

EXPRESSION OF INTEREST (EOI) FOR RECRUITMENT OF E-PROCUREMENT APPLICATION MANAGER CONSULTANT (X3)

1.0 Background

The Government of Rwanda (GoR) wishes to capitalize on employing the use of the most advanced technology developments in the most cost effective way, to meet its economic development 2020 Vision.

Over the last decade, the Government of Rwanda has undertaken a number of reforms including business registration, public finance management and procurement reforms which have initiated changes to the law and regulations; it has also successfully developed Financial management information system IFMIS and has installed country wide fibre optic backbone – both of these are huge developments and critical to the success of its vision.

Building from these achievements, the Government of Rwanda is initiating a project to automate the public procurement cycle known as e-Procurement and is designed to facilitate the transformation of the procurement discipline within Rwanda for the future. The electronic Government Procurement project will be aligned with the e-Government project ‘4: e-Procurement System’ as outlined in the Government of Rwanda National ICT Strategy and Plan NICI -2015.

The public procurement system in Rwanda is currently composed of an organized manual workflow of acquiring goods, services and works on behalf of Government by all procuring entities.

Once implemented, all procedures in government procurement will be conducted online. The e-Procurement System will enhance the transparency and efficiency of public procurement by building a single channel for all procurement contracts. In particular, the system will help to achieve the following objectives:

- To reduce risks of corruption in public procurement in Rwanda by reducing physical contact between suppliers and government officials
- To streamline procurement operations for efficient government service delivery
- To reduce public procurement time & cost by using online processing for the entire procurement process.
- To ensure efficiency of public procurement with the standardisation of electronic documents, supplier registration, goods and services information.
- To establish a single channel for public procurement contracts.

- Achieve value for money for government by enabling easy access to sufficient information on products and suppliers
- To reduce overhead cost and increase convenience for bidders through electronic linkages with public and private organisations.
- Implementation of National Information and Communication Infrastructure Plan (NICI III) and Public Financial Management reform.

The e-Procurement implementation scope is to cover the entire procurement cycle from planning, bidding, awarding, contracting, purchasing, delivery and payment using functionalities of e-Procurement system integrated with IFMIS system.

The system will integrate procurement services with other government and private sector services like tax payment, business registration, digital certificate registration, banks, insurance and government payment systems that are involved or linked with procurement processes.

The specific objectives of the e-Procurement project includes the development of the following sub-systems of eProcurement System:

- 1) Portal system
- 2) e-Registration system
- 3) e-Preparation system
- 4) e-Bidding system
- 5) e-Awarding system
- 6) e-Contract system
- 7) e-Catalogue system
- 8) e-Shopping mall system (including Auction process for obsolete items process)
- 9) External linkage system
- 10) Administrator system

2.0 Scope of the Services

Overall responsibility of e-Procurement Application Manager is to work with Government e-Procurement Project Management Team and African Olleh Services (AOS), the supplier of e-Procurement System on the full e-Procurement software lifecycle to support the design, development and implementation.

The e-Procurement Application Manager will also collaborate with both teams to arrive at the most appropriate e-Procurement system and integration of external government and private sector systems. The e-Procurement Application Manager will have to be aware of system requirement definition and communicate them to Project team members. The e-Procurement Application Manager will also be aware and collaborate with the supplier of any required technologies for potential effectiveness of the advancement and enhancement of the e-Procurement system.

The e-Procurement Application Manager responsibilities include:

During e-Procurement System development:

- Participate in the review of the Supplier's e-Procurement Systems design and make sure they comply with the procurement process in Rwanda
- Participation and/or review of the following e-Procurement Development deliverables by the supplier
 - Requirements definition
 - Analysis
 - System design
 - Coding
 - Application installation
 - Integrated test
 - User acceptance test
 - Handover

During operation:

- Installation, upgrade, and daily operation support & maintenance of software applications
- e-Procurement Application management & administration
- Ensure high availability of the e-Procurement system in compliance with
 - System accessibility and availability monitoring,
 - security management,
 - System Configuration management
- Oversee software needs within e-Procurement Project
- Managing & implementing e-Procurement interfaces with other stakeholders' systems
- Enhance the e-Procurement System as required
- Design, documentation and development of system functionalities
- Develop unit and system testing cases and scripts, test and reports test results (modules regression, stress and performance testing)
- Communicating regularly with technical and operational staff to ensure system availability and performance;
- Working closely with e-Procurement application team, database programmers and developers on a daily basis
- Work with help desk support staff to carry out system administration, backups, upgrade and support
- Updating and monitoring the performance of testing, training, database, application servers and network connectivity;
- Understanding of e-Procurement System source code
- Continuous integration with other systems, source code version control management and log analysis management

- Monitoring and analysis of application operation status and recommend improvements
- Carry out a set of hands-on training to trainers on the contents of operating the system
- Ensure compliance with various software policies
- Monitoring and evaluation of the progress of e-procurement implementation activities including ensuring that weekly reports are prepared and submitted by the individual units upon which they are reviewed and consolidated to report on the status on entire project activities
- Any other duties as necessary

The expert to be recruited will work on a full time basis under the direct supervision of the e-Procurement Project Manager.

3.0 Deliverables and reporting obligations

The e-Procurement Application Manager will report to the e-Procurement Project Manager and in particular will be responsible for:

- a) Weekly Progress Report to the e-Procurement Project Manager. The report should highlight planned activities for the week, activities undertaken during the week, reasons for failing to attain any planned activities not undertaken, constraints encountered, and recommendations for improvement and planned activities for the coming week. List of prioritized issues to be resolved showing who is responsible for addressing those issues.

The weekly report must be submitted by end of work on Friday.

- b) Finally, any other reports as may be required from time to time by the Project Manager.

4.0 Duration of the assignment and location

The e-Procurement Application Manager will be engaged on a two (2) years time-based contract renewable upon business need and satisfactory performance. The e-Procurement Application Manager will report to e-Procurement Project Manager. The assignment will be undertaken in Kigali, Rwanda and based in the Ministry of Finance and Economic Planning [MINECOFIN].

5.0 Qualifications

- a) At least a Bachelor Degree qualification in Computer Science or closely related IT disciplines such as Software Engineering, Information Technology, etc. Possession of a relevant post graduate qualification will be an added advantage. A specialised software development training & certification will also be an added advantage.
- b) At least 5 years working experience in software development and maintenance and application management of large IT applications ideally within the government
- c) Extensive practical knowledge & experience of Java programming language including common utilities/modules development, tag library, Java method, script function etc. and understanding Spring framework installation & configuration.
- d) Strong understanding of Oracle DBMS including database configuration, database object design, database tuning
- e) Having a good grasp of software engineering, data structures and algorithms;
- f) Adequate and practical knowledge of Web 2.0 technologies(JavaScript, HTML5) through additional professional training and/or practical experience
- g) Understanding of public procurement laws and procedures in Rwanda
- h) Interested in keeping up to date with changing technology.
- i) Understand the laws & standards regarding privacy and data storage
- j) Dynamic and proactive individual with the ability to produce technical work plans and monitor performance against them
- k) Being able to work hard under stressful situations
- l) Being teachable and a quick learner in Software Technologies
- m) Have good communication skills
- n) Have team working skills
- o) Ability to communicate efficiently
- p) Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage

How to apply:

The Ministry of Finance and Economic Planning now invites eligible and interested consultants to submit application (a letter of expression of interest and a CV) on or before **26th February 2016 by 5:00 pm** clearly mentioned “Application for the position **Application Manager**” addressed to the Director General Corporate Services of the Ministry of Finance and Economic Planning.

Done at Kigali, on 10th February 2016.

Marie Ange H. INGABIRE
Director General, Corporate Services