreements and addenda for review by WASAC Management.
- (vii) Direct project teams to ensure compliance with contract terms and monitor contractors' and supervisors' compliance with contractual commitments.
- (viii) Support in preparing project work plan, scope, schedule and budget, and in communicating these to project stakeholders; and in monitoring/managing project delivery for compliance with schedule, budget and quality objectives.
- (ix) Monitor reports and schedules to ensure appropriate invoicing by contractors and supervisors, and communicate project progress/status to WASAC Management.
- (x) Establish and maintain project account files on computerized project management information systems, and periodically review project reports for accuracy and completeness.
- (xi) Monitor contractors' and supervisors' invoicing, review and approve invoices, assist in processing invoices, and resolve disputes, adjusting project invoicing records as required.
- (xii) Monitor contractors' progress and performance and report to WASAC Management.
- (xiii) To play a proactive role in developing and improving WASAC's processes for contract implementation to minimise the risk of abortive and repeat work.
- (xiv) Support in scheduling and coordinating project meetings with the project teams, contractors/supervisors, regulatory agencies and other stakeholders involved in the delivery of projects.



- (xv) Perform such other duties as WASAC Management may from time to time deem necessary.
- (xvi) Monitoring and reporting on contracts progress
- (xvii) Implementing and managing change when necessary to meet contract outputs
- (xviii) Work with relevant managers to identify their contract management training needs and help them organize and execute training in contract management covering the contract management cycles;
- (xix) Provide guidelines and train staff in managing and supervising contracts in accordance with the respective contract agreements including advice on timely the processing of payments, physical inspection and testing, receipt and transfer of the goods to the Client, submission of consultants' reports and closing of respective contracts
- (xx) Participates in the development of contract risk assessments and risk management plans, including mitigating measures;
- (xxi) Develops contract compliance checklists and implementation plans;
- (xxii) Advise the client on appropriate action to address instances of poor performance and/or non-compliance with contractual obligation;
- (xxiii) Advise WASAC management on major sensitive matters relating to the contract management;
- (xxiv) Within the terms and conditions of the contract, lead resolution of conflicts or performance issues arising in cases of poor performance and/or non-compliance with contractual obligations;
- (xxv) Drafts relevant audit responses on contract management related issues, as required;
- (xxvi) The Contract Management Expert shall work with WASAC to produce, or assist with the management of and/or delivery of services including but not limited to:
  - a) Contract management
  - b) Project management and appropriate quality plans
  - c) Detailed delivery programs
  - d) Technical assurance plans
  - e) Financial plans
  - f) Communication plans
  - g) Stakeholder management plans
  - h) Constructability reviews
  - i) Information for consent applications (construction permits, environmental permits, etc.)
  - j) Risk registers
  - k) Health and Safety files
  - l) Land expropriation plans
  - m) Project monitoring and evaluation plan.

### iii. Required Skills and Experience

- (i) Msc. in Civil/Sanitation/Water supply Engineering, or construction project management *(upon presentation of academic Degrees)*.
- (ii) Professional project management certificate issued by international recognized institution.
- (iii) At least twelve (12) years of relevant experience in project implementation and technical professional activities, at least six (6) years of working as a contract Management Expert.
- (iv) Having managed at least three (3) sanitation or water supply projects comprising Water or Wastewater treatment plants networks as contract management expert;



- (v) Strong analytical, organizational, multi-tasking, presentation, communication (written and spoken English is essential. With French is an added advantage), and problem-solving skills.
- (vi) Excellent commercial and financial acumen related to project budgeting, management and cost control.
- (vii) Demonstrate drive, enthusiasm and commitment to projects while projecting a professional image.
- (viii) Excellent planning and organisation skills.
- (ix) Have excellent written and verbal skills in English (with French is an added advantage) when communicating with stakeholders including technical and non-technical parties. Education background should be English-based program.
- (x) Able to make decisions, act on own initiative and operate in a proactive manner with a positive attitude.
- (xi) Consistently achieve high quality standards with limited direction and supervision. Shows flexibility in task handling and deals well with ambiguity.
- (xii) Experience with implementation of infrastructure/utility projects is highly desirable.

**Note: Proof of experience (Certificate of completion) to be accepted is the one executed within the last ten (10) years.**

#### iv. DURATION OF THE ASSIGNMENT

The assignment will be for a period of Two (2) years with possibility of extension subject to availability of funds and satisfactory performance of the assignment.

#### v. DUTY STATION

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

#### vi. EVALUATION CRITERIA

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

|                     |   |             |
|---------------------|---|-------------|
| a.                  | <i>Education qualification</i><br>- Msc. in Civil/Sanitation/Water supply Engineering, or construction project management ( <i>upon presentation of academic Degrees</i> ).<br>- Professional project management certificate issued by international recognized institution.  | 30 %        |
| b.                  | Adequacy for the assignment (described in the ToR)<br>(i) At least twelve (12) years of relevant experience in project implementation and technical professional activities, at least six (6) years of working as a contract Management Expert.<br>(ii) Having managed at least three 3 sanitation or water supply projects comprising Water or Wastewater treatment plants networks as contract management expert; | 55%         |
| c.                  | Language capacity   | 10%         |
| d.                  | Experience with International donor agencies funded projects in the region  | 5%          |
| <b>Total weight</b> |   | <b>100%</b> |

**vii. MODE OF APPLICATION AND APPLICATION DEADLINE**

Interested candidates are required to apply to the under mentioned address not later than **04/02/2026 at 3:00 PM (GMT)**. The applications should be accompanied by their CVs and copies of academic, professional, and working certificates to demonstrate the suitability of the candidate, through an envelope bearing the title "**Contract Management Expert**" forwarded to the address below or could be submitted in one file by e-mail indicated below:

**WASAC Group**  
**To Chief Executive Officer**  
**P.O Box 2331 Kigali,**  
**KN4 Av 8, CENTENARY HOUSE, Nyarugenge District,**  
**Kigali-Rwanda**  
E-mail: [dprocurement@wasac.rw](mailto:dprocurement@wasac.rw)

The applicant should provide:

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