



Kigali, on 16 NOV 2020

Ref: N° 11.07.023/...1979.../2020/MD-EDCL/FG /ug/jr

REQUEST FOR EXPRESSIONS OF INTEREST

Project Name: IMPROVING KNOWLEDGE OF EDCL PROJECT MANAGEMENT STAFF IN PROJECT MANAGEMENT PROFESSIONALS (PMP)

Project N°: RWA 1509511-10010

Title of Tender: Hiring a consultant firm to provide training for Project Management professionals (PMP)

Reference: N°004/S/2020/REOI/BE3EARP

Energy Development Corporation Ltd (EDCL) is a subsidiary arm of Rwanda Energy Group that oversees the development and implementation of power generation, transmission and distribution projects. EDCL is thus a project-based company. Further, being a growing company, management pursues a deliberate policy to ensure institutional and human capacity development across the business value-chain, from project and contract management, procurement, finance and accounting specialities. EDCL with support from ENABEL has secured funding to enhance staff capabilities in project management.

The Energy Development Corporation Limited (EDCL) invites eligible **National Consultant Firms** to express their interest in providing the Services for the training of Project Management Professionals

Interested **National Consultant firms** should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services according to the requirement defined below.

1. Objective of the Services

The objective of the assignment is to recruit a competent firm to undertake training of EDCL project managers and other staff in the sphere of project management in certified Project management Professionals (PMP). The consultant firm will be required to undertake the following overall objectives:

- a. To provide certificates to project managers that will aid the transition to professional project management, reducing project time and cost overruns by focusing on below subjects
- b. Identify the key activities in the project life cycle.

- c. Recognize the components of a project charter and how to be appropriately scale them based on the size of a project.
- d. Understand the role of the “triple constraint” in project management and apply it in determining project scope.
- e. Keep projects on track by managing project risks and effectively using a communication plan.
- f. Capture valuable project lessons and use them to define and improve project management practices within your organization.
- g. Develop an action plan for continuing to expand your project management knowledge.
- h. To practically acclimatize EDCL project management team with the subject of project management across the standard project cycle from initiation all through project closure.
- i. To gain comprehensive understanding of project management knowledge, with experience and skills to bring projects to successful completion in EDCL

j. SCOPE OF SERVICES

The scope of this training is expected to cover the standard PMP course guide including but not limited to:

- Project initiation
- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Procurement Management
- Project Human Resources Management
- Project Communications Management

k. Execution period

The training and certification should adhere to the standard duration as set by Project Management Institute (PMI).

l. Qualifications and experience required competencies for the Consultant Firm

➤ *The preferred training firm should bear at least the following competences:*

- The firm should be a **Project Management Institute Registered Education Provider (PMI-REP)** with an additional proven evidence of having a full Membership to the **International Project Management Institute (PMI) for Certification Standards**.
- The Firm should have the required relevant qualified staff and experience in undertaking the PMP training, PMBOK assignments.
- The firm should have extensive experience in PMP training with a proven evidence of having successfully trained and certified Project managers elsewhere, **with at least 2**

copies of completion certificates delivered by previous institutions for completing similar PMP certifications.

- Having undertaken similar training in a Company that develops and implements infrastructure projects is an added advantage
- **The firm should be one of international or Local caliber with experience of more than 5 years in execution of institutional strengthening and reform programs.**
- The consultant firm should have an available office in Kigali, location/room for training, full internet and provide other facilities to trainees for the period of the contract duration, and all related costs shall oversee the consultant firm.

m. Required Competencies for the Trainers

➤ **Experience of the Lead Trainer (1 LT)**

- Postgraduate or other advanced university degree, notably PhD or at least M. Sc in the area of Project Management, MBA, Economics or any other relevant domain.
- At least 8 years of professional experience in higher education teaching or Project Management consulting firm
- Demonstrated experience in institutional capacity development initiatives, notably in Project Management Knowledge areas and PMP Certification.
- Full PMP Certified, Membership of international certification institution is Mandatory.
- Strong inter-personal skills, especially oral communication skills and able to communicate clearly to his/her Consultants team and Trainees

➤ **Experience of the Team Members (2 Facilitators)**

- Advanced university degree, at least MSc, BSc or equivalent in the area of Project Management, MBA, Economics or any other relevant domain.
- At least 5 years of professional experience in higher education teaching or Project Management consulting firm
- At least 3 years consulting in Project Management Capacity building or similar experience
- PMP Certified or Currently enrolled is strongly preferred
- Currently a Trainer or lecture for higher Learning institution is an added advantage
- Strong inter-personal skills, especially oral communication skills; and be able to communicate clearly to Trainees

At least three consultant firms with capacity to perform the required services will be shortlisted.

The request for proposals will be issued to shortlisted consultant firms which will provide technical and financial proposals in separated envelopes. Only financial proposals of the qualified consultant firm will be opened and evaluated.

All interested consultant firms should provide a description of the organization he plans to set for the training and the list of his personnel/trainers, should present the signed expression of interest, including the proof of experience required for consultant firm and qualification and experience of its trainers, their signed curriculum vitae (CV) and copy of degrees not later than/...../ 2020 at 5:00PM (Local time).

Duration of the assignment

It is expected that the work will require a total period of **one year**.

The consultant firm will be selected in accordance with the Law N°62/2018 of 25/08/2018 governing public procurement in Rwanda and through the Quality and Cost Based Selection.

The terms of references are available on REG website and Enabel website : www.reg.gov.rw ; www.enabel.be and DG Market.

Further information can be obtained at the address below during office hours from 08:00am to 17:00pm:

Energy Development Corporation Limited (EDCL)
Head of Procurement Management Services
E-mail: procurement@edcl.reg.rw

Copy to

Mr. RUBERANZIZA Jean de Dieu, Procurement Specialist,
Tel. N°.: +250788488027; Email: jdruberanziza@edcl.reg.rw

Expressions of interest must be delivered by Email in a written form to the address below by 01/12/2020.

Energy Development Corporation Limited (EDCL)
KN2 ST, Nyarugenge District, Kigali City,
PO Box 3855 Kigali, Rwanda/ KCT 10th floor
Email: procurement@edcl.reg.rw and copy to jdruberanziza@edcl.reg.rw

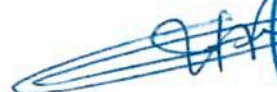
N.B: Electronics expression of interests are acceptable if submitted to the above-mentioned emails.

Done at Kigali, on 16 November 2020



Digitally signed by EDCL
(Ag Head Procurement)
Date: 2020.11.13
16:31:31 +02'00'

Gentile UMUSHASHI
Ag. Head of Procurement Management Services



Felix GAKUBA
Managing Director





TERMS OF REFERENCE FOR THE RECRUITMENT OF A FIRM TO TRAIN EDCL PROJECT MANAGEMENT STAFF IN PROJECT MANAGEMENT PROFESSIONAL (PMP)

1. Background

Energy Development Corporation Ltd (EDCL) is a subsidiary arm of Rwanda Energy Group that oversees the development and implementation of power generation, transmission and distribution projects. EDCL is thus a project-based company. Further, being a growing company, management pursues a deliberate policy to ensure institutional and human capacity development across the business value-chain, from project and contract management, procurement, finance and accounting specialities. EDCL with support from ENABEL has secured funding to enhance staff capabilities in project management.

2. Rationale for the Assignment

The rationale for this task is to secure a competent firm to undertake training of EDCL project managers and other staff in the sphere of project management in certified Project management Professionals (PMP). Ultimately, the goal is to have a pool of certified project managers that will aid the transition to professional project management, reducing project time and cost overruns.

3. Expectations from the training

The core objective of this training is to practically acclimatise EDCL project management team with the subject of project management across the standard project cycle from initiation all through project closure.

4. Scope of Work

The scope of this training is expected to cover the standard PMP course guide including but not limited to;

- Project initiation
- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Procurement Management
- Project Human Resources Management
- Project Communications Management

5. **Estimated number of participants:** 50 participants from across direct project management practitioners, M&E and other relevant personnel are expected to attend the training.
6. **Training venue:** Rwanda.
7. **Duration of the training:** The training and certification should adhere to the standard duration as set by Project Management Institute (PMI).
8. **Expected Deliverables**

#	Expected output
1	Complete understanding of Project Management Cycle
2	Complete understanding of Project Management 10 Knowledge areas
3	Completion of all modules that lead to PMP certification
4	PMP certification exam
5	PMP certificate

9. Required Competencies for the Consultant Firm

The preferred training firm should bear at least the following competences

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11. Consultant Selection Criteria

The selection process will be undertaken through the Rwandan Public Procurement regulations, under an article 35 regarding the selection of consultants by quality-cost based selection method, with additionally consideration of Firm Experiences and Qualifications of key staff and Team members.

The consultant firm shall indicate in its proposal a detailed man-months for proper execution of the training. Considering the technical and financial evaluation, contract shall be awarded to a consultant firm whose combined technical and financial result meets evaluation criteria.

The consultant firm must propose and provide a schedule with breakdown for the various activities called for in the TORs, including the face to face and online sessions or masterclasses.

12. Implementation Modalities

The course will be implemented through face-to-face training whilst observing COVID-19 social distancing guidelines. Details of the course implementation arrangements will be completed upon receipt of the proposals from preferred bidders as part of the inception phase. The final methodology shall be agreed upon between EDCL and the trainer during the inception phase of this exercise.

13. Reporting Requirements

The Consultant will report to the Managing Director of EDCL or other representative, Consultant will produce the following reports:

- Monthly Progress report including the execution of work plan
- Quarterly Progress, when applicable
- Invoices for each Deliverable which submitted

14. Training Fees

The consultant firm should submit their financial proposal, and breakdown of the following different fees:

1. Registration fees
2. Tuition fees
3. Exam Preparation fees
4. PMP exam fees
5. And any other related fees to be considered.

15. Application Procedure

Interested certified firms should submit their credentials (CVs, certificates), technical and financial proposals, an example of their previous similar assignments completed, and a letter of application addressed to the EDCL Managing Director by email mentioned in request for expression of interest.