



For all your Business Development Services

## **EXPRESSION OF INTEREST (EOI) FOR PROVISION OF BUSINESS DEVELOPMENT SERVICES (BDS) TRAININGS UNDER A FRAMEWORK CONTRACT**

### **Background:**

Africa Development Consultant Limited (ADC) is a consulting firm registered with the Rwanda Development Board (RDB), headquartered in Kisementi, Remera Sector, Gasabo District, Kigali City. ADC's vision is to enable SMEs sustainably grow Rwanda's economy and improve people's lives, through offer comprehensive business development services that focus on the needs of the micro, small and medium enterprises. ADC strives to help its clients build profitable and sustainable businesses. ADC's Core Values are: Professionalism, Partnership, Integrity, Result Driven, and Value Adding.

The areas of ADC intervention include: Organizational capacity assessment. (ii) Development of capacity improvement plans. (iii) Developing training materials and tools. (iv) Training on: Entrepreneurship development, Business Plan elaboration and Management, Accounting and Financial Management, Access to Finance, Access to Markets, Monitoring, Risk Management, Negotiation and Pitching skills, and Networking and Partnerships creation; (v) Provide proximity.

In delivering its services, ADC works with a small team and staff and a big number of Competent Independent Consultants and Business Development Service Providers (BDSPs) under the framework contracts

It is based on the above background that ADC would like to expand and enhance its pool of Consultants and BDSPs by Inviting expression of interest

### **1. Type of Contract**

Framework Contract

### **2. Position Title**

Consultant

### **3. Scope of Services**

The selected consultants will be responsible for, but not limited to, the following:

- Deliver 5-day BDS training sessions to targeted groups of youth and women Agri-Micro, Small, and Medium Enterprises (Agri-MSMEs).
- Engage and mentor Business Development Advisors (BDAs) during training to strengthen their capacity to provide post-training support, including business plan development and facilitation of access to finance.
- Support ADC in coordinating training logistics and stakeholder engagement where required.

## 7. Eligibility Criteria

Interested candidates must meet the following requirements:

- Minimum qualifications: Bachelor’s degree in Business Administration; Accounting, Finance, Marketing, economics, Agribusiness, or any other related field
- Proven experience in delivering BDS for at least 5 years
- Demonstrated expertise in areas of ADC intervention mentioned, including assessments of MSMEs, Training and Coaching among others
- Experience working with youth and women led/owned enterprises is an advantage
- Certified trainers/Coaches/ BDSPs is an advantage
- Must be registered with RDB

## 8. Submission Requirements

Interested candidates are invited to submit the following: their Curriculum Vitae in the below format:

*(a) CURRICULUM VITAE (use the below CV template)*

*Proposed position for the contract: **Trainer and Coach***

1. **NAME:** -----
2. **DATE OF BIRTH:** -----
3. **NATIONALITY:** -----
4. **DEGREES:**

<b>Dates (from - to)</b>	<b>University / Institution</b>	<b>Degree(s) or diploma(s) obtained</b>

6. **LANGUAGES:** *(Indicate level from 1 to 5, 1 = basic, 5 = excellent)*

<b>Language</b>	<b>Reading</b>	<b>Speaking</b>	<b>Writing</b>
	5	5	5
	5	5	5
	5	5	5
	5	5	5

**7. OTHER SPECIAL SKILLS:**

**8. CURRENT PROFESSIONAL SITUATION:**

(Free-lance, employed (function), other-----)

**9. YEARS OF EXPERIENCE: -----**

**10. GENERAL WORK EXPERIENCE: (Most recent experience first)**

<b>Dates (from - to)</b>	<b>Employer</b>	<b>Position</b>	<b>Tasks and responsibilities</b>

**11. SPECIFIC PROFESSIONAL EXPERIENCE RELEVANT TO THE CONTRACT:**

(Most recent experience first)

<b>Dates (from - to)</b>	<b>Client</b>	<b>Description of the contract/mission</b>	<b>Tasks and responsibilities</b>

- (b) Cover letter expressing interest and mentioning areas of your expertise.
- (c) Updated CV with at least two (2) professional referees
- (d) Copies of relevant academic and professional certificates
- (e) Indicate your daily fee (all taxes inclusive)

**9. Submission Deadline and Address**

Applications as one PDF document should be submitted **no later than June 01, 2026, at 4:00 PM**  
to: [info@adcrwanda.org.rw](mailto:info@adcrwanda.org.rw)

- Only shortlisted candidates will be contacted.
- Submission of an EOI does not constitute a guarantee of engagement.

**Yours sincerely,**

**Mrs. Rebecca Ruzibuka**  
Managing Director  
Africa Development Consultant Limited (ADC)