
Terms of reference

Position Title: Selection, Training, and Capacity Building Consultancy

Reporting to: AIPI Management / ICT Chamber Management

Overall supervision by: Rwanda ICT Chamber

Duration of the contract: 12 months, renewable based on performance.

1. Background information

Rwanda ICT Chamber is an arm of the Private Sector Federation (PSF). Established in 2011, the Rwanda ICT Chamber is the leading partner for organizations to share experience, network, and meet key players in the Rwandan ICT sector. At ICT Chamber, we help our members to work with the right associations, companies, and individuals and ensure that they get the needed skills, opportunities, and tools to grow.

The ICT Chamber is therefore implementing a partnership program with the German IT Association BITMi (<https://www.bitmi.de/>). The Bundesverband IT-Mittelstand e.V. (BITMi) is the only IT trade association that represents profiled exclusively medium-sized interests. The members are medium-sized IT companies from all areas of the IT industry, which are predominantly owner-managed. In the association, both established IT companies and start-ups come together to find and define common interests. BITMi's goal is to accelerate the business growth and productivity of IT SMEs and drive market development through intensive networking and capacity building.

This partnership project named **AIPI FOR ALL** (Access International Partnership in IT) is under "Partner Africa initiative", which is a program sponsored by BMZ; the German ministry of cooperation. The duration of the project is 3 years.

Project goal: - A strengthened Rwandan ICT sector that contributes to the intensification of cooperation relations between Rwandan and German ICT ecosystems.

The project constitutes:

1. **Building ICT Skills and Capacities** – Establishing strategic components to enhance ICT-related skills and competencies in Rwanda.
2. **Empowering Vulnerable Individuals** – Providing basic ICT training, with a focus on women, refugees, and other vulnerable groups.
3. **Facilitating Employment Opportunities** – linking program graduates who successfully completed the training with operating companies and platforms.
4. **Strengthening Institutional Development & Partnerships** – Supporting ICT-related institutional growth and fostering long-term collaboration between Rwandan and German ICT ecosystems.

Terms and references for the assignment

1. Developing an implementation plan for the planned program execution time detailing schedule, personnel and resources involved at different stages of the program.
2. Developing a selection tool for the selection process of 200 Vulnerable Communities trainees in 1 year ranging from different categories (Women, Refugees and Disabled People) from across different districts of the country through AIPI Partner network. **N.B:** (Ensuring at least 50% of selected beneficiaries are women)
3. Ensure proper coordination and run of the program as well as quality control to all training and capacity building undertakings under the project through regular monitoring and evaluation, in-process and after-action reviews, and by obtaining feedback from beneficiaries.
4. Demonstrate potential access to a pool of trainees in the ICT field and other engineering disciplines preferably with a network of organizations that support vulnerable communities across the country.
5. Develop training customized curriculum for the beneficiaries (Vulnerable communities) using latest industry centric methodologies covering both technical and soft skills . Curriculum courses to be developed include : Website development , Digital Fabrication ,

software testing , Basic digital literacy , e-commerce , English language courses.(Developed curriculum should be in 2 categories ; Basic & Advanced)

6. Successful completion of training/workshops in the proposed timeline.
7. Develop and maintain a project training database; contribute, as necessary, to the design and maintenance of databases and other information systems related to project activities and other capacity building initiatives of the Mission.
8. Lead and design hackathon that will contain trainees that completed training to solve a real-life issue using technology and skills learned from training.
9. Serve as a primary focal point of the project; assist in identifying the developmental needs of trainees, and designing and implementation of customized training for them.
10. Coordinate all admin/logistics/operations matters throughout the whole consultancy period.
11. Preparing, printing, and delivering all training materials including teaching aids and materials to accompany training events when needed.
12. Provide detailed monthly reports of the program progress.
13. Provide space for identified trainees for training for both trainees in hardware and software domains with focus on training centers outside Kigali.
14. Guide identified Vulnerable people in ICT & Engineering related fields to cover different topics in both software development as well as hardware innovations that could utilize 4th Industrial Technologies like computer aided design and manufacturing (CAD/CAM) and other High-Tech innovative courses.
15. Making linkages with industry partners, potential customers or investors and distribution channels for successful projects or products.

Expectations

The following will be the expected deliverables of the consultancy:

1. The work plan of all activities (a roadmap of activities from talent selection to training and to hackathon) that includes strategy and proposed methodologies, timeline as well as quality assurance plan.
2. Developing monitoring and evaluation tools for the cohort of beneficiaries benchmarking on AIPI monitoring tools.
3. Successful implementation of the trainings
4. Report after completion of each milestone/task; milestones being talent detection, training, and hackathons.
5. Monthly report capturing program progress on a monthly basis.
6. Final report after completion of all activities in this tender.
7. Fully developed or working prototypes of innovative ICT solutions from identified Vulnerable people that are ready for deployment after the completion of activities.
8. Profiling all the trainees that are ready for job placements and organizing job fairs.

Submission: Send your technical and financial Proposal on info@aipi.rw and Copy procurement@ictchamber.rw no later than **11th April 2025 (5:00 PM)** with subject line: TechUpskill Application. NB: Late or wrongly submitted applications will not be considered.