

WE ARE HIRING

SENIOR PROCUREMENT SPECIALIST

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 compliant, timely and strategic procurement for the Project Implementation Unit (PIU), including technology goods and consulting services, and prepare the Project Procurement Strategy for Development (PPSD) for the follow-on operation.

3. Scope of the Role – Key Responsibilities

- Manage procurement under World Bank regulations and the Grant Agreement, including Procurement Plan updates in STEP.
- Prepare bidding documents, requests for proposals, evaluation reports, contracts and award notices.
- Take sole responsibility for preparing the follow-on PPCS, with inputs from the technical and financial management teams.
- Develop vendor-neutral procurement packages for AI, cloud, compute, software and data services; assess commercial risks.
- Oversee contract performance, complaints records, procurement reporting, market sounding and staff capacity building.

4. Qualifications and Experience

Minimum Requirements

- Bachelor's degree in procurement, supply chain management, law, business, engineering or related field.
- At least 8 years of public procurement experience, including at least 2 years on World Bank-financed projects applying IPF Procurement Regulations and STEP.
- Experience preparing and actively managing a PPCS.
- Demonstrated management of complex procurements, including IT goods and consulting services.
- Proficiency in English.

Desirable Experience

- Knowledge of the Rwandan public procurement framework.
- Master's degree or procurement certification (e.g., CIPS).

- Experience procuring cloud, AI or other technology services.

5. Evaluation and Selection Criteria

Criteria / Deliverable	Points / Timeline
Education and professional certification	10
General public procurement experience	15
Procurement under World Bank Regulations, including STEP	35
Procurement of technology goods and consulting services	20
Knowledge of the Rwandan procurement framework	10
Written and oral English proficiency	10
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.

6. Deliverables and Reporting Schedule

Criteria / Deliverable	Points / Timeline
D1. Inception report and procurement action plan	Month 1 – Dec 2026
D2. PPSD for follow-on operation, prepared under the specialist's sole responsibility, informing the procurement plan	Draft: Month 8 – Jul 2027; Final: Month 10 – Sep 2027
D3. Procurement Plan maintained and updated in STEP	Continuous; formal update at least every six months
D4. Procurement documents and evaluation reports for each package	Per Procurement Plan schedule
D5. Market sounding reports ahead of major tenders	Before each major package
D6. Quarterly procurement and contract status reports	Quarterly throughout
D7. Handover report, procurement templates and filing audit	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: PIU Project Director, working closely with RAIA's procurement function.
- 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 — Senior Procurement Specialist, Project Implementation Unit

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

Online application: [Senior Procurement](#)

9. Detailed Terms of Reference (ToR)

For the full scope, deliverables, selection rules and contract conditions, refer to Annex I of the official Request for Expressions of Interest.

Inquiries: procurement@raia.rw | RAIA, Block 5, Norrsken House, 1 KN 78 St, Kigali, Rwanda

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.