



## EXPRESSION OF INTEREST FOR: BUSINESS MANAGEMENT CONSULTANCY EXPERT

University of Rwanda Holdings Group Limited (UR - HG Ltd) is a limited company fully owned by University of Rwanda, (UR). Its mandate aims to optimize UR assets for the benefits of university. It would like to **outsource a highly qualified and experience consultant to partner in management** of its consultancy unit in order to boost unit revenues. This initiative aims to position UR HG Ltd as a market leader in consultancy services while driving sustainable growth and competitive advantage through enhanced consultancies business development capabilities and superior service delivery.

### (1) Job definition and description:

The Business Management Consultancy Expert will serve as the principal lead for all consultancy engagements undertaken by UR-HG Ltd. This role encompasses the strategic management of consultancy contracts, business development, and the delivery of high-value advisory services to clients across various sectors.

He/She will be attracting and negotiation contract on behalf of UR-HG Ltd to be signed between company and attracted clients that has consultancy aspect in its nature to maximize growth and improve business performance through contractual targets. He or she has to identify options for the organization and suggest recommendations for change, as well as advising on additional resources to implement solutions in such areas namely: e-business, information technology, marketing, supply chain management related to consultancies activities.

### (2) Primary objectives

- **Strategic Leadership:** Drive the consultancy division's growth and market positioning
- **Business Development:** Secure and manage profitable consultancy engagements
- **Quality Assurance:** Ensure exceptional service delivery and client satisfaction
- **Team Management:** Lead and develop consultancy teams and resources
- **Performance Enhancement:** Boost consultancy services in alignment with Company targets

### 3. Key responsibilities

#### Business Development & Client Acquisition

- Identify and pursue consultancy opportunities on national and international platforms
- Develop and submit competitive bids and proposals for advertised consultancies
- Build, maintain strategic relationships with potential clients & partners on behalf of UR-HG Ltd
- Attract and negotiate consultancies contract and terms on behalf of UR HG Ltd



## **Project Mobilization & Coordination**

- Mobilize and coordinate University of Rwanda resources and/or outsourced teams
- Assemble appropriate expertise for specific consultancy assignments
- Manage resource allocation and team composition for optimal project delivery
- Ensure proper on boarding and briefing of consultancy teams

## **Financial Management & Proposal Support**

- Assist principal investigators in preparing comprehensive bidding documents, especially financial proposals
- Develop accurate and competitive financial proposals
- Liaise with UR-HG Ltd administration and finance departments regarding consultancy funding matters
- Manage budgetary aspects and ensure smooth financial operations for consultancy activities
- Raise finance matters with UR-HG Ltd administration for smooth running of activities

## **Consultancy Delivery & Quality Assurance**

- Oversee the execution of consultancy assignments from inception to completion
- Implement quality control measures and ensure adherence to professional standards
- Monitor project timelines, deliverables, and client satisfaction
- Address any issues or challenges that arise during consultancy engagements
- Coordinate out any other consultancy activities initiated or assigned by UR-HG Ltd management

## **Performance Management & Reporting**

- Prepare and submit regular activity reports to UR-HG Ltd managements and other stakeholders
- Track and report on key performance indicators for the consultancy division
- Conduct post-engagement reviews and implement lessons learned
- Ensure compliance with UR-HG Ltd company policies and client requirements
- Preparation and submission of Business Support & Consultancy unit activities reports

## **4. Scope limitations**

**Exclusions:** Consultancy activities carried out by University of Rwanda or other consultants (such as laboratory tests) without the direct involvement of the consultancy division are excluded from this agreement and not payable to the consultant.



## 5. Required qualifications & experience

### Educational Requirements

- **Minimum:** Master's degree in Business Administration, Project Management, Economics, or related field
- **Alternative:** Bachelor's degree with extended related experience (10+ years)
- **Preferred:** Professional certifications in consultancy, project management, or relevant specializations

### Experience Requirements

- 5 years of managerial experience (with Master's degree)
- 10 years of working experience (with Bachelor's degree)
- Proven track records in consultancy business development and delivery
- Experience in managing multidisciplinary teams and complex projects
- Being familiar with UR community will be an added advantage

## 6. Core competencies & skills

### Analytical & Strategic Skills

- Design/methodology/approach development
- Advanced research and data analysis capabilities
- Analytical findings interpretation
- Strategic thinking and conceptual planning abilities
- Problem-solving and hypothesis development
- Creative and innovative solution development
- Originality and value creation
- Thinking conceptually and practically

### Interpersonal & Communication Skills

- Clear and empathetic communication across all organizational levels
- Stakeholder engagement and relationship management
- Presentation and persuasion skills
- Cross-cultural communication competence
- Collaboration with all job levels
- Interviewing skills for client employees, management teams, and stakeholders



## Management & Leadership Skills

- Team leadership and people development
- Project and program management expertise
- Time management and organizational skills
- Coaching, mentoring, and training capabilities
- Leadership and management of team members including analysts
- Practical implications understanding

## Business Acumen

- Financial proposal development and budgeting
- Market analysis and business development
- Risk management and mitigation strategies
- Quality assurance and performance measurement
- Curiosity and credibility maintenance

## 7. Performance metrics

- Client satisfaction and retention rates
- Number and value of secured consultancy contracts
- Project delivery success and timeliness
- Financial performance and profitability of consultancy engagements
- Team development and capability enhancement
- Achievement of business support and consultancy division objectives

## 8. Reporting structure

- **Direct Report:** Chief Executive Officer, UR-HG Ltd
- **Matrix Reporting:** Collaboration with other UR-HG Ltd units as required
- **Team Leadership:** Management of consultancy analysts and specialists

## 9. Authority & Decision-Making

- Authority to negotiate consultancy terms within approved parameters
- Decision-making power for team composition and resource allocation
- Budget management authority for consultancy projects
- Client relationship management and issue resolution authority



## 10. Review

These Terms of Reference shall remain effective until reviewed or amended by UR-HG Ltd management. Performance will be reviewed quarterly against established metrics and objectives, in alignment with the strategic goals/targets of the company.

## 11. Contract nature and Duration

- Consultant will be given contract nature and related terms are encouraging and negotiable.
- The contract duration is 1 year renewable upon satisfaction with performance

This document represents the comprehensive framework for the outsourced **Business Management Consultancy expert** at UR-HG Ltd, prepared in compliance with management UR-HG Ltd performance targets.

It ensures clear expectations, responsibilities, and performance standards for optimal consultancy service delivery and business growth.

**Submission date: 9 June 2026**

**UR-HG Ltd management.**