



Call for Expression of Interest for Provision of Training in Microsoft Excel Proficiency Applied to Accounting

1. Background

Finance Team plays a critical role in financial reporting, budgeting, analysis, and decision-making. To enhance efficiency, accuracy, and data management capabilities, there is a need to strengthen the team's proficiency in Microsoft Excel.

This training aims to equip **18 finance** team members with practical Excel skills tailored to their day-to-day financial operations.

2. Objective of the Training

Overall Objective

To improve the capacity of the finance team in using Excel for efficient financial data management, analysis, and reporting.

Specific Objectives

- Strengthen understanding of Excel functions and formulas.
- Improve data organization and data cleaning skills.
- Enhance financial reporting and analysis using Excel tools.
- Build capacity in using Pivot Tables and dashboards.
- Increase efficiency and accuracy in financial tasks.

3. Scope of the Training

The training will cover, but not be limited to:

Core Modules

- Excel fundamentals (navigation, formatting, shortcuts)
- Data management and cleaning techniques
- Key formulas and functions (e.g., IF, SUMIF, VLOOKUP/XLOOKUP, COUNTIF)
- Financial data analysis techniques
- Pivot Tables and Pivot Charts
- Data visualization (charts and dashboards)
- Error checking and data validation
- Basic automation (introduction to macros – optional)

4. Participants

- Total participants: **18 Finance Team members**
- Roles may include: (Finance Coordinators, Finance Officers, Regional Finance Officers, Branch Accountants).

5. Structure:

- **Phase 1: In-Person Introduction (2 Days) – all Logistics to be covered by Stitching BRAC international Rwanda.**
 - Kick-off session
 - Introduction to Excel fundamentals



- Alignment on training objectives and expectations.
- **Phase 2: Online Training / Online Platform: e.g., Teams, Zoom, or other (3–4 Weeks).**
 - Weekly virtual sessions: Two (2) sessions per week, each lasting at least three (3) hours.
 - Practical assignments and exercises.
 - Continuous support and follow-up.

6. Training Methodology

The training will be highly practical and interactive, including:

- Hands-on exercises
- Real-life finance scenarios
- Guided online sessions
- Assignments between sessions
- Group work and case studies
- Pre- and post-training assessments

7. Expected Outputs

- Improved Excel proficiency among participants
- Standardized use of Excel across finance functions
- Enhanced financial reporting templates and tools
- Increased efficiency in data analysis and reporting

8. Deliverables

The trainer is expected to provide:

- Training materials (slides, exercises, datasets)
- Practical exercises aligned with finance tasks
- Assignments and follow-up support during online phase
- Pre- and post-assessment tools
- Final training report with recommendations.

9. Roles and Responsibilities

Organizer : BRAC (Finance Department / Management)

- Coordinate logistics for in-person sessions – **Venue and other related logistics.**
- Ensure access to online training platform internet and laptop to the participants.
- Provide necessary equipment

Trainer

- Develop and deliver both in-person and online training
- Customize content to finance-related tasks
- Facilitate online sessions and monitor progress
- Provide feedback on assignments
- Submit training report



The consultant (individual or firm) must:

- Demonstrate proven experience in delivering training in Excel training _ sessions.
- Have strong expertise in Excel training design, planning, and implementation.
- Be able to provide the training sessions in both English and Kinyarwanda.
- Be able to provide in-person sessions and virtual sessions.
- Submit at least 3 CVs of qualified trainers in Excel Training proficiency.
- The trainer must be a certified in the advanced Microsoft Excel proficiency.
- The firm or training institution must be legally registered in Rwanda with proof of the Business registration certificate.
- A valid tax clearance.
- Provide documented evidence of previous similar assignments, including:
 - ✓ Proof or certification in providing Trainings in Microsoft Excel applied to accounting.
 - ✓ At least 3 References of similar training conducted preferably with international organizations.
 - ✓ Detailed curricula or course outlines previously delivered.
 - ✓ Demonstrate strong facilitation and adult learning skills.

10. Confidentiality

The consultant/ Firm shall maintain strict confidentiality regarding all information, data, documents, and materials accessed during the course of the assignment.

- No information shall be disclosed to any third party without prior written consent from BRAC Rwanda.
- All materials developed under this assignment shall remain the property of the organization
- The confidentiality obligation shall continue even after the completion of the assignment

11. Reporting Line

The consultant/ firm will report to the Head of Finance and Account for BRAC Rwanda, who will provide oversight and coordination for the assignment.

12. Evaluation Criteria

Stage	Weight	Description
Stage 1: Qualification and Experience	45%	Evaluation of consultant 's technical capability, experience, and past performance: <ul style="list-style-type: none"> • Firm qualification:10% • Team qualification and experience and at least two trainers per class :35%



Stage 2: Technical Proposal and plan	35%	<ul style="list-style-type: none"> • Technical submission: 5% • Curriculum: 10% • Methodology: 10% • Training Plan: 5% • Training materials 5%
Stage 3: Financial Proposal	20%	<p>Evaluation of cost competitiveness, value for money, and payment structure.</p> <p>Note: Financial proposal shall be on a daily basis failure to comply with this requirement shall lead to the rejection of the submission.</p>

13. Template for financial offer submission

#	Description of the activity	Unit	QTY	Daily rate in Rwandan francs
1	In person training Microsoft Excel applied to accounting, location Kigali. Class size: 18 participants all associated logistics to be covered by BRAC e.g: Venue etc.	Day	2	
2	Weekly virtual sessions: Two (2) sessions per week, each lasting at least three (3) hours. Class size: 18 participants	Week	4	
	Total			

14. Expression of Interest:

Must be submitted electronically with the accompanying requirements as outlined in **the Claude # 9** to the Stichting BRAC International, Rwanda, procurement department on the email sbirwa.procurement@brac.net. on or before **Monday May 11,2026**.

On behalf of

Stichting BRAC International, Rwanda,
Operations and Procurement Department.