

**TERMS OF REFERENCE FOR
EXPERTS
FOR THE SINGLE PROJECT IMPLEMENTATION UNIT (SPIU)
FOR THE RWANDA DIGITAL ACCELERATION PROJECT**

1. Background

Rwanda has distinguished itself as a country that is deeply committed to leveraging digital transformation as a means to accelerate growth and reduce poverty. Government is committed to using digitally enabled solutions, wherever possible, to leapfrog traditional approaches and support innovation in service delivery. Beginning as early as 2000, Rwanda began charting an ambitious course for achieving rapid digitization, through a series of five-year plans – culminating in the SMART Rwanda Master Plan. These policies have resulted in the progressive roll-out of digital infrastructure, impressive public e-services expansion (though from a very low base), as well as initiatives to support digital skills and to position Rwanda as a regional ICT hub, underpinned by government institutions and leadership committed to this agenda. Today, Rwanda continues to articulate ambitious strategies in relation to many of these areas.

The Government of Rwanda (GoR) is set to receive funding from the World Bank (WB) to accelerate country-wide digital transformation, as well as facilitate Rwanda’s integration in the emerging regional digital market. The proposed “**Rwanda Digital Acceleration Project**” project (henceforth referred to as the ‘the project’) will expand digital adoption, bringing more Rwandans online by addressing the major barriers that dampen demand for digital services and spearheading a series of interventions that promote digital inclusion. The project will also enable Rwanda to leverage critical enabling digital platforms and data-driven solutions to improve the efficiency of public service delivery and expand the adoption of digitally enabled services. Finally, the project will also increase Rwanda’s capacity to support digital innovation and productivity gains, by strengthening the local digital innovation and entrepreneurship ecosystem, supporting tech firms to move from start-ups to growth and the adoption of digital technology in key sectors.

The Project will be coordinated through the Ministry of ICT and Innovation (MINICT), with Rwanda Information Society Authority (RISA) as the Project implementing institution. A dedicated Single Project Implementation Unit (SPIU) is thus being set up and operationalized at RISA that will have overall responsibility for supporting project preparation and implementation.

RISA seeks to hire a series of high-performing and qualified experts to fill the positions of the SPIU, who will drive the successful and effective preparation and delivery of this project. The job profiles, roles and responsibilities and reporting requirements of the said consultants are indicated below.

2. Summary of Needed Experts

Experts hired will be under the supervision of the Chief Executive Officer (CEO) of RISA. The consultants will work in close collaboration with the Management and Staff of RISA and MINICT, as well as many other key project stakeholders throughout the project cycle – from identification through to implementation – supporting planning, contracting, oversight, monitoring and evaluation (M&E) and project reporting on progress.

Given the coordination role played by RISA on the digital agenda in Rwanda, and the coordination role that the SPIU will play in relation of the project, all successful candidates will need to possess strong stakeholder engagement and communication skills.

To be successful, experts will also need to possess strong technical expertise in their respective field and excellent project management skills, including a track record of managing large and complex donor-funded projects.

Below are detailed job roles and required qualifications for the different experts which the SPIU currently plans to hire as part of its initial set-up.

3. Job Profiles and Description

Job Profiles for the Rwanda Digital Acceleration Project

S / N	Job title	Job profile (Needed Qualifications, Skills and Experience)	Duties and Responsibilities	Number of Positions
1	Procurement Officer	<p>Selection Criteria: Bachelor’s degree in Procurement, Management, Accounting, Public Finance, Law or Economics with at least 5 years of relevant work experience in a public sector procurement role; or Chartered Institute of Procurement and Supply (CIPS) Certification/ Master’s degree Procurement, Management, Accounting, or Public Finance with at least 3 years of relevant work experience.</p> <p>Technical competencies:</p> <ul style="list-style-type: none"> • Track record of managing procurement related planning and selection processes for government and donor-funded projects of a similar scale and technical nature – familiarity with WB procurement processes and guidelines considered an asset; • Technical knowledge of ICT-related procurement is considered a distinct advantage; • Demonstrated detailed knowledge of Rwanda public sector contracting laws, regulations and procedures; • Demonstrated experience of managing the preparation, evaluation, negotiation and delivery of large technical contracts; • Demonstrated experience of conducting procurement market assessments; • Demonstrated experience of identifying and mitigating fiduciary risks related to procurement as 	<ul style="list-style-type: none"> • Facilitate a detailed procurement capacity assessment to be carried out by the development partner, and support SPIU coordinator and WB in the identification of related fiduciary risks; • Prepare the Project Procurement Strategy for Development (PPSD) that describes how procurement will support the development objectives of the project and deliver value for money, given local market context; • Prepare and support implementation of procurement plans, spelling out the equipment, services needed to kick-start implementation of the project; • Coordinate the preparation of Terms of Reference (TORs) and technical specifications for services/goods/works, in close collaboration with technical specialists and concerned stakeholders; • Prepare other procurement and bidding documents, including Request for Proposals (RFP), Expressions of Interest (EOI), in close collaboration with technical specialists and concerned stakeholders; • Publish invitations to bidders and prepare general notices, specific notices and request for expressions of interest to be advertised; • Plan procurement, record procurement transactions and track key stages of the procurement process, using the WB Systematic 	01

	<p>well as managing procurement related complaints;</p> <ul style="list-style-type: none"> • Demonstrated knowledge of business and purchasing practices, supply and price trends; • Proven ability to work with individuals and teams in completing tasks that are urgent, high priority and sensitive. • Proven ability to think analytically and strategically; • Proven ability to liaise and consult with multiple internal and external stakeholders in managing procurement related processes. <p>General Competencies (management, leadership, communication, problem solving, monitoring, coordination, stakeholder management etc.)</p> <ul style="list-style-type: none"> • Strongly results-oriented and able to manage a complex and multi-faceted workload with minimal supervision; • Ability to determine and review priorities, plan and meet deadlines; • Good decision-making skills; • Excellent negotiation skills; • Team player, with good interpersonal skills, and proven ability to function effectively with multiple host-country counterparts and multi-disciplinary teams; • Excellent skills in facilitation and coordination, and ability to resolve conflicts constructively; • Ability to maintain strategic overview and manage priorities yet be detail-orientated within a dynamic, fast-paced environment; • Strong oral and written communication skills, including report writing; • Strong problem-solving abilities; • Fluency in English is essential; 	<p>Tracking of Exchanges in Procurement (STEP) System;</p> <ul style="list-style-type: none"> • Ensure timely bid-openings, evaluation process of the technical and financial proposals and preparation of evaluation reports; • Assist in the drafting of contracts between the SPIU and the successful bidders after obtaining the no-objection (if required), and follow up the signature process; • In collaboration with the Contract Managers, ensure that goods/services/works are provided as stipulated in the contract provisions; • Ensure timely reception of the goods/services/works of the various contracts financed by the project; • Prepare periodical procurement reports; • Manage any procurement related information requests and complains; • Ensure that cross-cutting project priorities and policy commitment are reflected in procurement related documents - e.g. stakeholder consultation, climate-smart, energy efficiency and accessibility requirement; • Perform any other tasks assigned by the project coordinator. <p>Reporting: The Procurement Officer will report to the SPIU Coordinator</p> <ul style="list-style-type: none"> • . <p>Deliverables:</p> <ul style="list-style-type: none"> • Draft procurement plan for first 18 months of project implementation (within first three months of contract signature) 	
--	--	---	--

		<ul style="list-style-type: none"> • Solid IT skills including Word, Excel and PowerPoint; • Should demonstrate a high degree of professionalism and integrity. 	<ul style="list-style-type: none"> • Updated Project Procurement Strategy for Development (PPSD) (within first three months of contract signature) • Progress report (every month) 	
--	--	---	--	--