

## **Call for expression interest Provision of Program Management Trainings to BRAC staff**

### **1. Background**

BRAC Rwanda is committed to strengthening the capacity of its staff to enhance program delivery, strategic alignment, and overall organizational effectiveness. As programs grow in complexity, there is a need to deepen managers' understanding of program management principles and practices to ensure effective planning, implementation, and oversight.

To address this need, the organization intends to engage a qualified consultant/firm to deliver a focused Program Management 1:1 capacity building training for its managers. The training will be conducted over 3 days and will provide in-depth, practical knowledge on program management.

#### **1.1 Purpose of the Assignment**

The purpose of this assignment is to strengthen the capacity of managers to effectively plan, design, and manage programs by equipping them with a deep understanding of program management concepts, tools, and best practices on theory of the change.

The training will focus on practical application to ensure that participants can immediately apply learning to their respective programs.

#### **1.2 Objectives of the Assignment**

**The specific objectives of this assignment are to:**

- Strengthen managers' ability to effectively plan and design programs.
- Deepen understanding of program management principles and frameworks.
- Build capacity in managing the full program lifecycle from design to closure.
- Enhance skills in strategic alignment, prioritization, and resource planning.
- Improve understanding of risk management and program-level decision-making.
- Strengthen the application of monitoring, evaluation, and learning (MEL) within programs.

### **2. Scope of Work / Responsibilities of the Consultant/firm**

The consultant/firm will be responsible for the following:

#### **a) Training Design, and Preparation.**

- Develop a detailed 3 days training agenda and facilitation plan for two groups,
  - Group 1: A total of 87 participants will be divided into two classes that will run concurrently. The training sessions will be conducted in Muhanga.
  - Group 2: A total of 10 participants, which will take place in Nyanza.
- Design a structured Program Management 1:1 curriculum tailored to the organization's context referring to the BRAC standard operational procedures (SOP).
- Prepare training materials, tools, and practical exercises.
- Incorporate real-life case studies relevant to program implementation.

#### **b) Training Delivery Three (3) Days Training.**

The consultant/firm will deliver an intensive and interactive workshop covering key program management areas, including but not limited to:

- Program lifecycle management (initiation, design, implementation, closure).
- Program design and structuring (logical frameworks).
- Strategic planning and alignment of programs to organizational goals.
- Program planning (work planning, resource allocation, and prioritization).
- Risk identification, analysis, and mitigation at program level.
- Monitoring, evaluation, and learning (MEL) for program performance.

### c) Documentation and Reporting

- Submit a training curriculum, methodology and plan
- Provide all materials and tools used during the training.
- Submit a final report summarizing key outcomes, participant feedback, and recommendations.

### d) Consultant Qualification Requirements.

The consultant (individual or firm) must:

- Demonstrate proven experience in delivering program management training sessions.
- Have strong expertise in program design, planning, and implementation.
- Be able to provide the training sessions in both English and Kinyarwanda
- Familiar with providing training in a classroom setting.
- Submit at least 3 CVs of qualified trainers in Project management.
- The trainer must be a Master's degree holder in project management or related field.
- 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 Program management training.
  - At least 3 References of similar trainings conducted preferably with international organizations.
  - Detailed curricula or course outlines previously delivered.
  - Demonstrate strong facilitation and adult learning skills.
  - Experience in NGO/humanitarian or development contexts is highly preferred.

## 3. Methodology

The training should be highly practical and participatory, including:

- Interactive presentations
- Case studies (reference to organization SOP)
- Group exercises and simulations.
- Real-life application to participants' programs.
- Peer learning and discussions.

## 4. Expected Outcomes

By the end of the assignment, the following outcomes are expected:

- Managers demonstrate improved ability to plan and structure programs effectively
- Increased understanding of program lifecycle and management frameworks
- Improved application of program planning, risk management, and MEL practices

- Strengthened alignment of programs with organizational strategy
- Availability of a structured program management curriculum and tools for future use

## 5. Duration

Three (3) days for the Program Management 1:1 Training.

- **Group 1:** of 87 participants to be divided into two classes, tentative schedule 1<sup>st</sup> to 3<sup>rd</sup> June 2026 - location Muhanga.
- **Group 2:** of 10 Participants, tentative schedule is 1<sup>st</sup> to 3<sup>rd</sup> June 2026, location of the training - Nyanza.

## 6. Confidentiality.

The consultant 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

## 7. Reporting Line

The consultant will report to the Head of Programs at BRAC Rwanda, who will provide oversight and coordination for the assignment.

### 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"> <li>• Firm qualification:10%</li> <li>• Team qualification, experience at least two trainers per class :35%</li> </ul>
Stage 2: Technical Proposal and plan	35%	<ul style="list-style-type: none"> <li>• Technical submission: 5%</li> <li>• Curriculum: 10%</li> <li>• Methodology: 10%</li> <li>• Training Plan: 5%</li> <li>• Training materials 5%</li> </ul>
Stage 3: Financial Proposal	20%	Evaluation of cost competitiveness, value for money, and payment structure.

**Financial Proposal Submission Template**

#	Description of the activity	Unit	QTY	Daily rate in Rwandan francs
1	Program Management Training of 87 participants to be divided into two classes, scheduled tentatively 1st to 3rd June 2026 - location Muhanga. <b>Two classes running concurrently.</b>	Day	3	
2	Program Management Training of 10 Participants scheduled tentatively for 1st to 3rd June 2026, location of the training - Nyanza.	Day	3	
<b>Total Taxes inclusive</b>				

**Note:** A financial proposal shall be on daily basis to cover all training-related costs, including transport, lodging, per diem, and trainers’ fees. Failure to comply with this requirement shall lead to the rejection of the submission.

**The venue and other participant logistics will be covered by BRAC Rwanda.**

**8. Submission method and Contact for more Information**

Eligible Interested Consultants/ Firm may obtain further information by email to:

[sbirwa.procurement@brac.net](mailto:sbirwa.procurement@brac.net).

Proposals both technical, administrative documents, financial, **must** be submitted electronically with the accompanying materials to the Stichting BRAC International, Rwanda, procurement department on the email [sbirwa.procurement@brac.net](mailto:sbirwa.procurement@brac.net) on or before **Wednesday May 6<sup>th</sup>, 2026**.

**On behalf of**

Stichting BRAC International, Rwanda,  
Operations and Procurement Department.

