

## **EXPRESSION OF INTEREST FOR RECRUITMENT OF E-PROCUREMENT APPLICATION SUPPORT CONSULTANT (x3)**

### **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 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 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 Application Support Officer is focused on application software administration and handling any required software application support for E-Procurement System.

The daily work will include receiving all support issues and incidents logged by the users and ensure that they are solved in specified timelines, monitoring of user support requests escalated to the high-level of support.

The following specific tasks are under the responsibilities of e-Procurement application support Officer:

- Carry out software application operation management
- Undertake a set of hands-on training on the contents of operating e-Procurement system
- Manage sub-systems applications
- Understand e-Procurement System source code
- Understand Rwanda public procurement process and procedures
- Carry out application monitoring
- Execute continuous integration with other systems, source version control management and log analysis management
- Support users of e-Procurement system
- Any other duties as necessary

### **C. 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 3 years working experience in software development and maintenance and application management of large IT applications ideally within the government
- c) 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) 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 (Javascript, HTML5) technologies 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

### **D. 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.

## **E. Reporting obligations**

The Public Relations Officer will report to the e-Procurement Project Manager and particularly will be responsible for:

- c) 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.

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

## **F. Duration of the assignment and location**

The E-Procurement Procurement Officer will be engaged two (2) years time-based contract renewable upon business need and satisfactory performance. The E-Procurement Procurement Officer 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].

## **G. 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 “e-Procurement Application Support Officer” addressed to the Director General Corporate Services of the Ministry of Finance and Economic Planning.

Done at Kigali, on 10<sup>th</sup> February 2016.

**Marie Ange H. INGABIRE**  
**Director General, Corporate Services**