

REQUEST FOR EXPRESSIONS OF INTEREST

ASSIGNMENT TITLE: RECRUITMENT OF AN INDIVIDUAL CONSULTANT/ PROJECT MANAGER FOR THE DESIGN AND CONSTRUCTION OF REG HEAD OFFICE BUILDING

The Rwanda Energy Group (REG) is responsible for expending, maintaining and operating the energy infrastructure in the Country through its two subsidiaries the Energy Utility Corporation Limited (EUCL) and the Energy Development Corporation Limited and the Energy Development Corporation Limited (EDCL).

The REG current Head Office Building is not enough to accommodate all its staffs. The human resources doubtlessly will not be limited to its present staff establishment and is already quite congested in the current office building.

REG intends to build acquire a new Head Office in order to get modern and spacious offices for a better and conducive working environment and in line with the Kigali City Master plan.

REG intends to recruit an Individual Consultant/Project Manager to assist REG in the management of the aforementioned exercise.

2. Objective

The Objective of this assignment is to assist REG to analyse and prepare office space needs, and to assist in deciding regarding the best option of the three below in consideration of both the space needs, cost, and financing mechanism:

- **Option 1:** Design, Construct, and Finance New Building
- **Option 2:** Purchase Completed Building
- **Option 3:** Purchase Uncompleted Building and Provide Finance for Design and Construction Completion

3. Qualifications of the Individual Consultant:

3.1 Academic Qualifications:

B.Sc. in Civil Engineering or B. Architecture. Higher academic qualifications will be an added advantage

Work Experience:

- General Experience: 10 years of general experience in Design and Construction Supervision of Buildings. More years of experience will be an added advantage.
- Specific Experience: 6 years of specific experience as Project Manager of at least two projects similar to the proposed REG Headquarters building, each project with a minimum of six (6) floors including basements at a minimum cost of USD Ten Million/ \$10.0M

N.B.:

- Only Individual Consultant with a certified Professional Certificate issued by a professional institution recognized by the Institution of Engineers Rwanda or Rwanda Institute of Architects shall be considered.
- Curriculum Vitae (CV) shall be detailed, updated, and initialed and signed by the Individual Consultant. Certified copies of degrees and professional Certificates shall also be submitted.
- Minimum total score shall be 70 marks. Only the Individual Consultant with the highest score shall be invited to submit a Financial Proposal for contract negotiations and agreement.

After the short listing, the selection will be based on the detailed Terms of Reference (TOR) for this assignment with specific objectives, scope of the assignments, Key deliverables, Timing, Competence and Qualifications and other requirements. These are available at www.eucl.reg.rw and DG market website: www.dgmarket.com. The selection of best candidate or best individual consultant will be done in accordance with the REG procurement manual.

4. Application and Submission

Interested and suitably qualified candidates should submit their Expression of Interest including CVs and a motivation letter highlighting how they meet the requirements detailed in the TOR. All applications shall be submitted to the Secretariat of the Head of Procurement Management of REG/EUCL and should be addressed to:

**Chief Executive Officer
Rwanda Energy Group (REG),
c/o Head of Procurement Management - EUCL
REG HQ KN82 ST 3, NYARUGENGE, 2nd Floor – Procurement Secretariate
P.O Box 537 Kigali, Rwanda**

Electronic applications will also be accepted and may be sent through: dumuhoza@reg.rw copy to gyemukama@eucl.reg.rw and procurement-eucl@eucl.reg.rw.

The outer cover for envelopes shall be clearly marked:

**REQUEST FOR EXPRESSION OF INTEREST (EOI)
INDIVIDUAL CONSULTANT/PROJECT MANAGER FOR THE DESIGN AND
CONSTRUCTION OF REG HEAD OFFICE BUILDING.**

The deadline for submission of expression of interest will be **11th December 2020** at **10H30 Kigali time**. Further information can be obtained via email to the email addresses mentioned above during office hours i.e. from 07H00 hours to 17H00 on all working days.

Done at Kigali, on **27th November 2020**.

Eric BUGINGO
Head Procurement Management

Ron Weiss
Chief Executive Officer

TERMS OF REFERENCE

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1. Introduction and background to the assignment

The Rwanda Energy Group (REG) is responsible for expanding, maintaining and operating the energy infrastructure in the Country through its two subsidiaries the Energy Utility Corporation Limited (EUCL) and the Energy Development Corporation Limited and the Energy Development Corporation Limited (EDCL).

The REG current Head Office Building is not enough to accommodate all its staffs. The human resources doubtlessly will not be limited to its present staff establishment and is already quite congested in the current office building.

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2. Objective

The Objective of this assignment is to assist REG to analyse and prepare office space needs, and to assist in deciding regarding the best option of the three below in consideration of both the space needs, cost, and financing mechanism:

Option 1: Design, Construct, and Finance New Building

Option 2: Purchase Completed Building

Option 3: Purchase Uncompleted Building and Provide Finance for Design and Construction Completion

3. Scope of the assignment

The consultant will analyze basing on REG office space requirements, budget, location and any other related requirement, assist REG in selecting the appropriate option for project implement. Project Manager's extent of services in terms of deliverables, time, and cost, will depend on the selected option. In general, Project Manager shall perform standard services under the following project stages:

- A. Project Initiation and Briefing (Inception Stage)
- B. Concept and Feasibility
- C. Design Development
- D. Documentation and Procurement
- E. Construction Documentation and Management
- F. Project Close-out

Details of project management deliverables under the above project stages are listed under (6), Detail outputs (key deliverables to be accomplished)

4. Individual Consultant's duties and responsibilities

- A. Project Manager shall perform the services specified under
- B. Project Manager shall submit to the Client reports in forms and time frames specified under (10) below

5. Duration of the Assignment

The Project Manager will be contracted for one year (1), renewable after due discussion and agreement between the two parties on the remaining assignment/ deliverables to be implemented.

6. Methodology to be used in order to carry out the assignment

The methodology and work-plan to Client's approval shall be submitted by Individual Consultant during the Project Initiation and Briefing (Inception) Stage.

7. Detail outputs (key deliverables to be accomplished)

- Generally, to assist REG Management to oversee both consultancy and construction activities necessary for the completion of project.
- Give an inception report that details but not limited to the needs of the REG in terms of office requirements. Produce Terms of Reference for procuring a consultancy firm for the design services and supervision services for the selected Option.
- Advise and supervise regarding any necessary tests to be done to ensure stability and suitability of the building, depending on the option opted
- Participate and advise in the tendering processes of the prospective consultancy and construction bidders.
- Advise and supervise studies and the interpretation of results thereof.
- Advise on the different options of financing mechanism

8. General experience of the consultant and important aspects of the project to be focused

The consulting services shall be carried out by an Individual consultant locally based in Rwanda with extensive experience in the planning, survey, investigations, design and documentation, procurement and construction supervision of modern office building.

9. Competencies and qualification of expert/consultant;

The minimum professional and technical standards required are:

- B.Sc. in Civil Engineering or B. Architecture. Higher academic qualifications will be an added advantage.
- Minimum 10 years of work experience in Planning, Design and Construction Supervision of multi-storey Buildings.
- At least 6 years as a Project Manager of at least two projects similar to the proposed REG Headquarters Building, each of minimum six (6) storeys including basements, with a minimum cost of USD Ten Million (\$10.0M) with recommendation letters.

N°.	Subject	Qualification Criteria	Target
<u>Experience of consultant</u>			
1.1	General architectural, design and consultancy Experience	Experience in architectural design and construction contracts in the role of contractor, subcontractor, supervisor or construction manager for at least the last four [4] years prior to the applications submission deadline	Must meet requirement
1.2	Specific architectural, design and consultancy Experience	Participation as consultant or Supervisor, within the last three (3) years, in projects that have been successfully and substantially completed and that are similar to the proposed works. The similarity shall be based on the physical size, complexity, methods/technology or other characteristics as described in Scope of Works. At least three [3] Certificates of good completion have to be issued for evidence.	Must meet requirement

10. Set the time periods for the key deliverables identified

The Consultant Shall Refine Project Schedule and continues to update periodically on a weekly and monthly basis and as necessary due to the change of the status and conditions of the Project according to the progress of the Project. If not indicated otherwise in the

contract documents the consultant shall complete the assigned works as per the following schedule:

9.1 Inception Report

An inception report shall be submitted within Two (2) weeks from the commencement of the Consulting services. It shall include the proposals how the Objectives of the services are to be achieved. In addition, it shall also include an implementation schedule highlighting the milestones to be met in order the Project can be executed smoothly. In his Methodology Statement, the Consultant shall provide a fixed layout for all the reports (Monthly, project Completion Report...) to be submitted.

The Individual Consultant will be expected to work closely with REG Technical Team; to attend all site meetings; and to generally do proper project coordination until completion stage. At all stages proper reporting to REG approval shall be undertaken.

10 Services and surveys necessary to carry out the assignments

These shall be advised in the course of the assignment.

11 Detail the services, facilities and counterpart staff to be provided by EUCL

Provide any necessary information in REG's possession and required for the good and proper performance of Individual Consultant's services

Approve Individual Consultant's reports and/or provide relevant recommendations within seven (7) working days after the submissions, and failure to do so the related reports shall be considered as approved.

Pay Individual Consultant's invoices within seven (7) days after due submissions, or as may otherwise agrees as per contract.

12 Reporting arrangement and overall coordination

The Consultant shall report to the project coordinator or the project management team as shall be advised.

Eric BUGINGO
Head Procurement Management

Ron Weiss
Chief Executive Officer