



[Home](#) [Post advert](#) [HR Service](#) [Employers](#) [News](#) [Testimonials](#) [Help](#) [About us](#) [Contact us](#)

TERMS OF REFERENCE FOR NATIONAL CONSULTANT TO SUPPORT EXPANSION OF THE NATIONAL INTERNSHIP PROGRAMME (NIP) IN RWANDA'S DIGITAL SECTOR



International
Labour
Organization

International Labour Organisation

Rate this
employer

★★★★★
Average: 3.1 (11 votes)

<https://www.ilo.org>



Subscribe to our newsletter

Names *

Email *

Subscribe

Summary

This advert has been viewed 226 times

Location: Kigali , RW

Sector: Other

Education level : Not specified

Desired experience: Not specified

Contract type : Contract

Deadline: Friday, 13/06/2025 16:00

Terms of Reference

National Consultant to Support Expansion of the National Internship Programme (NIP) in Rwanda's Digital Sector

Background

1.1. Promoting decent jobs for youth in Rwanda's digital economy



Economy, under the umbrella of the Global Initiative on Decent Jobs for Youth.

The Joint Programme is implementing interventions that empower African youth, ensure they benefit from new opportunities in Africa's growing digital economy and steer it forward with their energy and creativity. The joint programme is continental in scope and is implemented across nine countries: Côte d'Ivoire, Egypt, Ethiopia, Kenya, Nigeria, Rwanda, Senegal, South Africa and Uganda.

In Rwanda, the project aims to support Rwanda's structural transformation and contribute to a just transition towards an economy and society enabled by digital technologies. Its main goal is to enable more young women and men in Rwanda to access decent jobs in Rwanda's digital economy, focusing on the youth between the age brackets of 16 and 30 years from Secondary Cities as well as Kigali. The three main components of the project are: (i) Promoting decent job creation and entrepreneurship opportunities in the digital economy, (ii) improving digital skills of young women and men, and (iii) facilitating young people's transition to decent work in the digital economy.

As Rwanda advances toward its goal of becoming a knowledge-based economy, digital transformation is creating new pathways to employment—particularly for young people. However, despite the expanding opportunities, many youth continue to face significant barriers in entering the workforce. These challenges include a mismatch between skills required by employers and those taught in the formal educational system. Young people often also lack work experience, including opportunities to practice and strengthen core and soft skills such as communication, time management, and adaptability, which are critical for professional success.



Consultancy Services to Design Develop National Valuation...

📍 Kigali | Published on 08/05/2025
Deadline 09/06/2025 | Not specified

Consultancy



Request for Proposals Consumer Behavior Study - an Exercise...

📍 Kigali | Published on 21/05/2025
Deadline 13/06/2025 | Not specified

Consultancy



Terms of Reference for the Consultancy Services Related to...

📍 Kigali | Published on 23/05/2025
Deadline 05/06/2025 | Not specified

Consultancy



Terms of Reference for the Consultancy Services Related to...

📍 Kigali | Published on 23/05/2025



Feedback from employer companies – particularly in ICT – indicates that fresh graduates often lack essential interpersonal, communication, and time management skills, even when technically qualified.

The project supports national efforts to equip young people for the transition from education to decent work. This includes strengthening the role of existing internship programmes as a catalyst for young people to further strengthen their skills, gain critical work experience and facilitate their transition to decent jobs.

Expansion of the National Internship Programme (NIP) in Rwanda's Digital Sector

Rwanda's National Internships Programme (NIP) is led by the Ministry of Public Service and Labour (MIFOTRA) and offers recent graduates with a university degree the possibility to apply for a 3 to 6 months internship. Interns are placed nationwide either in public sector institutions or in private sector companies. During their internship, interns receive a monthly stipend through the NIP – which employers may choose to top-up.

MIFOTRA and the ILO are partnering in developing a comprehensive and structured approach for the National Internships Programme (NIP) in the digital economy to embed soft skills development throughout the internship experience. As part of broader efforts to further strengthen the NIP, the intervention contributes to improving the quality and relevance of internship experiences through the development of contextualized soft skills content and updated guidance tools for interns and host institutions. This initiative recognizes that soft skills are essential for young people to thrive in the workplace—and that

for...

📍 Kigali | Published on
26/05/2025

Deadline 10/06/2025 | Not
specified

Consultancy



well as a mechanism for the continuous improvement of the quality of internships to maximize the learning experience of young people and their chances to use internships as a catalyst to secure future employment. This involves the development soft skills training material and targeted training modules informed by employer feedback and aligned with workplace realities. These modules will cover key areas such as digital etiquette, remote collaboration, adaptability, problem-solving, and professional communication, among other areas.

Contributions also include technical inputs to strengthen existing training frameworks and digital platforms, reinforcing national efforts to embed soft skills development within the internship ecosystem. In parallel, the intervention supports ongoing engagement with the private sector to promote greater participation in the NIP—particularly in digitally enabled sectors and occupations. Collectively, these contributions aim to reinforce the NIP as a responsive and future-oriented platform for youth employability in Rwanda.

OVERALL OBJECTIVE

The objective of this assignment is to strengthen the National Internship Programme (NIP) by identifying gaps and opportunities for expanding ICT-enabled internship placements through targeted private sector engagement and soft skills development institutionalisation. The consultant will assess the needs of both employers and interns, develop a soft-skills curriculum tailored to ICT-enabled roles, develop practical tools and manuals to strengthen NIP's employer and private sector engagement in the digital sector, and implement a comprehensive strategy to secure at least 100 ICT-related internship positions.



(1) Mapping soft skills demands of interns in ICT-enabled roles and potential to expand internship opportunities by employers (10 days). This task includes:

- In partnership with the NIP, map the current private sector engagement in the NIP, with a focus on ICT and digitally enabled sectors.
- Consultations with at least 15 employers in the digital economy (both those that have hosted interns of the NIP programme and others that have not yet) to identify the key gaps in internship roles, placement practices, and readiness to host interns.
- Interviews with at least 20 interns to assess perceived barriers to effective internship experiences, including expectations, preparedness, and (soft) skills gaps.
- Informed by ongoing assessment of Government of Rwanda and employers representatives and the Development Partners, propose specific roles (occupational profiles) for interns in the digital economy (in companies within the ICT sector and in companies outside the ICT sector in occupations enabled through digital technology)

Deliverable 1: Mapping (Presentation format) including findings from employer and intern consultations, a proposal and prioritisation of soft skills to reinforce and recommendations for expanding internship placements in ICT-enabled roles.

(2) Informed by the above, develop a soft skills curriculum tailored to ICT-enabled roles (15 days), including:



standardize training delivery.

- Create pre- and post-training assessment tools to measure learning outcomes and gather feedback from participants.
- Propose a training schedule that ensures a total of 40 hours of face to face training per intern. The proposed schedule will be reviewed and validated by ILO prior to implementation.
- Deliver one round of Training of Trainers to 30 trainers selected by the NIP team and the ILO.
- Validate all of the above with relevant stakeholders.
- Integrate feedback from the validation workshop and finalize the course curriculum.

Deliverable 2: A comprehensive soft skills curriculum package, including facilitator guides, session plans, participant handouts, assessment tools, validation and a 40-hour training schedule and Training of Trainers package.

(3) Develop tools and manuals that facilitate implementing the NIP's vision of delivering impactful national internship programme and engaging employers from the digital sector (15 days), including:

- Develop a user-friendly Internship Management Manual for NIP staff, outlining key processes for selecting, onboarding, and supporting interns throughout their placement. This may include template and practical tools to facilitate communication between NIP, interns and host companies.
- Create an Employer Guidebook for companies hosting interns, with best practices for onboarding, supervision, and inclusive mentorship practices in



- Propose modalities to disseminate the Employer Guide using formats that are accessible and convenient for employers.
- All the above to be validated with relevant stakeholders.

Deliverable 3: Internship Tools and Manuals Package (Word/PDF format), including the Internship Management Manual, Employer Guidebook, and associated templates finalised.

(4) Implement a targeted private sector engagement strategy to increase the number of ICT-related internship roles available through the NIP (15 days), including:

- Mapping and profiling of at least 100 private sector companies in ICT-related sectors with the potential to host interns, focusing on both large firms and SMEs.
- Conduct targeted outreach and engagement meetings with mapped companies to present the NIP, gather interest, and secure a total of at least 100 internship placements (noting that some employers may be able to place more than one intern).
- Develop a Private Sector Engagement Plan outlining specific strategies for increasing internship placements in ICT-enabled roles, including partnership models and incentive structures.
- Provide feedback to NIP on employer engagement practices, identifying areas for improvement in communication and follow-up mechanisms.

Deliverable 4: Private Sector Engagement Report (Presentation format) summarizing employer outreach efforts, identified internship roles, and



Team in Kigali and the Specialists of the Decent Work Country Team and the Regional Office. This engagement includes regular planning and progress meetings, joint discussions and missions, and agreement on research methods for the various technical areas covered under this intervention.

KEY DELIVERABLES

The Individual Consultant will undertake the tasks outlined in the Scope of Work section across the timeframe detailed below:

Key Deliverables	Timeline
Deliverable 1.a: Inception Report (3 working days)	
The Consultant will prepare and submit an inception report that outlines the full implementation approach across all deliverables. This will include a detailed methodology for field consultations with employers and interns, a schedule of key activities, tools and questionnaires to be used, a comprehensive work plan including timelines and sequencing, and an analysis of risks and mitigation strategies. The inception report will also describe planned collaboration with NIP, validation steps, and stakeholder engagement mechanisms. This foundational document will be reviewed and validated by the ILO prior to the commencement of technical work.	1 week from signing the contract



employers. This entails: mapping (Presentation format), including findings from employer and intern consultations, a proposal and prioritisation of soft skills to reinforce and recommendations for expanding internship placements in ICT-enabled roles.

contract

Deliverable 2 (20 working days)

Informed by the above, develop a soft skills curriculum tailored to ICT-enabled roles. This entails: A comprehensive soft skills curriculum package, including facilitator guides, session plans, participant handouts, assessment tools, validation and a 40-hour training schedule and Training of Trainers package.

3 months from
signing the
contract

Deliverable 3 (15 working days)

Develop tools and manuals that facilitate implementing the NIP's vision of delivering impactful national internship programme and engaging employers from the digital sector. This entails: Internship Tools and Manuals Package (Word/PDF format), including the Internship Management Manual, Employer Guidebook, and associated templates finalised.

4 months from
signing the
contract

Deliverable 4 (15 working days)



employer outreach efforts, identified internship roles, and recommendations for ongoing private sector engagement.

PAYMENT SCHEDULE

Deliverable & Conditions	Payment (% of Total Amount)
Deliverable 1.a: Inception report is submitted, ILO feedback is reflected, and final version is validated.	20%
Deliverable 1: Soft Skills Identification.	20%
Deliverable 2: Develop a soft skills curriculum tailored to ICT-enabled roles.	20%
Deliverable 3: Develop tools and manuals that facilitate implementing the NIP's vision of delivering impactful national internship programme.	20%
Deliverable 4: Implement a targeted private sector engagement strategy.	20%

SUBMISSION

Interested candidates are invited to submit the following documents to rwaprocurement@ilo.org by 16 June 2025, 4:00 PM Kigali Time:



Section 3. The proposal should present a context-specific strategy for designing and validating soft skills curricula, developing the Internship and Employer manuals, conducting Training of Trainers (ToT), leading private sector outreach.

- The consultant must submit an updated curriculum vitae highlighting relevant qualifications, including nationality and date of birth, Sample of prior work (e.g., toolkit, curriculum development)
- As evidence of experience, candidates should submit at least one sample of a relevant previous assignment, such as a training manual, communication toolkit, curriculum, or youth employability programme documentation.
- The financial proposal should present a breakdown of professional fees by deliverable and should be accompanied by a budget narrative. Consultants may use the costing format provided separately, and all costs must be expressed in USD. Only complete submissions will be considered. All documents must be submitted in a single PDF and will be treated with strict confidentiality.

Note: The following Table has been prepared to assist the Consultant in reporting their respective financial offers. Some deliverables have been reflected in the table **as an example**. However, all deliverables are to be reflected in the table.

ID	Activity Deliverables	Con sulta ncy Fee	Total Activi ty Deliv	Total Num ber of	Total Delive rable Cost*



ensure that this template table includes ALL activities detailed in the Key Deliverables section above. Also ensure that the last row is dedicated for Total Activity Days and Costs as shown below in the example.

A.

The Consultant will prepare and submit an inception report that outlines the full implementation approach across all deliverables. This will include a detailed methodology for field consultations with employers and interns, a schedule of key activities, tools and questionnaires to be used, a comprehensive work plan including timelines and sequencing, and an analysis of risks and



	with risk, validation steps, and stakeholder engagement mechanisms. This foundational document will be reviewed and validated by the ILO prior to the commencement of technical work.	
Please provide breakdown <u>for each activity</u> in the Key Deliverables section above.		
Totals Activity Days and Costs		

***Deliverable Activity Cost = Daily Professional Fees X Total Activity Deliverable Days + Travel cost (mission days X DSA) + flight/travel cost (if any)**

All the above to be submitted to rwaprocurement@ilo.org no later than 16 June 2025, 4pm Kigali local time. Only shortlisted candidates will be notified.



technical criteria:

Evaluation Criteria	Maximum Points
Work Plan and Implementation Approach The technical proposal includes a coherent work plan with realistic timelines and clearly defined activities to operationalize the assignment across all deliverables, including outreach, curriculum development, validation workshops, and final delivery.	40 points
Experience and Technical Expertise: <ul style="list-style-type: none"> - At least 7 years of work experience in developing and implementing youth employment programmes with a sound understanding of the Rwandan context - Expertise and experience in delivering soft skills trainings to young people, including curriculum design in line with private sector needs and preparing the roll-out of trainings programmes through a ToT approach - Excellent private sector networks in Rwanda and experience of engaging employers in youth employment initiatives 	40 points
Supporting Documents and Financial Capacity Technical offer includes supporting documents to provide evidence of professional readiness to deliver the scope of work (e.g. proposed methodology, timeline, sample work). The financial	20 points



Minimum Acceptable Score for the financial proposal to be reviewed: 70 points

- **Note to Consultants**

- All CVs submitted should include the Nationality of the Consultant;
- Consultant should quote in USD prices and/or using prices calculated using the Official UN Exchange Rates for the country;
- Candidates should be prepared to submit a copy of their national Passport upon Notification of Award.
- Candidates planning field visits, movements, and/or DSA travel dates are required to completed the UN BSAFE security training course upon Notification of Award. Failure to complete the course will prevent the finalization of contracting between the Consultant and the ILO;
- Professional Fees should include all costs associated with the Activity
- Consultants are responsible for arranging their own travel arrangements to project sites;
- Consultants agree to be paid based upon compliance with UN Harmonized DSA rates set for the country;
- All mission cost days will be paid based upon actual receipts paid by the Consultant and actual travel/mission dates;
- Consultants are not to add the VAT to their financial offer unless they are a VAT Registered Individual with the VAT Authority;
- Consultants should be aware that all intellectual property rights arising from the contract are vested with the ILO however authorship will be acknowledged by the Organization; and



Click on the APPLY button to send your application documents:

- Your application will be sent to the employer immediately (Allowed formats: .doc .pdf .txt .docx)
- A confirmation email will be sent to you few minutes afterwards
- You can request any documents archived from our website (ex: a job description, a CV, a cover letter...)

Please bear in mind that you should never be requested to pay to get interviews, or to pass extra certifications etc...



♥ KG 611 St #10 Gishushu

✉ P.O. Box 4062 Kigali,
RWANDA

☎ (+250) 788 300 952

@ info@jobinrwanda.com

- ✓ Recruitment
- ✓ Marketing
- ✓ Labour Market Data

- ✓ [jobinkenya.com](#)
- ✓ [jobinburundi.com](#)
- ✓ [jobincamer.com](#)
- ✓ [jobenrdc.com](#)

Registered employers **3,769**

Registered job
candidates **204,308**



Copyright © 2024 Job in Rwanda - Site owner. All Rights Reserved.

[Terms of Use](#) | [Privacy Policy](#) | [Site administration](#)