

ACCESS TO FINANCE RWANDA

Request for Proposals

For

CONSULTANCY SERVICE (SENIOR TECHNICAL ARCHITECT) ON THE DPI USE CASES -
INDIVIDUAL CONSULTANT

Subject of Procurement:	Consultancy Service (Senior Technical Architect) on the DPI use cases
Procurement Reference Number:	AFR/RFP-SENIOR TECHNICAL ARCHITECT/OCTOBER/2025.
Date of Issue:	October 10, 2025

REQUEST FOR PROPOSALS

PROCUREMENT REFERENCE NUMBER: AFR/RFP-SENIOR TECHNICAL
ARCHITECT/OCTOBER/2025.

1. INTRODUCTION

About Access to Finance Rwanda (AFR)

Access to Finance Rwanda (AFR) is a Rwandan not-for-profit company established in 2010 to promote financial inclusion and financial sector development in Rwanda. AFR is currently funded by Sweden, MasterCard Foundation, Global impact/ Co-Develop and Jersey Overseas Aid.

AFR is part of the broader Financial Sector Deepening (FSD) network in Africa, which seeks to contribute to more inclusive and sustainable economic growth through financial inclusion and financial sector development by working with policymakers, regulators, financial service providers, and other market actors.

AFR supports the removal of systemic barriers that hinder access to financial services by low-income people, particularly the rural poor, women, youth, and MSMEs. AFR is guided by the Market System Development (MSD) approach recognizing that efforts to increase financial inclusion and financial sector development must be market-led, profitable, and sustainable.

About the project/ Overview of the project

Digital Public Infrastructure (DPI) serves as the backbone of a digital economy, unlocking opportunities for financial inclusion, enabling digital identity systems, strengthening payment infrastructure, and fostering secure data exchange.

Rwanda has embraced Digital Public Infrastructure (DPI) principles to guide interoperable, sustainable, and inclusive digital transformation initiatives. One of the key business cases under this approach is the Credit Market Infrastructure (CMI).

The CMI is a DPI initiative designed to modernize Rwanda's credit market ecosystem. It aims to address critical market inefficiencies by creating a shared digital platform that connects financial service providers, data providers (credit bureaus, identification, certification bodies, satellite data service providers, Agriculture value chain data etc..), and borrowers through standardized APIs and automated processes. By enabling a single, trusted source of credit-related data, the CMI will enhance credit risk assessment, strengthen financial inclusion, and support responsible lending practices.

1.1. SECTION 1: INSTRUCTIONS TO PROSPECTIVE BIDDERS

Preparation of Proposals: You are requested to submit separate technical and financial proposal, as detailed below. The standard forms in this Request for Proposal may be retyped for completion but the Consultant is responsible for their accurate reproduction.

You are advised to carefully read the complete Request for Proposals. An electronic copy (in PDF) of the Request for Proposals shall be considered as the original version.

Technical Proposals: Technical proposals should contain the following documents and information:

1. The Technical Proposal Submission Sheet as par Section 4 of this RFP.
2. Technical Proposal not exceeding 15 pages without annexes
3. An approach and methodology for performing the services.
4. A detailed work plan, showing your inputs towards achievement of deliverables.
5. An updated CV
6. A summary of your experience in similar assignments.
7. The documents evidence your eligibility, as listed below.
8. The consultant's comments or suggestions on the TORs and appreciation of the assignment – the objectives, tasks and deliverables

Financial Proposals: Financial proposals should contain the following documents and information:

1. The Financial Proposal Submission Sheet as par Section 5 of this RFP.
2. A copy of the breakdown of Lump Sum Price form as par Section 5 for each currency of your proposal, showing all costs for the assignment, broken down into professional fees, and reimbursable costs if any. The costs associated with the assignment shall be in USD for international consultants and Rwandan Francs for Local consultants.

Validity of Proposals: Proposals must remain valid for 90 calendar days from proposal submission date.

Submission of Proposals: The technical and financial proposals should be submitted separately, both clearly marked with the Procurement Reference Number above, the Consultant's name, AFR and either "Technical Proposal" or "Financial Proposal" as appropriate.

Proposals (both technical and financial) must be submitted electronically to: procurement02@ afr. rw with clear subject line: "AFR/RFP-SENIOR TECHNICAL ARCHITECT/OCTOBER/2025." and submitted by Friday October 24, 2025, 14:00 HRS CAT.

Note: Proposals must be submitted in PDF format and as attachments to the email, any proposal submitted as a link won't be considered.

Language of the tender and mode of communication

The medium of communication shall be in writing. The bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and AFR, shall be written in English.

Amendment to the tender document

At any time prior to the deadline for submission of bids, AFR may amend the tender document by issuing an addendum. Any addendum issued shall be part of the tender document and shall be communicated in writing via the AFR website.

To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, AFR may, at its discretion, extend the deadline for the submission of bids; in which case all rights and obligations of AFR and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

Late bids

AFR shall not consider any bid that arrives after the deadline for submission of bids. Any bid received by AFR after the deadline for submission of bids shall be declared late and rejected.

1.2. SECTION 2: ELIGIBILITY CRITERIA

You are required to meet the following criteria to be eligible to participate in the procurement exercise:

1. Have the legal capacity to enter into a contract.
2. Not be insolvent, in receivership, bankruptcy or being wound up or subject to legal proceedings for any of these circumstances.
3. Not have had your business activities suspended/debarred
4. Have fulfilled your obligations to pay taxes.
5. Not having a conflict of interest in relation to this procurement requirement.

We require you to submit copies of the following documents as evidence of eligibility attached to your bid and sign the declaration in the Technical Proposal Submission Sheet:

Eligibility criteria:

1. Evidence of statutory compliance such as a valid tax clearance certificate.
2. Signed copy of the enclosed code of AFR's ethical conduct in business for bidders and services providers.
3. Confirmation that your technical bid is maximum 15 pages (excluding any annexes)

NOTE: Failure to submit the above required documents may lead to disqualification from Technical and Financial evaluation.

1.3. SECTION 3: EVALUATION OF PROPOSALS

Evaluation of Proposals: The evaluation of Proposals will use the **Quality-Cost Based** methodology as detailed below:

1. Preliminary examination to determine eligibility (as defined below) and administrative compliance to this Request for Proposals on a pass/fail basis;
2. Detailed Technical evaluation will contribute 80%;

3. Financial scores will be allocated 20% to determine the best evaluated bid.

Proposals failing at any stage will be eliminated and not considered in subsequent stages.

Technical Criteria: Proposals shall be awarded scores out of the maximum number of points as indicated below.

Dimensions	Technical Evaluation Criteria	Weighting
Consulting Experience	Have at least 7 years' work experience in designing and implementing scalable solutions architecture in the public sector. A detailed CV is mandatory	15
	Experience in global DPI use cases, including hands-on experience with open API-driven systems and phased implementation strategies in Africa/emerging economies	15
	Experience developing systems working with Government institutions.	10
	Experience and knowledge working with at least one Central Bank on a digital solution	10
Methodology and approach	Quality of proposed approach to terms of reference and methodology focused on the deliverables. Relevant comments on the Terms of Reference. Creativity of the approach to deliver quality work in the timelines specified.	20
	Experience in agile methods and iterative learning to improve delivery outcomes. Demonstrated experience and knowledge in phased/MVP project management.	10
Sub-Total Technical		80
Total for Financial proposal (Value for money based on fee rates, inputs, and total costs of the assignment)		20
Total		100

Minimum technical score: The mark required to pass the technical evaluation is 70% of the Technical Score.

Financial Criteria:

Pricing information should not appear in any other section of the proposal other than the financial proposal.

Financial scores shall be determined by awarding a maximum of 20 points to the lowest priced proposal that has passed the minimal technical score and giving all other proposals a score which is proportionate to this.

Total scores: Total scores shall be determined using a weighting of 80% for technical proposals and a weighting of 20% for financial proposals.

Currency: Proposals should be priced in **Rwandan Francs** for local individuals and **US Dollars** for foreign individuals.

Best Evaluated Bid: The best evaluated bid shall be the individual with the highest combined score and shall be recommended for award of contract.

Right to Reject: AFR reserves the right to accept or reject any proposal or to cancel the procurement process and reject all proposals at any time prior to contract signature and issue by AFR, without incurring any liability to Consultants.

AFR reserves the right, at its sole discretion, to reject all proposals received and seek fresh proposals, to negotiate further with one or more of the bidders, to defer the award of a contract or to cancel the competition and make no contract award, if appropriate.

SECTION 4: TECHNICAL PROPOSAL SUBMISSION SHEET

[Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your technical proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected.]

Proposal Addressed to:	Access to Finance Rwanda
Date of Technical Proposal:	
Procurement Reference Number:	
Subject of Procurement:	

I offer to provide the services described in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Proposals referenced above.

I confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Proposal Procedures of your Request for Proposals.

I have signed and undertake to abide by the Code of Ethical Conduct for Bidders and Providers attached during the procurement process and the execution of any resulting contract;

My proposal shall be valid until _____ *[insert date, month and year]* and it shall remain binding upon us and may be accepted at any time before or on that date;

I enclose a separately sealed financial proposal.

Technical Proposal Authorised By:

Signature: _____ Name: _____

Date: _____
(DD/MM/YY)

Address: _____

CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND SERVICES PROVIDERS

1. Ethical Principles

Bidders and providers shall at all times-

- (a) maintain integrity and independence in their professional judgement and conduct;
- (b) comply with both the letter and the spirit of-
 - i. the laws of Rwanda; and
 - ii. any contract awarded.
- (c) avoid associations with businesses and organizations which are in conflict with this code.

2. Standards

Bidders and providers shall-

- (a) strive to provide works, services and supplies of high quality and accept full responsibility for all works, services or supplies provided;
- (b) comply with the professional standards of their industry or of any professional body of which they are members.

3. Conflict of Interest

Bidders and providers shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with AFR. Bidders and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

4. Confidentiality and Accuracy of Information

- (1) Information given by bidders and providers in the course of procurement processes or the performance of contracts shall be true, fair and not designed to mislead.
- (2) Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

5. Gifts and Hospitality

Bidders and providers shall not offer gifts or hospitality directly or indirectly, to staff of AFR that might be viewed by others as having an influence on a government procurement decision.

6. Inducements

- (1) Bidders and providers shall not offer or give anything of value to influence the action of a public official in the procurement process or in contract execution.
- (2) Bidders and providers shall not ask a public official to do anything which is inconsistent with the Act, Regulations, Guidelines or the Code of Ethical Conduct in Business.

7. Fraudulent Practices

Bidders and providers shall not-

- (a) collude with other businesses and organisations with the intention of depriving AFR of the benefits of free and open competition;

- (b) enter into business arrangements that might prevent the effective operation of fair competition;
- (c) engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;
- (d) misrepresent facts in order to influence a procurement process or the execution of a contract to the detriment of AFR; or utter false documents;
- (e) unlawfully obtain information relating to a procurement process in order to influence the process or execution of a contract to the detriment of the AFR;
- (f) withholding information from the Procuring Disposing Entity during contract execution to the detriment of the AFR.

I agree to comply with the above code of ethical conduct in business.

AUTHORISED SIGNATORY

NAME OF CONSULTANT

1.4. SECTION 5: FINANCIAL PROPOSAL SUBMISSION SHEET

[Complete this form with all the requested details and submit it as the first page of your financial proposal, with the documents requested above attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected. The total price of the proposal should be expressed in the currency or currencies permitted in the instructions above.]

Proposal Addressed :	AFR
Date of Financial Proposal:	
Procurement Reference Number:	
Subject of Procurement:	

The total price of our proposal is: _____.

I confirm that the rates quoted in our Financial Proposal are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

Financial Proposal Authorised By:

Signature: _____ Name: _____

Date: _____
(DD/MM/YY)

Address: _____

Breakdown of Prices

[Complete this form with details of all your costs and submit it as part of your financial proposal. Where your costs are in more than one currency, submit a separate form for each currency. Authorise the rates quoted in the signature block below.]

Procurement Reference Number: _____

Currency of Costs: _____

PROFESSIONAL FEES					
Name of individual consultant	Input Quantity	Unit of Input	Rate	Total Price	Total Price (inclusive taxes)
TOTAL:					

REIMBURSABLE EXPENSES (If applicable)				
Description of Cost	Quantity	Unit of Measure	Unit Price	Total Price
Standard Economy flights				
Airport transfers				
Visa				
Accommodation				
Local transport and Communication				
TOTAL:				

NB: AFR eligible reimbursable expenses includes standard economy flight, accommodation, and airport transfers expenses, local transport, communication, visa, and they should be reasonable and in line with AFR guidelines.

TOTAL COST PRICE IN CURRENCY: _____

Breakdown of total price Authorised By:

Signature _____ Name: _____

Date: _____

Terms of Reference for the Consultancy Service (Senior Technical Architect) on the DPI use cases

2. INTRODUCTION

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The CMI will integrate with data service provider from public and private sectors with the aim to collect relevant information and make it securely accessible to lenders through API as per the below illustration:



3. Objective of the assignment

The Senior Technical Architect will lead the end-to-end technical design and architecture of the CMI and different integrated platforms. They will ensure the platforms are secure, scalable and interoperable with existing systems and standards. The architect will be fully conversant with Digital Public Infrastructure (DPI) design principles DPI safeguards, embedding them into the system's architecture to promote openness, inclusion, and trust. They will drive the technical decision making, mentor engineering teams, and establish sustainable architectural practices that empowers the engineering team to manage, evolve and maintain full ownership of the system.

4. Scope of Work

a. Strategic & Technical Advisory

- Provide expert architectural guidance on the design, development, and implementation of the CMI and integrated solutions.
- Define and ensure open API standards and system interoperability with existing systems in the DPI ecosystem.
- Assess existing Rwanda's DPI building blocks and advise on the selection of technology stack, data models, and open API standards

- Recommend a phased implementation strategy, starting with a minimum viable platform (MVP) for the use cases Capture lessons and feedback from the pilot to refine, scale, and extend the platform to broader use.
- Ensure compliance with DPI design principles, governance and DPI safeguard frameworks to promote openness, interoperability and reusability.

b. Implementation Support & Oversight

- Ensure that all business and regulatory requirements of DPI use cases are accurately captured and reflected in the system architecture.
- Define and document architectural constraints, including compliance with regulations, standards, and scalability needs. Identify and manage dependencies with external institutions, regulatory bodies, other national digital platforms to ensure seamless integration.
- Provide clear architectural views (conceptual, logical, integration and security models) to communicate how requirements are addressed in the system.
- Collaborate with the lead engineer to draft and validate the software requirements specifications (SRS)
- Ensure the defined architecture supports both functional and non-functional needs of the DPI use cases.
- Provide architectural leadership and technical oversight for the construction of DPI use cases. Collaborate with engineering and implementation teams to ensure the build aligns with the architectural vision and integration requirements, and resolve technical challenges as needed.
- Document the iterative development process, highlighting adjustments and technical learnings from the pilot to inform the full-scale architecture.

c. Stakeholder Engagement & Capacity Building

- Translate complex architectural decisions into clear guidance for both technical teams and non-technical stakeholders at BNR and RISA, ensuring alignment across government, development partners, and private sector actors.
- Continuously communicate architectural decisions, trade-offs, and impacts to both technical teams and non-technical stakeholders.

d. Knowledge of Transfer & Sustainability

- Ensure that all architecture decisions are well documented following technical standards such as Arc 42.
- Develop a structured knowledge transfer program to ensure that technical teams can further evolve and implement the architecture decisions.

- Prepare technical documentation, manuals, and best practice guides for future reference.
- Create a guide on how the DPI use cases can be reused in other use cases across sectors as a building block in Rwanda's Digital Public Infrastructure.

5. Deliverables

- Define high-level architectural components, including infrastructure, user types, data flows, integration points with several data sources and systems to establish a solid foundation for interoperability and development. The architecture should be aligned with DPI design principles and safeguards.
- Assess Rwanda's existing Digital Public Infrastructure to identify reusable components and recommend ways to position the CMI use case as a foundational element within the national DPI ecosystem.
- Technical and architectural documentation for the MVP platform for the pilot phase of digital DPI use cases, including API specs, integration blueprints, and data flow diagrams.
- Technical and architectural documentation for the fully fledged platform, including API specs, integration blueprints, and data flow diagrams.
- A pilot assessment and knowledge capture, documenting challenges, opportunities, and lessons for scaling up to full DPI use cases implementation.
- Compile all the findings in an architecture document and ensure ADR'S (Architecture decision recordings) are updated and communicate to stakeholders throughout the project lifecycle.
- Evaluate and consistently report to stakeholders the implementation of the defined architecture by the technical teams.

6. Duration of the assignment

The assignment will be for a period of 6 months, subject to renewal based on performance and project needs. The contract will be on retainer basis and based in Rwanda, with potential travel for stakeholder engagement.

7. Education and Qualifications

- University qualification (Bachelor or equivalent) in computer science, computer engineering, or relevant field.
- Experience: 10+ years of work experience in the IT sector.

8. Experience and technical skills

Essential

- A minimum of 7 years with IT architecture experience in a company or similar setting.
- Demonstrated hands-on experience designing, developing, and implementing API-driven platforms, in-depth knowledge of RESTful APIs, open API standards, and ecosystem integration, particularly within the context of digital financial services, credit registries, credit scoring, and open banking.
- Prior experience implementing national or large-scale DPI use cases.
- Strong understanding of the enterprise architecture practices and frameworks.
- Strong understanding of regulatory frameworks for credit markets and data protection policies.
- Demonstrated experience in stakeholder engagement and capacity-building initiatives.
- Knowledge of open- source technology, open banking standards, and API-based credit systems is an added advantage
- Proven Project management skills with examples of managing country level projects.

Preferred:

- Having implemented a similar project in emerging markets or Africa's financial sector.
- Strong project management and cross-functional team collaboration skills.
- Ability and experience working with government institutions, financial regulators, and private sector stakeholders.

9. Competencies and requirements/Evaluation Criteria

The table below summarizes the required individual consultant's competencies and experience that also constitute the main evaluation criteria.

Dimensions	Technical Evaluation Criteria	Weighting
Consulting Experience	Have at least 7 years' work experience in designing and implementing scalable solutions architecture in the public sector. A detailed CV is mandatory	15
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	Experience in agile methods and iterative learning to improve delivery outcomes. Demonstrated experience and knowledge in phased/MVP project management.	10
Sub-Total Technical		80
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