

REQUEST FOR PROPOSALS OF TENDER N° 011/5/09/2026/COPEDU Plc.

**Subject: Consultancy Services for the Provision of Trainings to Board Members of
COPEDU PLC-2026**

1. GENERAL BACKGROUND

COPEDU PLC is a Public Limited Company licensed by the National Bank of Rwanda to operate as a Microfinance Institution, registered in the office of the Registrar General with Company Code 100544626, P.O. Box 4053 Kigali.

COPEDU PLC is seeking expression of interest from qualified, self-motivated and experienced Company to provide trainings to its Board members in accordance with institution's requirements and standard norms.

2. OBJECTIVES OF THE ASSIGNMENT

The general objective of the assignment is to provide training. The content of those training courses must be in line with institution's needs.

Interested Companies must provide information indicating that they are qualified to provide different training courses to the Board members of financial institutions by submitting a brief technical understanding, Company profile, and competence of their trainers.

Training courses to be provided are:

- ❖ Environmental, Social and Governance (ESG)
- ❖ Cybersecurity.

3. ELIGIBILITY CRITERIA

- ✚ Detailed course outline and training methodology.
- ✚ Proven experience of at least five (5) years in conducting executive training for regulated entities;
- ✚ Demonstrate expertise in ESG and Cybersecurity regulatory frameworks with proven experience of 3 years for trainers and understanding of the Rwandan financial sector and regulatory environment
- ✚ Financial proposal in Rwandan Francs (RWF), inclusive of all applicable costs.
- ✚ Proposed training schedule, the training for both modules/courses must be covered within 2 days
- ✚ Company eligibility documents, including Valid Tax Clearance Certificate issued by RRA; Valid RSSB Certificate; RDB Registration Certificate; and Bid security equivalent to 5% of the total proposed cost.

- ✦ A detailed trainer profile for each course clearly demonstrates that the trainer has the capacity to deliver those training courses. Ready to circulate trainer profile and training materials at least three days before training date and issue certificates after the training
- ✦ A performance guarantee equivalent to 5% of the total contract value to be provided by the successful bidder prior to contract signing.
- ✦ The proposal remains valid for a period of 90 days.
- ✦ Training will be conducted for 12 participants.
- ✦ COPEDU PLC will provide the training venue and refreshments.

4. Key Areas of Coverage

The training is expected to cover the following areas:

- Provide practical insights into ESG governance, sustainability principles, and responsible finance by providing;
- ESG risk management and reporting obligations for the Micro finance institutions;
- Cybersecurity governance, cyber risk oversight, and business continuity;
- Emerging cybersecurity threats and regulatory expectations;
- Provide practical insights on Artificial Intelligence (AI), with emphasis on its relevance to cybersecurity, governance, risk management, and Board oversight.

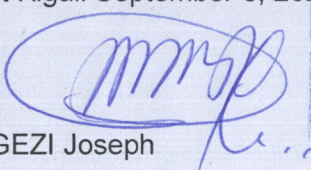
5. Submission Deadline:

All proposals must be well bind and submitted in a sealed envelope to COPEDU PLC's Head office no later than 21 September 2026. Late submissions will not be considered; opening is planned for the same day at 10:30AM for those who wish to attend.

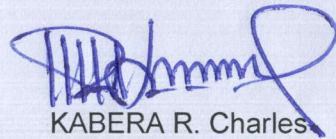
6. Selection Process:

Proposals will be evaluated based on application: experience, methodology, and cost-effectiveness.

Done at Kigali September 8, 2026


NYANGEZI Joseph
Head of Banking Operations




KABERA R. Charles
Executive Director