

TERMS OF REFERENCE

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FIRM FOR THE DEVELOPMENT OF PROFESSIONAL COURSES FOR RP KITABI AND KARONGI COLLEGE

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A 3.1.2

Period: January - June 2026



AFTER II
Appui à la Formation Technique et à l'Emploi au Rwanda

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1. Project description

The Government of Rwanda and AFD signed 5 years grant/loan agreements on 8th March 2023 to implement AFTER II Project (*Appui à la Formation Technique et l'Emploi au Rwanda*). AFTER II aims to improve technical and vocational education and learning conditions in order to strengthen the skills of youth in line with labor market requirements.

Project management is provided by two contracting authorities: Rwanda Polytechnic (RP) for IPRC-related interventions, and Rwanda TVET Board (RTB) for TVET schools-related interventions, through their respective Single Projects Implementation Unit (SPIU). Expertise France provides technical assistance to the project owner as AFD's contractor. Short and long-term expertise will be mobilized on the basis of a technical offer validated by AFD, with the agreement of the Rwandan party.

On RP side, the beneficiary sites are IPRC Karongi and IPRC Kitabi located in Karongi and Nyamagabe Districts. On the side of RTB, the beneficiary sites are Muhororo and Cyanika TVET Schools located in Karongi and Nyamagabe Districts.

AFTER II project is divided into four 4 main components and 2 cross-cutting components:

- Component 1 : The IPRC Kitabi and Karongi and TVET schools of Cyanika and Muhororo campuses are expanded, modernised and environmentally friendly (out of the TA scope)
- Component 2 : The training offer in the IPRC Kitabi and Karongi and TVET schools of Cyanika and Muhororo is strengthened and more attractive
- Component 3 : The link between TVET providers and the private sector is strengthened, and employment and entrepreneurship support mechanisms are more efficient
- Component 4: The quality and leadership of RP and RTB as institutions in the TVET sector are reinforced
- Cross-cutting component 5: The TVET programs are more gender responsive and inclusive and specifically address dropouts of the general education
- Cross-cutting component 6: Greening TVET – TVET programs provide youth with green skills and competencies for sustainable economic growth

The planned activity will contribute to the following output and activity of the Project:

Output 3: The link between TVET providers and the private sector is strengthened, and employment and entrepreneurship support mechanisms are more efficient, due to this beautification the number of trainees will be increased.

The activity code is 3.1.2: **Build the capacities of the private sector**

- Conduct industry training needs assessment
- Lead the development of professional courses for industry professionals
- Support the development of the business plan and catalogue for professional courses

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The collaboration between industries and teaching institutions is paramount in achieving a quality education that responds to needs of the labour market. To achieve this, industries can contribute in the skills development but teaching institutions can also play a key role in supporting industry by helping *upskilling and reskilling their workforce* through a variety of partnerships and more specifically on professional trainings.

2. Objectives and deliverables of the mission

The main objective of the mission is to support Rwanda Polytechnics (RP) to develop specialised education programs for the upskilling and reskilling of professionals of the industry. In this frame, Expertise France will recruit a short-term courses development expert to lead the process of development of short term professional courses for industries. The expert will specifically support two Colleges of RP (KITABI & KARONGI) to develop professional training program tailored to the context and needs of the industry professionals.

The professional courses will be based on the existing programs and curriculum and adapted to the identified needs of professionals in the industry; including the flexibility in the learning process through face to face, online training or blended model. The expert will support the development of least one professional course for RP KITABI College in each of the following sectors/departments:

- Forestry,
- Tourism and
- Nature Conservation

And for Karongi College in each of the following sectors/departments:

- Electrical and Electronics Engineering
- Information and communication Technology

The expert for professional courses development expert will work under the supervision of the Employment, entrepreneurship and Private Sector Engagement Manager at Expertise France, based in Kigali.

The expert will deliver the following:

- 1) Conduct industry training needs assessment
 - Prepare the training needs assessment in collaboration with Colleges
 - Conduct the needs assessment in the identified companies
 - Develop a detailed Industry market and Training Needs Assessment (TNA) Report
- 2) Lead the development of professional courses for industries
 - Prepare the development of professional courses workshop
 - Lead the review of curriculum and identification of relevant modules and units
 - Determine course modules, duration, and sequencing (online and face to face session)

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- Develop a detailed module description, including: Learning outcomes, Key content areas, Teaching/learning methods, Assessment criteria
 - Ensure the alignment of professional courses with CBT/CBA methodology and national qualifications framework (RQF)
 - Finalise and submit the professional courses program for each College
 - Facilitate pilot delivery of the developed course modules and incorporate feedback
- 3) Training of Trainer (ToT)
- Prepare a training session on the adapted pedagogy and methodology for delivering the newly developed professional courses.
 - Deliver the ToT session for the selected RP Kitabi and RP Karongi College trainers to enable them to deliver the courses to the industry professionals.
- 4) Support the development of the business plan and catalogue for professional courses
- Contribute to the development of a business plan and financial proposal for the courses
 - Contribute to the development of the course catalogue
 - Support the launch of the professional courses

3. Requested Profile

Expertise France is recruiting a professional courses development firm to lead the process of developing courses for the industry professionals' upskilling and reskilling. The firm and proposed experts should meet the below requirements:

Minimum Profile for the firm:

- Be legally registered for such services
- At least 5 years of working experience in the development of teaching programs or curriculum development.
- With at least 2 Similar assignments (development of teaching programs preferably industry related courses) successfully implemented in the past 5 years
- Compliant with tax and social security contribution obligations

Minimum Profiles of the proposed experts: At least 3 experts (1 lead expert and 2 experts)

- For the lead-expert, have at least a Master's degree preferably in Education or Business development and at least 8 years of experience in the development of training programs/curriculum. For other experts:

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- For expert 1: Proven experience in content and curriculum development, with at least 2 similar assignments successfully implemented and at least a Bachelor degree.
- For expert 2: Proven experience in content design and presentation with at least 2 similar assignments successfully implemented and at least a Bachelor degree.
- Proven experience in conducting skills needs assessment or other research
- Strong understanding of Competence-Based Training (CBT) and Competence-Based Assessment (CBA) approaches, preferably within the Rwandan Qualification framework, proven by the list of previous assignments
- Proven Ability to develop courses that include practical, online and blended learning components, with at least 1 similar assignment successfully implemented.

Other required skills

- Ability to engage stakeholders (trainers and industry experts) in the development of the training materials
- Experience in facilitating and leading Training and workshops
- Excellent command of English and Kinyarwanda (written and oral)

4. Calendar

The assignment will start by January 2026 and last till June 2026, for total of 60 working days (maximum) and the deliverables will be delivered progressively in collaboration with Expertise France and both Colleges.

Stage	Key activities/deliverables	Provisional dates
1	Conduct industry training needs assessment – Needs assessment report / skills needs Report	January 2026
2	Lead the development of professional courses for industries' professionals / Courses training materials	February to April 2026
3	Support the development of the business plan and courses catalogue for professional courses / Business plan and course catalogue	May 2026
4	Conduct ToT for identified programs / ToT Report	May 2026

How to apply

Please note that application documents should be sent to this e mail address: **Godeberthe.nyiraminani@expertisefrance.fr** and the deadline is **24/12/2025**

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Notes: Application documents should contain the company profile, with proof of previous experience and successfully implemented similar assignments, **CVs** of the proposed experts for the implementation of the assignment, **cover letter and certificates** and the **technical proposal** of the company.

For companies, these additional documents should also be provided:

- Company registration certificate (trade licence)
- Valid clearance certificates for taxes and social security contributions
- Non-bankruptcy certificate