

WE ARE HIRING

PROJECT DIRECTOR

Institution: Rwanda AI Agency Ltd (RAIA)

Location: Kigali, Rwanda

Type: Full-Time Individual Consultancy

Duration: 13 Months (1 December 2026 – 31 December 2027)

1. About Rwanda AI Agency (RAIA)

Rwanda AI Agency (RAIA) advances the responsible and inclusive use of Artificial Intelligence and emerging technologies to support Rwanda's national development priorities. RAIA implements the World Bank-financed preparation programme for AI for Economic Transformation in Rwanda.

2. The Opportunity

Lead day-to-day management of the PIU, coordinate ministries and agencies, oversee programme governance and reporting, and lead preparation of the Project Implementation Manual and appraisal-readiness package for the follow-on operation.

3. Scope of the Role – Key Responsibilities

- Lead work plans, milestones, delivery dashboards, risk management and execution of project activities.
- Coordinate participating ministries and agencies and resolve programme bottlenecks.
- Establish governance, reporting and escalation systems and lead the Project Implementation Manual.
- Oversee procurement, financial management, environmental and social compliance and project controls.
- Review consultant deliverables, oversee acceptance of procured goods and works, and lead consolidated reporting.
- Serve as principal World Bank liaison and supervise PIU specialists.

4. Qualifications and Experience

Minimum Requirements

- Master's degree in project management, public administration, engineering, economics or related field.
- At least 10 years of professional experience, including at least 5 years managing World Bank- or other development-finance-institution-funded projects.
- Working knowledge of World Bank procurement (including STEP), financial management and Environmental and Social Framework requirements.
- Strong record of coordinating multiple government ministries and agencies.
- Proficiency in written and spoken English.

Desirable Experience

- Knowledge of Rwanda's public sector institutions and policy environment.
- Working fluency in Kinyarwanda (scored at interview; not mandatory).

- Prior leadership of a PIU on a World Bank-financed project.
- Sector knowledge in digital government, ICT or AI.

5. Evaluation and Selection Criteria

Criteria / Deliverable	Points / Timeline
Education	10
Management of World Bank/development finance institution projects	20
Knowledge of World Bank procurement, financial management and ESF requirements	15
Coordination of multiple government ministries and agencies	15
Digital government, ICT or AI sector knowledge	10
Knowledge of Rwanda's public sector institutional and policy environment	15
Written and oral English proficiency	10
Working fluency in Kinyarwanda (interview; not pass/fail)	5
TOTAL	100

Minimum qualifying score for interview: 70 points. The three highest-scoring eligible candidates reaching this threshold will be shortlisted; if fewer than three qualify, all qualifying candidates may be shortlisted.

Kinyarwanda (5 points) is assessed at interview and is not a pass/fail requirement. The 70-point shortlisting threshold is applied to the other criteria (95 points).

6. Deliverables and Reporting Schedule

Criteria / Deliverable	Points / Timeline
D1. Inception report and consolidated work plan	Month 1 – Dec 2026
D2. Annual work plan, budget and consolidated procurement plan	Month 2 – Jan 2027
D3. Programme governance, reporting and escalation framework, and risk register	Month 3 – Feb 2027
D4. Draft Project Implementation Manual for follow-on operation	Month 7 – Jun 2027
D5. Quarterly consolidated progress reports to RAIA management	Quarterly throughout
D6. Consolidated appraisal preparation package (including PAD, PPSD, ESCP and SEP)	Month 11 – Oct 2027
D7. Programme completion report and handover note	Month 13 – Dec 2027

All deliverables require written acceptance by RAIA. Dates are indicative and may be adjusted by written agreement, without extending the contract beyond 31 December 2027 or increasing its approved ceiling.

7. Consultancy Engagement and Remuneration

- Time-based, full-time individual consultancy; 13 months from 1 December 2026 to 31 December 2027.
- Monthly gross fee inclusive of taxes, negotiated based on documented remuneration history within the approved assignment budget. The source ToR does not state a numeric fee ceiling.
- Eligible consultants based outside Rwanda may be reimbursed up to USD 5,000 for relocation costs against receipts.
- Reporting line: RAIA Managing Director, with administrative coordination through the Head of Finance & Administration; supervises PIU specialists.
- Possible extension or new contract subject to performance, continued need, financing and applicable World Bank agreement.

8. How to Apply

Submit a cover letter, detailed CV, copies of academic degrees and professional certificates, and contact details for three professional referees.

Application title: REOI — Project Director, Project Implementation Unit

Deadline: 27 October 2026 at 5:00 PM (Kigali Time).

Online application: [Project Director](#)

9. Detailed Terms of Reference (ToR)

Review the complete ToR for full scope, deliverables, evaluation criteria and contract conditions

All related Inquiries should be submitted to: procurement@raia.rw

NB:

1. Open to eligible individual consultants of all nationalities; firms are not eligible
2. Selection follows the World Bank Open Competitive Selection of Individual Consultants procedure.