



TENDER NOTICE

Tender Notice: 024/SOS-CV/NCB/CS/2025

TENDER TITLE: HIRING HR CONSULTANT (IN HOUSE)-INDIVIDUAL CONSULTANT

CLIENT: SOS CHILDREN'S VILLAGES RWANDA

Background: SOS CHILDREN'S VILLAGES RWANDA (SOS CV RWANDA hereby invites interested Individuals in the career of Human Resources to submit their documents. The HR Office at SOS Children's Villages Rwanda is expected to experience a temporary staffing gap starting in October 2025. To ensure continuity of HR administrative functions and maintain service quality, the organization intends to engage a short-term HR Consultant to serve the period of 6 months.

The main objective: To provide HR support during the staffing gap, ensuring smooth operations, policy compliance, and continuity of key functions.
Scope of Work / Key Responsibilities

- Maintain HR filing systems and databases.
- Prepare standard HR documents (Certificates of Service, Salary Certificates, Employment Confirmations).
- Follow up on medical card processing and staff welfare activities.
- Support recruitment processes and onboarding of new staff.
- Assist in performance management documentation and HR reporting.
- Provide general HR advisory support.
- Provide Mentorship to HR staff and facilitate knowledge transfer.

Duration: Six (6) months, with the possibility of extension based on performance and organizational needs. **Remuneration:** A monthly consultancy fee aligned with organizational standards for professional consultants and prevailing market rates.

For any enquiries regarding this tender may be addressed to the SOS CHILDREN'S VILLAGES RWANDA through the e-mail: sos.procurement@sos-rwanda.org with a copy to sosbnc@sos-rwanda.org. Well-presented & Updated CV, Academics degrees, training obtained and certificates must be submitted to SOS CHILDREN'S VILLAGES RWANDA through the e-mail: sos.procurement@sos-rwanda.org with a copy to sosbnc@sos-rwanda.org not later than 20/10/2025, at 11:00 a.m local time. *Note that, well experienced with highest qualification among others shall be awarded this tender of consultancy.*

For more details attached is the Terms of References

Done at Kigali on, 06/10/2025

Jean Bosco KWIZERA
National Director

