REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – INDIVIDUAL CONSULTANT SELECTION)

PROJECT PREPARATION UNDER THE GRANT FACILITY FOR PROJECT PREPARATION (GRANT NO. E6900-001)— AI FOR ECONOMIC TRANSFORMATION IN RWANDA (P517443)

Assignment Title: Senior Procurement Specialist, Project Implementation Unit

The Government of Rwanda has received financing from the World Bank toward the cost of project preparation for the AI for Economic Transformation in Rwanda operation, through the Grant Facility for Project Preparation (GFPP). The Government has appointed the Rwanda AI Agency Ltd (RAIA) to be the implementing entity for the GFPP, and the institutional host of the Project Implementation Unit (PIU).

About RAIA
The Rwanda AI Agency (RAIA) aims to advance the responsible and inclusive use of Artificial Intelligence and other emerging technologies to support Rwanda's national development priorities.

About the Consultancy
The GFPP intends to apply part of the funds for consulting services ("the Services") for an individual consultant to serve as Senior Procurement Specialist, Project Implementation Unit. The consultant will carry out the procurement function of the PIU in accordance with the World Bank Procurement Regulations and the Grant Agreement, maintain the Procurement Plan in STEP, prepare procurement documents and evaluation reports, manage contracts, maintain the procurement complaints record, and take sole responsibility for preparing the Project Procurement Strategy for Development (PPSD), with input from the technical team and the Financial Management Specialist. The assignment is full time, with an estimated level of effort of 13 person-months, from 1 December 2026 to 31 December 2027, with an expected start date of 1 December 2026. The duty station is Kigali, Rwanda.

The detailed Terms of Reference (ToR) for the assignment are found in Annex I of this Request for Expressions of Interest.

RAIA now invites eligible individuals ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The minimum requirements are:

- Bachelor's degree in procurement, supply chain management, law, business, engineering or a related field.
- At least 8 years of public procurement experience, including at least 2 years on World Bank-financed projects applying the Procurement Regulations for IPF Borrowers and STEP.

- Demonstrated experience managing complex procurements, including IT goods and consulting services.
- Proficiency in English.

Candidates meeting the minimum requirements will be compared against the following criteria:

Criterion	**Points**
Education and professional certification	10 points
General public procurement experience	15 points
Procurement under the World Bank Regulations, including use of STEP	35 points
Procurement of technology goods and consulting services	20 points
Knowledge of the Rwandan procurement framework	10 points
Written and oral proficiency in English	10 points
Total Points	**100 points**

Eligibility is open to individuals from all countries, subject to the eligibility provisions of paragraphs 3.20–3.22 of the World Bank Procurement Regulations for IPF Borrowers (September 2025).

The attention of interested Consultants is drawn to Section III, paragraphs 3.13 and 3.15–3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" (September 2025), setting forth the World Bank's provisions on conflict of interest and unfair competitive advantage.

This assignment is for an individual consultant; expressions of interest from firms will not be considered.

A Consultant will be selected in accordance with the Open Competitive Selection of Individual Consultants method set out in the Procurement Regulations (paragraphs 7.34 to 7.37). Candidates will be assessed against the criteria above on the basis of the documents submitted. The three highest-scoring candidates who meet the minimum qualification requirements and achieve the minimum score of 70 points will be shortlisted for interview. If fewer than three candidates meet these requirements, all qualifying candidates may be shortlisted. Shortlisted candidates will be invited to an interview by video conference.

The contract will be time-based, with a gross monthly fee inclusive of all taxes, negotiated on the basis of the selected Consultant's documented remuneration history. A Consultant based outside Rwanda at the time of selection will be reimbursed, against receipts, for eligible relocation costs of up to US$5,000, including economy-class travel to Kigali at the start of the assignment and return travel on satisfactory completion of the full assignment.

The contract will use the World Bank's standard form of contract for Individual Consultants (time-based), adapted to this assignment. The initial contract ends no later than 31 December 2027, the

closing date of the grant. Subject to satisfactory performance, continued need for the services, availability of financing and the World Bank's agreement where required, the contract may be extended, or a new contract awarded, to cover work on the follow-on operation (see Annex I, Section 8).

Further information can be obtained at the address below (Block 5, Norrsken House, 1 KN 78 St, Kigali – Rwanda) or via email at procurement@raia.rw during office hours, 09:00 to 17:00 hours, Kigali time, Monday to Friday.

Expressions of interest, comprising a cover letter, a detailed curriculum vitae, copies of degrees and professional certificates, and contact details for three professional referees, must be submitted in written form through the online application form available Senior Procurement Specialist by 27 October 2026 at 17:00 hours, Kigali time. The application should be titled: “REOI — Senior Procurement Specialist, Project Implementation Unit”.

Rwanda AI Agency Ltd (RAIA)
Attn: Project Implementation Unit — Procurement
Block 5, Norrsken House, 1 KN 78 St
Kigali, Rwanda
E-mail: procurement@raia.rw

Procurement-Related Complaints
A candidate that considers it has been harmed by an alleged breach of obligation in this selection process may submit a procurement-related complaint in writing to complaints@raia.rw, within the periods and following the procedures set out in Annex III (Procurement-Related Complaints) of the World Bank Procurement Regulations for IPF Borrowers (September 2025).

Annex I: Terms of Reference

Package 10 — Senior Procurement Specialist, Project Implementation Unit

Procurement Plan item	Project Preparation and Institutional Capacity, Package 10
Budget	Within the approved budget for the assignment. Time-based contract with a monthly fee, gross and inclusive of all taxes, negotiated on the basis of documented remuneration history. Relocation costs of up to US$5,000 may be reimbursed (see Section 8).
Selection method	Open competitive selection of Individual Consultants; post review
Indicative timeline	Publication 13 Oct 2026; applications close 27 Oct 2026; shortlisting by 3 Nov 2026; interviews by 10 Nov 2026; notification of selection by 16 Nov 2026; contract signature 24 Nov 2026; start 1 Dec 2026
Duration	13 months: 1 December 2026 to 31 December 2027, full time

1. Background

The Government of Rwanda has received a Grant Facility for Project Preparation (GFPP) from the World Bank toward the preparation of the follow-on operation “AI for Economic Transformation in Rwanda,” which covers AI-ready data infrastructure, AI solutions in priority sectors, AI-ready digital skills, and project preparation and institutional capacity. The Government has appointed the Rwanda AI Agency Ltd (RAIA) as the implementing agency.

2. Objective

A Project Implementation Unit (PIU) is being established to manage the preparation programme and prepare the follow-on operation for appraisal. The objective of the assignment is to ensure that procurement under the programme is compliant, timely and strategically designed, in accordance with the Grant Agreement and the World Bank Procurement Regulations, and to strengthen Government's ability to procure complex AI, cloud, data, infrastructure and specialist technical services.

3. Scope of work

Procurement execution

- Carry out the procurement function of the PIU in accordance with the Grant Agreement and the World Bank Procurement Regulations.
- Prepare and regularly update the Procurement Plan and record all procurement actions in STEP, and submit for review and approval to the World Bank as required.
- Verify that proposed purchases are included in the approved Procurement Plan and eligible for financing.
- Support implementing entities with bidding documents, requests for proposals and technical specifications, using the applicable standard procurement documents.

- Assemble and support evaluation committees for bid opening, evaluation, shortlisting and contract negotiation; prepare evaluation reports, negotiation minutes and draft contracts, and manage prior review submissions.
- Prepare Notifications of Intention to Award and Contract Award Notices, and maintain the complaints log.

Strategy and commercial risk

- Take sole responsibility for preparing the Project Procurement Strategy for Development (PPSD) for the follow-on operation, with input from the technical team and the Financial Management Specialist, and derive the procurement plan from it.
- Develop procurement approaches suited to AI, cloud, compute, data services and software rather than applying generic goods and works templates.
- Work with technical teams to translate complex requirements into competitive, vendor-neutral, outcome-focused packages.
- Identify and flag vendor lock-in, licensing structure, ownership and recurring cost risks before contracts are signed.
- Conduct market sounding and supplier engagement ahead of major tenders to understand market capacity and shape realistic requirements.
- Maintain an indicative procurement pipeline for future programme phases.

Contract management and capacity

- Monitor contract implementation, including claims, disputes and compensation events, and track amendments and payments against milestones.
- Identify and flag indicators of fraud, collusion or other unethical practices in procurement.
- Prepare quarterly and annual procurement progress reports.
- Train government counterparts, develop reusable procurement templates and tools, and hand over all files and processes before the end of the contract.

4. Deliverables and reporting

Deliverable	Due
D1 Inception report and procurement action plan	Month 1 — Dec 2026
D2 Project Procurement Strategy for Development (PPSD) for the follow-on operation, prepared under the sole responsibility of the Senior Procurement Specialist, from which the procurement plan is derived	Draft: Month 8 — Jul 2027; final: Month 10 — Sep 2027
D3 Procurement Plan maintained and updated in STEP	Continuous; formal update at least every six months
D4 Procurement documents and evaluation reports for each package	Per the Procurement Plan schedule
D5 Market sounding reports ahead of major tenders	Before each major package
D6 Quarterly procurement and contract status reports	Quarterly throughout
D7 Handover report, procurement templates and filing audit	Month 13 — Dec 2027

All deliverables are subject to written acceptance by RAIA. Due dates are indicative and assume a start on 1 December 2026. They will be confirmed with RAIA within the first month of the assignment against the sequencing of the other GFPP assignments (Packages 1 to 6 and 13) and the World Bank's preparation timetable for the follow-on operation, and may be adjusted by written agreement. An adjustment does not extend the contract beyond 31 December 2027 or increase the contract ceiling.

5. Duration, duty station and reporting line

Item	Detail
Duration	13 months: 1 December 2026 to 31 December 2027, full time
Duty station	Kigali, Rwanda, with travel within Rwanda as required
Reporting line	PIU Project Director, working closely with the procurement function of RAIA.
Facilities	Office space and IT equipment, and access to relevant information, systems and counterpart staff.

6. Qualifications and experience

Essential — candidates not meeting these will not be considered

- Bachelor's degree in procurement, supply chain management, law, business, engineering or a related field.
- At least 8 years of public procurement experience, including at least 2 years on World Bank-financed projects applying the Procurement Regulations for IPF Borrowers and STEP.
- Experience preparing and actively managing a PPSD.
- Demonstrated experience managing complex procurements, including IT goods and consulting services.
- Proficiency in English.

Desirable — scored in the evaluation

- Knowledge of the Rwandan public procurement framework.
- Master's degree or professional procurement certification (for example CIPS).
- Experience procuring cloud, AI or other technology services.

Core competencies

Integrity, attention to detail, analytical and organisational skills, and the ability to work under multi-financier reporting deadlines.

7. Evaluation criteria

Qualified candidates will be compared against the criteria below.

Criterion	Points
Education and professional certification	10 points
General public procurement experience	15 points
Procurement under the World Bank Regulations, including use of STEP	35 points

Procurement of technology goods and consulting services	20 points
Knowledge of the Rwandan procurement framework	10 points
Written and oral proficiency in English	10 points
Total Points	**100 points**

Minimum score for interview: 70 points.
The three highest-scoring candidates who meet the minimum qualification requirements and achieve the minimum score of 70 points will be shortlisted for interview. If fewer than three candidates meet these requirements, all qualifying candidates may be shortlisted.

8. Contract terms

Item	Provision
Selection method	Open competitive selection of Individual Consultants under paragraphs 7.34 to 7.37 of the World Bank Procurement Regulations for IPF Borrowers. The position is advertised through a request for expressions of interest that includes these Terms of Reference. The individual selected will be the most experienced and best qualified among the candidates, assessed against the criteria in these Terms of Reference, followed by interview of shortlisted candidates.
Bank review	Post review, as agreed with the Bank.
Eligibility	Open to eligible individuals of all nationalities.
Fee	Time-based contract with a monthly fee. The fee is gross and inclusive of all taxes; tax will be withheld as required by Rwandan law. The fee will be negotiated with the selected candidate on the basis of documented remuneration history, within the approved budget for the assignment.
Travel and relocation	A Consultant based outside Rwanda at the time of selection will be reimbursed, against receipts, for eligible relocation costs of up to US$5,000, including economy-class travel to Kigali at the start of the assignment and return travel on satisfactory completion of the full assignment.
Award publication	A Contract Award Notice will be published within 10 business days of notifying the selected consultant (paragraph 5.93).
End date	The initial contract ends no later than 31 December 2027, the closing date of the grant. Services after that date cannot be financed by the grant.
Extension	Subject to satisfactory performance, continued need for the services, availability of financing and the World Bank's agreement where required, the contract may be extended, or a new contract awarded, to cover work on the follow-on operation "AI for Economic Transformation in Rwanda". As the Consultant will have been selected competitively, such continuation may be made by direct selection under paragraph 7.39(a) of the Procurement Regulations, in line with the procurement arrangements agreed for the follow-on operation.
Form of contract	The World Bank's standard form of contract for Individual Consultants (time-based) will be used, adapted to this assignment.
Performance	Assessed after three months and at mid-contract; continuation depends on satisfactory performance.
Integrity and confidentiality	The World Bank's Anti-Corruption Guidelines apply. Project information and personal data must be handled in line with Rwanda's data protection law.
Contracting entity	Rwanda AI Agency Ltd (RAIA), Kigali, Rwanda.