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 Financial Management 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 Financial Management Specialist, Project Implementation Unit. The consultant will ensure strong fiduciary management of the project in line with World Bank requirements and Government of Rwanda regulations, including accounting, budgeting, interim financial reports, disbursement and audit, and will develop total cost of ownership and multi-year budgeting inputs for the technology investments of the follow-on operation. 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 accounting or finance, and a full professional accounting qualification (CPA, ACCA, CA or equivalent).
- At least 8 years of financial management experience, including at least 4 years on projects financed by the World Bank or other international financiers, covering interim financial reports, withdrawal applications and audits.
- Proficiency in English.

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

Criterion	Points
Education and professional qualification	15 points
General financial management experience	10 points
Financial management of World Bank or other international financier projects, including IFRs, disbursement and audit	35 points
Total cost of ownership and multi-year budgeting for technology investments	10 points
Knowledge of Rwandan public financial management systems and institutions	15 points
Written and oral English proficiency	10 points
Working fluency in Kinyarwanda (assessed at interview; not a pass or fail requirement)	5 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. Working fluency in Kinyarwanda is assessed at interview, so the minimum score is applied to the other criteria (95 points). 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 here :Senior Financial Management Specialist Position:by 27 October 2026 at 17:00 hours, Kigali time. The application should be titled: “REOI — Senior Financial Management 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 11 — Senior Financial Management Specialist, Project Implementation Unit

Procurement Plan item	Project Preparation and Institutional Capacity, Package 11
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 strong fiduciary management of the preparation programme in line with the World Bank's requirements and Government of Rwanda regulations, and to build the financial planning capability required for sustainable AI investments, including full lifecycle costing of proposed technology investments.

3. Scope of work

Fiduciary management

- Maintain project accounting records in line with approved standards and the World Bank's and Government of Rwanda regulations.
- Establish robust budgeting, funds flow, accounting, internal control and financial reporting arrangements, working closely with MINECOFIN.
- Prepare periodic financial reports, including interim unaudited financial reports, in the formats approved by the World Bank.
- Draw up activity budgets and work plans with the rest of the PIU, and ensure prompt release of funds to implementing entities once approved.
- Manage the designated account, withdrawal applications, advance payments and payment vouchers, and prepare monthly bank reconciliations.

- Maintain and update the financial management manual, and maintain the fixed asset register for programme-financed equipment.
- Liaise with internal and external auditors and follow up on audit findings.

Investment and cost planning

- Develop total cost of ownership methodologies for major technology investments, covering capital and recurring costs.
- Assess capital and recurring costs for cloud, compute, software, storage, maintenance and support arrangements, with the Architect and the Procurement Specialist.
- Build scale-up cost models for use cases moving from pilot to national scale.
- Prepare indicative multi-year budgets looking beyond the current financing period and assess long-term affordability and Government budget implications.
- Coordinate financial planning with procurement and implementation schedules.

Capacity building and closure

- Build financial management and investment planning capability within the PIU and relevant Government institutions.
- Prepare the financial closing plan and reconciliations so that final withdrawal applications can be submitted during the disbursement grace period.

4. Deliverables and reporting

Deliverable	Due
D1 Financial management set-up and financial management section of the Project Implementation Manual	Month 2 — Jan 2027
D2 Interim unaudited financial reports	Quarterly, per the Financing Agreement
D3 Monthly bank reconciliations and designated account reconciliations	Monthly
D4 Total cost of ownership methodology for technology investments	Month 5 — Apr 2027
D5 Scale-up cost models for priority use cases	Month 9 — Aug 2027
D6 Indicative multi-year budget and affordability assessment for the follow-on operation	Month 11 — Oct 2027
D7 Audit coordination and management responses	Per the audit schedule
D8 Financial closing plan, updated fixed asset register and handover report	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, with a functional line to the Head of Finance & Administration at RAIA, and close coordination with MINECOFIN.
Facilities	Office space and IT equipment (procured under Package 12), 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 accounting or finance, and a full professional accounting qualification (CPA, ACCA, CA or equivalent).
- At least 8 years of financial management experience, including at least 4 years on projects financed by the World Bank or other international financiers, covering interim financial reports, withdrawal applications and audits.
- Proficiency in English.

Desirable — scored in the evaluation

- Familiarity with Government of Rwanda public financial management systems, including IFMIS and MINECOFIN processes (scored).
- Working fluency in Kinyarwanda (scored at 5 points and assessed at interview; not a pass or fail requirement).
- Total cost of ownership analysis and multi-year budgeting for technology investments.
- Master's degree in finance or related field.

Core competencies

Integrity, attention to detail, analytical and financial modelling skills, ability to work across finance, procurement and technical teams, and comfort working under reporting deadlines.

7. Evaluation criteria

Qualified candidates will be compared against the criteria below.

Criterion	Points
Education and professional qualification	15 points
General financial management experience	10 points
Financial management of World Bank or other international financier projects, including IFRs, disbursement and audit	35 points
Total cost of ownership and multi-year budgeting for technology investments	10 points
Knowledge of Rwandan public financial management systems and institutions	15 points

Written and oral English proficiency	10 points
Working fluency in Kinyarwanda (assessed at interview; not a pass or fail requirement)	5 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.

Working fluency in Kinyarwanda (5 points) is assessed at interview. The minimum score for interview is therefore applied to the other criteria (95 points).

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.

Item	Provision
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.