



REQUEST FOR EXPRESSION OF INTEREST

5 June 2026

For the Provision of third – Party Personnel Secondment and Management Services

EOI number: RWA26NF002

A. Background

1. The United Nations World Food Programme hereinafter referred to as the “WFP”, with its Headquarters located in Via C.G. Viola, 68/70, 00148 Rome, Italy is the leading humanitarian organization saving lives and changing lives, delivering food assistance in emergencies and working with communities to improve nutrition and build resilience by assisting almost 100 million people in around 83 countries each year.

WFP Rwanda is seeking qualified and experienced service providers to submit Expressions of Interest (EOI) for the provision of recurring services for the Country Office. The purpose of this EOI is to pre-qualify vendors who will be invited to participate in future competitive procurement processes for the following services: sourcing, recruitment, onboarding, and management of personnel across various roles. These services do not relate to the recruitment of WFP staff positions.

B. Objective of the EOI

The objective of this EOI is to identify qualify services providers capable of delivering outsourced personnel management for the following services:

1. Talent Sourcing Services
2. Recruitment of personnel for capacity strengthening in partner organisations
3. Onboarding
4. Management of personnel services in compliance with Rwanda Labour Laws and Regulations

C. Scope of the service required

The selected vendor will be responsible for

1. Talent Sourcing Services

- Identify, attract, and shortlist qualified candidates for capacity strengthening assignments, as may be requested
- Advertise job vacancies through appropriate channels.
- Conduct initial screening, interviews, and background checks.

2. Recruitment

- Identify competent and experienced candidates
- Facilitate placement of qualified candidates within the partner organization.
- Ensure alignment of candidate skills with job requirements.
- Provide replacement candidates where necessary within agreed timelines.
- Conduct and coordinate technical/capability/psychometric assessments
- Conduct and coordinate oral panel interviews
- Prepare recruitment and selection reports

3. Management of personnel services

- Act as the legal employer for outsourced personnel where applicable.
- Prepare and manage employment contracts.
- Administer employee onboarding and exit processes



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- Process payroll for placed personnel accurately and on time.
- Manage statutory deductions and remittances (taxes, social security, insurance, etc.).
- Handle employee benefits administration where required
- Administer employee onboarding and exit processes
- Ensure compliance with all applicable labor laws and regulations.
- Maintain proper employment records and documentation
- Provide all equipment and tools required to fulfil work obligations

4. Eligibility Criteria

Vendors must meet the following eligibility conditions:

1. Be a legally registered entity with relevant licenses
2. Proof of experience (at least 3 years of experience)
3. Similar past contracts
4. Key staff qualifications
5. Financial capacity

5. Submission Requirements

1. In order to participate in the pre-qualification exercise, companies are required to provide the following documents:
 - Copies of business registration certificates, tax compliance certificate and any other licenses necessary for the operation of the company
 - Company profile
 - Audit Financial reports for the past three (3) years
 - Evidence of relevant experience
 - Contact details and a designated focal point for further correspondence
2. All supporting documentation listed above shall be prepared in accordance with the instructions provided in the EOI and submitted via email to rwaprocurement@wfp.org referencing the subject "**Response to EOI ref. No RWA26NF002**".

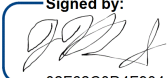
The deadline for response to this request for EOI:

(Tuesday, 16th June 2026, 1700hrs, Kigali Time)

1. WFP will **not** consider incomplete or unsigned submissions. All responses and supporting documentation received will be treated as strictly confidential and will not be made available to the public.
2. This request for EOI does not constitute a solicitation.
3. WFP **reserves** the right to change or cancel this procurement process or any of its requirements at any time during the process; any such action will be communicated to all participants.
4. Should you have any questions please do not hesitate to contact us at rwaprocurement@wfp.org.

Evaluation Process: After the deadline for submission of responses has passed, WFP will evaluate responses received and will notify eligible participants of the outcome of the evaluation. Eligible suppliers will be invited to participate in the bidding process for the proposed tender.

Sincerely,

Signed by:

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Thomas MORLEY
 Head of Supply Chain

Goods and Services Procurement



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World Food Programme, Rwanda