



**HUMAN RESOURCES AND INSTITUTIONAL CAPACITY DEVELOPMENT AGENCY (HIDA)**

Tel: 513932

Fax: 513931

P. O. Box 7367 Kigali - Rwanda

Email: info@hida.org.rw

**CONSULTANCY SERVICES FOR EXPERTS (*LOCAL*) TO SUPPORT  
THE ESTABLISHMENT OF RWANDA WORK FORCE  
DEVELOPMENT AUTHORITY (RWDA)**

**REQUEST FOR EXPRESSIONS OF INTEREST**

1. The Government of Rwanda (GoR) is in the process of developing its second 5-year Mid-Term Development Strategy (MTDS) to realize its development aspirations set out in Vision 2020. This strategy is known as Economic Development and Poverty Reduction Strategy (EDPRS).

To ensure effective implementation of programmes under EDPRS the Government has made various initiatives at building capacity which severely constrained implementations of programmes under the first MTDS known as PRSP 1. Among key initiatives taken by the Government is to set up an Institutional framework through which skills development programmes shall be addressed.

In this respect therefore the Government of Rwanda has decided to establish a national institutional framework – Rwanda Work Force Development Authority (RWDA), which will provide a strategic response to the skills development challenges facing the country today. This institution shall oversee, guide and facilitate vocational training activities in the country with the overall aim of enhancing competence and competitiveness of Rwanda's work force. A National Task Force was appointed on 30/05/2007 to establish the Authority.

The GoR through the National Task Force is therefore seeking services of six experienced and qualified **Experts (*Local*)** to provide technical support in the process of establishing RWDA.

The technical support to be provided by each Expert shall be under one of the following Strategic Pillars identified by the Task Force:

**(i) *Skills Development through Vocational Training:***

Under this Pillar the Expert is expected to:

- Develop an appropriate and detailed vocational training curricula based on results from the labour market information system;
- Prepare an appropriate and detailed training programme for training of instructors;
- Develop a mechanism and a set of guidelines for national harmonized testing and certification benchmarked on internationally acceptable standards;
- Develop a community attachment programme aimed at tailor making solutions to community problems

**(ii) *Business Incubation (Entrepreneurship Development)***

Under this Pillar the Expert is expected to:

- Formulate a national business incubation framework with an aim of promoting business innovation and small medium enterprise development;
- Formulate schemes and micro-credit programmes to attract start up capital for beneficiaries of the business incubation facility
- Develop a training module on Entrepreneurship Development

**(iii) *Labour Market Information System***

Under this Pillar the Expert is expected to:

- Examine in detail existing labour market information on different vocational trades/ occupations
- Prepare a report recommending a set of measures to improve information flow in the labour market particularly on vocational trades/ occupations. This should include developing a suitable methodology/ model, based on national requirements, for undertaking continuous studies on vocational trades/ occupations;
- Develop guidelines and reporting formats (feedback mechanism) on how information obtained by the Labour Market Experts can be reported back to the vocational training institutions in order for them to tailor their training curricula to suit the needs of the labour market;

**(iv) *Setting Standards for Service Delivery Administration***

Under this Pillar the Expert is expected to:

- Prepare a comprehensive report detailing out a set of measures on how to improve standards for service delivery administration;
- Develop tailor made benchmarks for service delivery administration to ensure compliance to internationally acceptable standards.

**(v) *Regulation and Accreditation***

Under this Pillar the Expert is expected to:

- Develop an appropriate and regulatory framework for the establishment and management of vocational training institutions;
- Develop a framework for a national vocational training levy and a set of guidelines for its administration;
- Develop an appropriate accreditation arrangement to facilitate vocational training institutions in the country to be accredited to relevant internationally reputable institutions.

*The Scope of Services are detailed out in the Terms of Reference which can be obtained from the address below.*

2. **The Profile of the required Experts:** The Experts required to carry out this assignment must have the following:

- Relevant University degree in the following disciplines: Engineering (e.g. civil engineering, mechanical, electrical,...), economics, management or business administration;
- Hands-on experience (*at least 5 years*) in management of vocational training institutions;

- Must have specific and hands on proven experience in the scope of services provided under any of the strategic pillars mentioned above;
  - The Consultants should be proficient in English or French. Knowledge of both will be an added advantage.
4. The Consultants will be selected in accordance with procedures set out in the Government of Rwanda Procurement Regulations.
  5. Interested Consultants may obtain further information at the address below from 0900 to 1500 hours local time. Interested consultants should submit their Expressions of interest including detailed CV's providing information on qualifications and relevant experience to the address below not later than **Thursday, July 19<sup>th</sup> 2007.**

**Charles Karake**  
**Director of HIDA and**  
**Chairman of National Task**  
**Force for the establishment**  
**of RWDA**  
**Human Resources and Institutional Capacity Development Agency (HIDA)**  
**P. O. Box. 7367, Kigali, Rwanda**  
**Tel: (250) 513932, Fax : (250) 513931**  
**Email: [info@hida.org.rw](mailto:info@hida.org.rw)**

**N.B. :**

- Applications shall be considered for providing services under only one of the Strategic Pillars.
- Detailed Terms of Reference and other reference material can be found on [www.hida.org.rw](http://www.hida.org.rw) and [www.procurement.dgmarket.com](http://www.procurement.dgmarket.com).