



REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTANCY SERVICES)

INDIVIDUAL CONSULTANT: PROCUREMENT EXPERT

COUNTRY: RWANDA

Rwanda Transformative and Sustainable Water and Sanitation Program, Phase I (RTSWSP).

Sector: Water and Sanitation

Procurement Entity: WASAC Development Ltd

Finance agreement reference: 5050300002251

Project ID NO: P-RW-E00-014

1. **Context:** The Government of the Republic of Rwanda, Water and Sanitation Corporation (WASAC Development Ltd) has received funds from the African Development Bank (AfDB), to finance the Rwanda Transformative and Sustainable Water and Sanitation Program, Phase I (RTSWSP). Part of these funds is intended to cover eligible payments for the recruitment of Procurement Expert to provide technical assistance in procurement activities of Rwanda Transformative and Sustainable Water and Sanitation Program and capacity building to PIU procurement staff.
2. **The Assignment:** The objective of the consultancy services is to provide technical assistance in procurement activities of Rwanda Transformative and Sustainable Water and Sanitation Program and capacity building to PIU procurement staff as per the Terms of Reference.
3. The assignment will be implemented by the Water and Sanitation Corporation (WASAC Development Ltd) as the Executing Agency. The assignment will be for a period of one year with possibility of extension subject to needs, satisfactory performance of the consultant and availability of funds. The consultant shall work on a full-time basis during the whole period of the contract.
4. WASAC Development Ltd now invites interested candidates (Individual Consultant) 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.).
5. The Individual Consultant will be selected on the basis of his/ her relevant experience, qualifications, and capability to carry out the assignment. Please note that interest expressed by an Individual Consultant does not imply any obligation on the part of the Water and Sanitation Corporation (WASAC Development Ltd) to include him/ her on the shortlist.

6. Qualifications:

a) **Education Qualification:**

- ✓ At least master's degree in Public/Business Administration, Law, Supply chain management, Procurement or Economics with bachelor's degree in civil engineering, water engineering, sanitary engineering or environmental engineering.
- ✓ Professional Certification: Certified Professional in Supply Management (CPSM); Certified Procurement Professional (CPP); Chartered Institute of Purchasing and Supply (CIPS) at least level 4 or equivalent.

b) **Experience:**

i. **General experience**

- ✓ The consultant must have at least 12 years of Proven experience in procurement and supply chain management.

ii. **Specific Experience**

- ✓ The consultant must have at least 6 years of experience working on projects funded by multilateral development banks or by international development partners preferably in high value and complex construction projects.
- ✓ **Similar assignments:** The consultant must have experience in completing procurement proceedings for at least 6 international tenders conducted under the procurement regulations of multilateral development banks like AfDB, WB, AfDB, EIB, etc. Among these 6 tenders, 3 tenders must be for works and 3 tenders must be for consultancy services. This should be proven by service certificates/ good completion certificates supported by copies of the contract for the Client.
- ✓ **Capacity building:** The consultant must have proven experience in capacity building/training
- c) **Knowledge:** In-depth knowledge of procurement processes, principles, practices, regulations, contract Management, and supply chain operations is essential.
- d) **Language proficiency:** Fluent in English.
- e) Proven ability to work with different stakeholders and drive informed decision-making.

7. 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: www.wasac.rw

8. Interested Individual Consultant may obtain further information in the terms of reference (ToR) at the following address during office hours [7-15 GMT] or by e-mail:

WASAC Development Ltd
P.O Box 2331 KN4 Av 8, HQ, CENTENARY HOUSE, Nyarugenge District,
Kigali City, Rwanda
Tel: (+ 250) 788 181 427
E-mail: dprocurement@wasac.rw

9. Written Expressions of Interest must be delivered in a sealed envelope clearly marked: "**Procurement Expert**" or could be submitted by e-mail to the address above by not later than 20 / 11 / 2025.


Dr Asaph KABAASHA
Chief Executive Officer
WASAC GROUP



TERMS OF REFERENCE FOR THE RECRUITMENT OF THE PROCUREMENT EXPERT

I. BACKGROUND

The Government of the Republic of Rwanda, Water and Sanitation Corporation (WASAC Development Ltd) has received funds from the African Development Bank (AfDB), to finance the Rwanda Transformative and Sustainable Water and Sanitation Program, Phase I (RTSWSP). Part of these funds is intended to cover eligible payments for the recruitment of Procurement Expert to provide technical assistance in procurement activities of Rwanda Transformative and Sustainable Water and Sanitation Program and capacity building to PIU procurement staff. The program will be implemented by the Water and Sanitation Corporation (WASAC Development Ltd) as the Executing Agency.

It is in this regard that WASAC seeks the services of an Individual Procurement Expert to provide the technical assistance in the procurement activities of the Rwanda Transformative and Sustainable Water and Sanitation Program (RTSWSP) and in capacity building to the newly recruited staff of the Single Project Implementation Unit (SPIU).

The overall responsibility of the Procurement Expert is to ensure that any procurement of the Rwanda Transformative and Sustainable Water and Sanitation Program (RTSWSP) 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. The procurement expert will be accountable to the Managing Director of WASAC Development Ltd or any other person delegated by him.

II. DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the procurement expert will cover but not limited to the following:

- Ensure that all contracts financed by the respective financier are procured in accordance with the relevant procurement policy framework of the financier in respect of the Financing Agreement.
- Develop communications and training plans and ensure adequate awareness of the procurement policy, processes and procedure in WASAC Development Ltd as well as training and mentorship of designated WASAC staff.
- Prepare and regularly monitor the project procurement plan in line with the program objectives and duration and make sure that all procurement activities are implemented on time.
- Following African Development Bank (AfDB) and other Multilateral Development Banks/funders' Standard Bidding and Request for Proposal Documents to assist WASAC Development Ltd in preparing technical specifications or terms of reference,

tender documents or request for proposals, bids evaluation reports and review these documents prior to submission to the financier for no-objection/approval.

- Initiate and coordinate the procurement process for all shopping methods, and provide support in the selection of the short lists and pre-qualification of suppliers where necessary.
- In cases of procurement actions requiring donors “no objection” coordinate the dispatch of procurement documents to those donors, monitor timely response on issuing “no objections” at different levels of the procurement process and follow-up accordingly.
- Assist the Public Tender committee in complying with the donor’s procurement requirements during evaluations of tenders and reporting as well as procurement office in handling related communications and complaints.
- Monitor and ensure timely responses to procurement clarifications/ questions raised by the donors and other relevant stakeholders to WASAC
- Coordinate the smooth execution of procurement plan and where necessary assume the role of the public tender committee’s Secretary in recording the minutes of the meetings or the evaluation report.
- Assist WASAC in drafting and negotiating contracts and ensure timely distribution of all relevant procurement documents and contract to all stakeholders.
- Develop and maintain reporting system for procurement of works, goods and services at WASAC.
- Provide regular reports to project stakeholders on procurement progress and performance.
- Prepare required procurement reports on the procurement of goods, works and services under the project and keep WASAC and donors informed of procurement status.
- Provide training, provide on-the-job-training and coaching to WASAC Development staff, about donors and National Procurement Policies, Rules and Regulations as well as the best international procurement practices
- Monitor progress of contracts implementation to ensure that it abides by the stipulated standards, procedures and planned procurement timelines including but not limited to project schedule, project budget, technical procedure and contract management;
- Carry out other relevant duties that may be assigned by the Managing Director of WASAC Development Ltd.

III. REQUIRED SKILLS AND EXPERIENCE:

a) Education Qualification:

- ✓ At least master's degree in Public/Business Administration, Law, Supply chain management, Procurement or Economics with bachelor's degree in civil engineering, water engineering, sanitary engineering or environmental engineering.
- ✓ Professional Certification: Certified Professional in Supply Management (CPSM); Certified Procurement Professional (CPP); Chartered Institute of Purchasing and Supply (CIPS) at least level 4 or equivalent.

b) Experience:

i. General experience

- ✓ The consultant must have at least 12 years of Proven experience in procurement and supply chain management.

ii. Specific Experience

- ✓ The consultant must have at least 6 years of experience working on projects funded by multilateral development banks or by international development partners preferably in high value and complex construction projects.
 - ✓ **Similar assignments:** The consultant must have experience in completing procurement proceedings for at least 6 international tenders conducted under the procurement regulations of multilateral development banks like AfDB, WB, AIIB, EIB, etc. Among these 6 tenders, 3 tenders must be for works and 3 tenders must be for consultancy services. This should be proven by service certificates/ good completion certificates supported by copies of the contract for the Client.
 - ✓ **Capacity building:** The consultant must have proven experience in capacity building/training
- c) **Knowledge:** In-depth knowledge of procurement processes, principles, practices, regulations, contract Management, and supply chain operations is essential.
- d) **Language proficiency:** Fluent in English.
- e) Proven ability to work with different stakeholders and drive informed decision-making.

IV. 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 insurance 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.

V. DURATION OF SERVICE

The assignment will be for a period of one year with possibility of extension subject to needs, satisfactory performance of the consultant and availability of funds. The consultant shall work on a full time basis during the whole period of the contract.

VI. DELIVERABLES

A detailed proposed work plan should be agreed at the start of the assignment, based on which the weekly, progress monthly and quarterly reports 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 above mentioned reports indicating the progress/ status of the following:

- ✓ Technical Assistance in setting up effective and efficient procurement processes and procedures.
- ✓ Procurement processes and procedures monitoring system and follow up mechanism,
- ✓ Capacity building to the procurement staff, tender committee, and other required WASAC Development staff
- ✓ Implementation of procurement plan of RTSWSP
- ✓ Quality Assurance and compliance in procurement processes and reporting

VII. 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, technical brief note demonstrating understanding of the scope of work and similar experience in the region (Africa).

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

S/n	Evaluation Criteria	Score
a	Education	30%
a.1	Bachelor's degree in civil engineering, water engineering , sanitary engineering or environmental engineering / 8%	
a.2	Master's degree in Public/Business Administration, Law, Procurement or Economics / 17%	
a.3	Professional Certification: Certified Professional in Supply Management (CPSM); Certified Procurement Professional (CPP); Chartered Institute of Purchasing and Supply (CIPS) at least level 4 or equivalent/ 5%	
b	Experience	60%
b.1	General Experience /15%	
b.2	Specific Experience /20%	
b.3	Similar Assignment /20%	
b.4	Capacity building or Training /5%	
c	Technical brief note demonstrating understanding of the scope of work	5%
d	Similar experience in the region (Africa)	5%
	Total weight	100%