UMWALIMU SACCO
Together we Thrive

I. INVITATION TO TENDER No002/T.USC/2026/USACCO

RE: REQUEST FOR TECHNICAL AND FINANCIAL PROPOSAL: PROVISION OF CONSULTING SERVICES FOR STRATEGIC ORGANISATIONAL REDESIGN AND TALENT TRANSFORMATION

Umwalimu SACCO, is a national savings and credit cooperative dedicated to serving Rwanda's education sector. Its mission is to mobilize savings in order to improve the member's welfare through provision of appropriate, innovative, affordable and accessible financial and non-financial services.

Over the past five years Umwalimu sacco has achieved exponential growth in size, scope, and market influence. This transformation has brought about increased operational demands, expanded service offerings, and heightened expectations from stakeholders.

To sustain and accelerate this growth, there is a need to review and realign its internal structure and talent base with its strategic priorities.

To this end and in the aim of strengthening its operational efficiency, improving internal capacity, and enhancing service delivery to its growing membership base; Umwalimu SACCO is seeking to engage a qualified consultancy firm to support the design and implementation of an optimised organisational structure. This process will help ensure that roles and responsibilities across the organisation are clearly defined, that leadership capabilities are strengthened, and that talent development efforts are purposeful and aligned to future demands.

The qualified bidders will obtain the Request for Proposal document from UMWALIMU SACCO Head office Street No: KG 205 ST with effect from 02/.4./**2026** upon payment of a nonrefundable fee of Ten thousand Rwandan francs (Frw 10,000) on account No. 60040-0028891-58 of UMWALIMU SACCO opened in Bank of Kigali

This tender is Quality and Cost based selection; therefore, the interested bidders shall be required to submit their proposal documents in two **different offers (i.e. technical offer and financial offer) in the** sealed envelopes enclosed in a larger outer envelope clearly labeled **"PROVISION OF CONSULTING SERVICES FOR STRATEGIC ORGANISATIONAL REDESIGN AND TALENT TRANSFORMATION"**

Envelop 1: Technical proposal

Labeled: **"Preliminary and Technical Proposal: PROVISION OF CONSULTING SERVICES FOR STRATEGIC ORGANISATIONAL REDESIGN AND TALENT TRANSFORMATION".** This shall contain the tenderer's Preliminary and technical proposal in response to the tender that will be evaluated as per the technical evaluation criteria. It shall be submitted as one (1) ORIGINAL which shall be clearly marked "ORIGINAL" as appropriate and one (1) "COPY".

Envelope 2: Financial Proposal

Labeled: **"FINANCIAL PROPOSAL: PROVISION OF CONSULTING SERVICES FOR STRATEGIC ORGANISATIONAL REDESIGN AND TALENT TRANSFORMATION".** This shall contain the tenderer's financial proposal duly signed, stamped, properly bound and clearly labeled **"Financial Proposal** - shall be submitted as one (1) ORIGINAL which shall be clearly marked "ORIGINAL" as appropriate and one (1) "COPY".

Well detailed bids containing one original copy and one other copy with a mention of the outer envelope **"PROVISION OF CONSULTANCY SERVICES FOR STRATEGIC ORGANISATIONAL REDESIGN AND TALENT TRANSFORMATION"** shall be presented to UMWALIMU SACCO Head office to the Secretariat office in sealed envelope addressed to the Director General of UMWALIMU SACCO, P.O BOX 2257 KIGALI and Telephone: (+250) 0252580426/ 0781469546, not later than 22./.4./**2026** at **10:00 am** Local time. The public opening of the bids shall be held on the same day at **10:30am** Local time in UMWALIMU SACCO Conference room. Late bids shall be rejected.

Done at Kigali, on 30./.03/2026

MURUNGI Anna
Senior Manager Procurement & Administration

UMWALIMU SAVINGS AND CREDIT COOPERATIVE
US SACCO UMWALIMU Together we thrive

UWAMBAJE Laurence
Director General