

EXPRESSION OF INTEREST FOR RECRUITMENT OF E-PROCUREMENT PUBLIC RELATIONS SPECIALIST

A. 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, E-Procurement 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 establish a convenient trading environment for government organizations by building a single channel for procurement contracts.
- To reduce the required purchase times for the administration by using online processing for the entire procurement process.
- To reduce entry costs of government procurement, by sharing administrative information through linkages with organizations involved in government procurement
- To ensure efficiency of public procurement with the standardization of electronic documents, company registration, article listing information and the procurement process.
- To develop e-commerce by promoting the participation of private companies
- To help streamline procurement operations for efficient government service delivery

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 or 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.

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

B. Scope of the services

The overall assignment of e-Procurement Public Relations Specialist is to design and monitoring e-Procurement System change management program. This includes public awareness campaign and media publication of e-Procurement activities and working with public and private stakeholders on awareness of e-Procurement System.

The daily work will include the development, dissemination and update of e-procurement marketing tools, manuals, FAQ or any other document required for effective implementation of e-procurement system.

The following specific tasks are under the responsibilities of e-Procurement Public Relations Specialist:

- Develop annual media activity plan and required budget;
- Organize communication & outreach activities plan;
- Organize consultations with all stakeholders on e-Procurement system development and implementation;
- Elaborate reports on communication and outreach activities
- Maintain relationship with different public, private and non-governmental institutions
- Elaborate and monitor communication plan and submit it to relevant stakeholders.
- Organize surveys or opinion polls on services offered by the e-Procurement Project
- Make recommendations about e-Procurement Project image improvement measures
- Organize and/or participate in press seminars and conferences about e-Procurement
- Writing speeches, messages and press releases
- Organize and cover audiences and institution press conferences, round tables and talks;
- Organize radio and TV broadcasts to inform the public about e-Procurement System;
- Write articles for newspapers on progress of the project mission achievement.
- Organise and publish articles, posts, news, events or any multimedia objects through social media networks and online portal

- Inform the project management about the quality of its image according to public and other stakeholders' point of view
- Make critical analysis of publications in national or international media concerning the Rwanda e-Procurement System and produce synthetic technical notes to Project management.
- Liaise with the Project Management Team for a better implementation of the communication plan
- Organize debates and forums at different levels on matters involving e-Procurement System and Public Financial Management (PFM) in Rwanda
- Participate in development, review and publication of documentation (user guide or any other document for e-Procurement System)

C. Qualifications

Master's Degree in Communication, Public Relations, Journalism, Marketing with 3 years of working experience or Bachelor's degree in Communication, Public Relations, Journalism, Marketing with 5 years of working experience.

Key Technical Skills & Knowledge required:

- Excellent communication skills both oral and writing
- Excellent interpersonal skills
- Report writing & presentation skills;
- Creativity & Initiative
- Good organizational and time-management skills,
- Team working skills;
- Effective public relations & public speaking skills;
- Interviewing skills
- Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage

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

D. Reporting obligations

The Public Relations Specialist will report to the e-Procurement Project Manager and particularly 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.

E. Duration of the assignment and location

The E-Procurement Procurement Specialist will be engaged on two (2) year time-based contract renewable upon business need and satisfactory performance. The E-Procurement Procurement specialist 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].

F. 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 position of Public Relations Specialist” 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