



RWANDA TRANSPORT DEVELOPMENT AGENCY

P.O Box 6674

African Union Boulevard

Email: info@rtda.gov.rw

KIGALI

REQUEST FOR EXPRESSION OF INTEREST No

**HIRING OF A CONSULTANCY FIRM FOR RECRUITMENT OF STAFF FOR THE
RWANDA TRANSPORT DEVELOPMENT AGENCY (RTDA)**

1. BACKGROUND

Rwanda Transport Development Agency (RTDA) is a public institution with legal personality, administrative and financial autonomy. RTDA reports to the Ministry of Infrastructure (MININFRA) and is responsible for managing all-day-to-day aspects of construction, rehabilitation and maintenance for roads, railways, cable cars & waterways transport infrastructures in Rwanda.

RTDA was put in place by Organic law No 29/2014 of 14/08/2014 establishing its mission, structure and functioning. RTDA has so far focused on developing transport infrastructure aimed at improving the country's national, regional and international connectivity to boost trade and delivery of services.

RTDA has the following key Development Partners: African Development Bank, BADEA, European Union, JICA, Koweit Fund, Netherland, OFID, SFD, USAID, World Bank,

To be able to achieve its mission, the RTDA is in the regular recruiting staff to fill the vacant positions.

It is from the above background that RTDA desires to procure services of consultancy firm within the overall objective on frame work agreement who will be carrying out the

entire recruitment process of the above-mentioned staff on behalf of RTDA whenever it is needed.

2. OBJECTIVES

The objective of the assignment is to hiring a consultancy firm for carrying out the entire recruitment process of the staff for RTDA on behalf of client/RTDA.

The specific tasks are the following:

- To carrying out the pre-selection of candidates based on the job description;
- To prepare and submit the short-listing report to RTDA;
- To prepare the written and oral interview questions in collaboration with RTDA
- To supervise the exams and make corrections of the candidates;
- To elaborate the recruitment report including the recommendations of selected candidates;

3. PROFILE REQUIRED

The consultancy firm should demonstrate the similar experience carried out in last three years;

The firm must have at least 5 years of professional similar experience in recruitment of staff on behalf of public institutions Rwanda

4. SHORT LISTING CONSIDERATIONS AND CRITERIA

4.1 The short list of Consultants gave first consideration to those firms expressing interest which possess the relevant qualifications and experience superior to others.

4.2 For the purpose of establishing the short list, the nationality of a firm is that of the country in which it is registered or incorporated and in the case of Joint Venture, the nationality of the firm appointed to represent the Joint Venture.

4.3 Shortlisted firms shall not exceed two from each country for the foreign firms and shall be considered during the short listing process.

4.4 The criteria for short listing are as follows:

- i. Profile of the firm/Core business and Company's establishment;
- ii. Firm's eligibility documents;
- iii. Proof of registration with RDB
- iv. Experience of the firm (must be at least 5 years) in recruitment of staff in public institution;

- v. Description of similar assignments;
- vi. Summary of qualification and experience of key staff;

For each company, an overall assessment was assigned as follows:

- Very good $\geq 90\%$
- Good = 80%
- Satisfactory = 70%
- Poor $\leq 40\%$

The consultancy firm or company must have the key personnel with the following experience in their respective domain study.

The consultancy firm should have key personnel/ consultants within the following domain; Human resource, Engineering, legal, Finance/Accounting, political science, Procurement, information Technology and communication, with qualification at least university degree and similar experience not less than 5 years in public administration for setting and correction of written and oral interviews.

Interested firms must send their expression of interest on the address below not later than 26th January 2016 at 10:00 am local time.

The selection process of the successful consulting firm shall be conducted in accordance with procedures set out in Rwandan public procurement law and regulations for selection of consultant. The method of selection to be used is Quality and Cost based selection (QCB)

The Additional information if required may be obtained from the address below from 07.00 to 1.00 hours local time. Expressions of interest (by hard copy only) must be delivered to the address below on or before 26th January 2016 at 10:00 A.m. to:

RWANDA TRANSPORT DEVELOPMENT AGENCY (RTDA)

African Union Boulevard,

P.O Box 6674 Kigali-Rwanda

Email: procurement@rtda.gov.rw

Done at Kigali, on 23rd December 2015

Sincerely,

Guy M.KALISA
Director General.

