REQUEST FOR EXPRESSIONS OF INTEREST
INDIVIDUAL CONSULTANCY SERVICES
COUNTRY: RWANDA

Project : Forest Investment Program (FIP): Development of Agroforestry for Sustainable Agriculture in Rwanda (PRODAR) Project
Project ID Nº: P-RW-AAD-002
Position : Procurement Expert (Technical Assistant)
Reporting to : SPIU Coordinator
Employer : Rwanda Forestry Authority
Location : Huye

1. Background

The Government of Rwanda received a loan from the African Development Bank (AfDB) to finance the Forest Investment Program (FIP) which is being implemented by the Rwanda Forestry Authority (RFA). The Forest Investment Program (FIP), funded by the AfDB will be implemented from 2024 to 2028. The development objective is to enhance climate resilient development and livelihoods in Rwanda through the restoration and stabilization of landscapes with Agroforestry systems to support sustainable agriculture and green growth. The Ministry of Environment (MoE) serves as the Executing Agency for the Project, while the Rwanda Forestry Authority (RFA) fulfils the role of the project Implementing Agency.

In accordance with the provisions of the project, it is necessary to hire the Procurement Expert (Technical Assistant) who will support the agencies in procurement functions.

2. Job Responsibilities

a. The Procurement Expert will act as Technical Assistant (TA) to the PIT by providing experts advice and support on the procurement aspects of the project. S/he will offer guidance on implementation, problem-solving, capacity-building and ensure the project adheres to the procurement guidelines, standards and best practice.

b. The procurement expert's primary responsibility will be to prepare, update, and follow project deliveries and installations along with the procurement plan and ensure all procurements are strictly followed. The expert will also provide procurement management support to the PIT. S/he will oversee all the procedures for the procurement of goods, consulting services, and civil works, in line with the Government of Rwanda procurement procedures and guidelines and the AfDB procurement policy.

Specifically, under the supervision of the RFA/SPIU Coordinator, the employee is responsible to:

a. Support the institution in all the procurement activities pertaining to the projects.

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b. Ensure that procurement procedures are in line with the AfDB Procurement Policy and the provisions of the Project Implementation Manual are followed.
c. Produce procurement plan for FIP project to publish and ensure updates on quarterly basis in accordance with an acceptable format.
d. Monitor the progress of annual procurement plan and submit monthly reports to RFA/SPIU Coordination, AfDB and RPPA where required.
e. Advise and assist the project in preparing all the necessary documents including but not limited to call for expressions of interest, bid packages, evaluation reports and publication of the outcomes of the tendering process and make follow-up on contract management.
f. Take the full responsibility for the procurement processes, ensuring that all steps are properly undertaken, and procurement files are maintained in accordance with the laws, rules and regulations of AfDB and the Government of Rwanda.
g. Ensure that all the technical specifications and terms of references are provided in a timely manner and during procurement planning.
h. Prepare tender documents based on the technical specifications prepared by the end users financed by the Project and ensure that the tender documents are widely advertised on time.
i. Participate in bids evaluation processes and prepare evaluation reports as required.
j. Ensure that contracts are timely prepared after provisional notification.
k. Respond to requests for clarifications and appeals in a timely manner and in accordance with procurement procedures.
l. Ensure the respect of timelines committed in the memorandum of understanding/agreement with the development partners.
m. Monitor on weekly basis the performance of contracts and purchase orders for each tender in collaboration with the User Division/Department.
n. Monitor and track contracts being processed, identify constraints/challenges/issues especially deviations from agreed procurement schedules and seek to resolve issues in a timely manner in appropriate consultation with Management.
o. Put a mechanism of measuring the value for money and other procurement principles.
p. Build capacity of the existing RFA and MoE Procurement staff assigned to different projects.
q. Enhance efficiency and effectiveness of the Procurement Data Management system and in particular set up a filing and record keeping system that ensures that procurement records (paper based and electronic filing) are easily retrievable and available for independent procurement reviews or procurement audits for a period of 10 years.
r. Prepare Monthly procurement progress reports and submit to the respective authorities on time.
s. Perform any other duties assigned by RFA and MoE.

3. Minimum Qualifications

- A minimum of a master's degree in Procurement, Supply Chain Management, Economics, Management, or a closely related field.

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- A minimum of Eight (8) years of total professional experience, of which **at least Five (5) years** must be in public sector procurement for projects funded by multilateral organizations such as AfDB or the World Bank.
- Shall be a member of good standing of a recognized body of procurement experts
- Experience in managing procurement processes for environmental and climate change projects.
- Strong understanding and experience of Rwandan public procurement law and proven experience using the Umucyo e-procurement system.
- Excellent negotiation and communication skills.

4. Personal experiences, competencies and values

- Values: Inclusiveness; Accountability; Communication; Teamwork; Professionalism.
- Good communication and excellent self-management and coordination skills.
- Creativity and innovation abilities towards results achievement.
- Excellent ability to share knowledge and experience and demonstrated ability to work and deliver high quality work sometimes under time pressure as well as within tight deadlines.
- Be a good team player and having teamwork skills including in multicultural environments.
- Strong motivation to work in a multicultural team and environment including remotely.
- Proven experience in providing procurement technical assistance or advisory services.
- Strong communication and analytical skills.
- Demonstrates integrity and ethical standards.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favouritism.
- Promotes a knowledge sharing and learning culture.
- Actively work towards continuing personal learning and development, acts on learning plan and applies newly acquired skills.
- Ability to support the facilitation of project planning, results-based management and reporting.
- Ability to assist/lead implementation, monitoring and evaluation of project activities mobilize resources, create networks, etc.
- Strong IT working experiences.
- Focuses on impact and result for project implementation and responds positively to feedback.
- Demonstrated strong understanding of diplomatic practices; planning and consensus building, strong analytical skills combined with good judgment.
- Discretion and sound reasoning in dealing with sensitive matters; ability to independently solve complex and challenging problems.
- Consistently approaches work with energy and a positive, constructive attitude.
- Demonstrate strong oral and written communication skills.
- Ability to remain composed even under pressure.
- Having worked with the project supported by the African Development Bank would be an asset.

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5. Required knowledge and skills

- Strong critical thinking skills and excellent problem-solving skills.
- Good understanding of public procurement laws and procedures.
- Excellent command (oral and written) of English and Kinyarwanda (required). French would be an asset.
- Good knowledge of the use of ICT applications such as MS Office, Outlook, MS Teams, and web-based applications.
- Willingness to develop new skills and competencies as required by the job.
- Flexibility to support other team members of the project in his/her areas of expertise.
- Ability and availability to travel outside of the place of employment as required.
- Shall have good knowledge of international trading protocols, taxation and documentation

6. Assignment duration

The Procurement Expert (Technical Assistant) will sign a one-year contract renewable subject to the satisfactory performance of the assignment and availability of funds. The decision to terminate the contract, for whatever reason, shall require justification by the client and the Bank's No Objection.

7. How to Apply?

Potential candidates who meet the minimum requirements should submit their application file which will include the copies of academic qualifications, testimonials, training certificates, detailed CV and other relevant documents required electronically or all in a sealed envelope clearly marked Procurement Expert (Technical Assistant) at the Rwanda Forestry Authority (RFA) located **at Huye not later than 14th November 2026 at 5:00 PM,** Rwandan time or through the e-mail: info@rfa.rw with a copy to festus.maniriho@rfa.rw.

Any question relating to this assignment can be sent through the e-mail: info@rfa.rw with a copy to festus.maniriho@rfa.rw.

Reviewed by:	**Verified by:**	**Approval by:**
Digitally signed by RFA(FIP - Project Manager)	RFA(SPIU Coordinator)	Digitally signed by RFA(Director General)1 Date: 2026.10.28 09:40:41 +02'00'
Dr Festus Maniriho	**Jean Paul Rwabuyonza**	**Dr Concorde Nsengumuremyi**
FIP-PRODAR Project Mananger	**SPIU Coordinator**	**Director General-RFA**

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