

## **REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR HIRING INDIVIDUAL CONSULTANTS TO CARRY OUT RECRUITMENT SERVICES FOR RALGA ON BEHALF OF ITS MEMBERS (DISTRICTS AND CITY OF KIGALI).**

### **1. BACKGROUND**

Rwanda Association of Local Government Authorities (RALGA) is a non-Governmental Organization that brings together local government entities in Rwanda. RALGA was established in 2003 with the following mandates: (i) Capacity building, (ii) Advocacy, and (iii) Representation. The 15<sup>th</sup> RALGA General Assembly, held on 23<sup>rd</sup> April 2011 resolved that, RALGA will be recruiting a required staff by the District on their behalf. In order to fulfill a given mandate, RALGA seeks to create a pool of qualified consultants that will provide professional and quality recruitment services to thousands of job seekers in the Local Government family.

It is in this context that RALGA is looking for flexible, national independent experienced professionals (consultants, practitioners, academic researchers) who can join the pool of expert consultants in rendering quality and transparent recruitment services to RALGA members.

NB: This expression of interest does not concern the existing consultants who are already working with RALGA and those who submitted their applications on 25<sup>th</sup> March 2022. Their applications are under consideration.

### **2. Brief description of the services**

The related Consultancy services include setting written examinations and oral interviews in various recruitment posts in the following disciplines:

- Agriculture
- Agricultural Economics
- Biotechnology
- Civil Engineering
- Computer Science
- ICT/ Management Information Systems
- Conflict Management
- Communication and Media Studies
- Cooperative Management
- Corporate Strategy and Economic Policy
- International affairs and Diplomacy
- Economics
- Business Administration-Finance
- Business Administration-Accounting
- Business Administration –Human Resources Management
- Business Administration- Project Management
- Management Control Audit
- Economic Policy Management
- Education
- Environment and Forestry
- Entrepreneurship

- Development Studies
- Gender Studies
- Geography & Earth Studies
- Governance and Leadership
- HIV Studies
- Land Infrastructure
- Languages
- Railway Engineering and Transportation
- Event Management
- Documentary and Archiving
- Law
- Monitoring and Evaluation
- Money and Banking
- Pharmacy
- Physiotherapy
- Peace and Reconciliation Studies
- Procurement Management
- Public Administration
- Public Health Sciences
- Public Finance Management
- Food science and technology
- Journalism
- Science in Tropical Disease Control
- Nursing and Midwifery
- Electrical Engineering
- Sociology
- Strategic Management
- Taxation
- Urban Planning and Development
- Water Management
- Media & communication, public relations
- Architects
- General medicine,
- Laboratory Technologist
- Dental therapist
- Anesthetist
- Imagery technologist
- Radiologist
- Ophthalmologist
- Educational psychology
- GIS/remote sensing engineer
- Land management
- Livestock, veterinary
- Statistics/Data Management

### **3. Qualifications and experience**

- The consultant should be holding at least a Master's Degree or Bachelor's Degree with 5 years working experience in any of the above fields (related certificates will be an added value);
- The consultant should be able to communicate in both English and French even able to set and mark exams in the aforesaid two languages.

### **4. Selection and evaluation**

The selection and evaluation shall be based on the strengths and weakness mentioned by the Consultant in the expression of interest. The consultant who scores high in the field of interest shall be selected as the best candidate.

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## 5. Submission procedures

Interested applicants who fulfill the eligibility requirements and willing to be part of the pool of experts are invited to submit their letters of expression of interest, detailed CV with three (3) referees and their contacts and notarized copies of degree certificates to [info@ralga.rw](mailto:info@ralga.rw).

The deadline for submission is on Tuesday 29<sup>th</sup> July 2022 at 3:00 pm.

further inquiries may be channeled through email [info@ralga.rw](mailto:info@ralga.rw)

Done at Kigali, on 29<sup>th</sup> June 2022



**Ladislav NGENDAHIMANA**  
Secretary General

