

REQUEST FOR EXPRESSION OF INTEREST N°: 03/04/2025/BRD/HC&CS/CS

Assignment Title: Recruitment of pool of consulting firms (Lot1) and individual consultants (Lot2) to conduct market research and evaluations which support evidence-based decision making as per the need

1. Background:

The Development Bank of Rwanda (BRD) plays a pivotal role in driving Rwanda's socio-economic transformation by financing strategic programs and projects across various sectors (Agriculture, Education, Housing & Infrastructure, Energy, Export & Manufacturing, Digital Economy and Social Infrastructure) that contribute to economic growth and social transformation which align with Rwanda's National Strategy for Transformation (NST1) and the Sustainable Development Goals (SDGs).

To further enhance its contribution, BRD seeks to establish a pool of qualified consulting firms and individual consultants to have framework contracts with BRD to conduct market research and evaluations which supports evidence-based decision making as per the need.

2. Scope of work:

- 2.1. Conduct a comprehensive review of existing data/reports and other relevant literature.
- 2.2. Re-analyze secondary data from various sources in line with the specific ToR.
- 2.3. Conduct interviews and discussions for a representative sample with stakeholders.
- 2.4. Field data analysis, reporting and presentations.
- 2.5. Conduct any other market research or evaluations as per BRD request research or evaluation need in line with framework contract.

3. Key expected results

- 3.1 Comprehensive reports as per the expected outcome/objectives of the evaluation/market research.
- 3.2 Policy briefs and infographic presentation summarizing key findings and recommendations.
- 3.3 Data and codes used for analysis where applicable.

4. Framework contracts duration:

The framework contract shall be for 3 years, and the firm or individual consultant shall be assigned services based on BRD needs through an engagement letter.

The Development Bank of Rwanda (BRD) now invites eligible consulting firms and individual consultants to express the interest in providing the above stated services. Interested firms and individual consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

5. Selection process

The shortlisting criteria are the following:

- I. Having at least two certificates of good completion/ Recommendation letter issued before 2019 and at least two Recommendation letters issued after 2019 from a recognized institution(s) who benefited from similar service (Market research / impact evaluations).
- II. At least two sample reports and presentations to recognized institution for similar assignments completed (Market research/ impact evaluations).

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- II. At least two sample reports and presentations to recognized institution for similar assignments completed (Market research/ impact evaluations).
- III. Fill signed and submission of application form for establishing business relationships with political exposed person (PEP form with all information requested should be mandatory filled).
- IV. Conflict of interest declaration form.
- V. The technical and managerial organization of the firm. (Provide only the structure of the organization, general qualifications, and number of key staff with their CVS. Key Experts will not be evaluated at the shortlisting stage and at least the best three (03) firms and individual consultants will be shortlisted for the next stage.
- VI. Copy of company registration from RDB.
- VII. Valid tax clearance certificate of RRA.
- VIII. Valid certificate of RSSB

Interested Consultants firms (Lot1) and individual consultants (Lot2) are invited to download the full Terms of Reference and forms from BRD website www.brd.rw under Publications from 28/04/2025. Further information can be submitted at the following email addresses: procurement@brd.rw and copying to the brd@brd.rw during office hours (8:30 am to 6:00 pm, Local time).

The expression of interest must be addressed to the Chief Executive Officer of Development Bank of Rwanda on the following address: procurement@brd.rw and copying to the brd@brd.rw not later than 28/04/2025 at 6:00pm Kigali time (GMT +2).

Note: Women led firms/individual consultancy are highly encouraged to participate in this tender.

Sincerely,


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Kampeta SAYINZOGA
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