

## **Tender Notice – Development and Implementation of Records Management and Archiving System.**

The University of Global Health Equity (UGHE) is an internationally recognized institution based in Rwanda, committed to advancing global health education and strengthening equitable health systems through excellence in teaching, research, and strategic partnerships. UGHE's mission focuses on training future leaders in healthcare delivery, particularly in resource-constrained settings.

UGHE operates within a dynamic and multifaceted environment that includes academic programs, research initiatives, donor-funded projects, infrastructure development, and administrative operations. The institution manages a wide range of records, including but not limited to:

- Financial records
- Human Resources records
- Administrative records
- Procurement and contract records
- Academic records
- Research records
- Policy and consent records

In line with its commitment to strong governance, regulatory compliance, transparency, accountability, and effective decision-making, UGHE seeks to establish a comprehensive Records Management and Archiving System (RMAS) aligned with international best practices in records management, information governance, and data security.

The proposed system will ensure that both digital and physical records are properly created, managed, stored, accessed, and preserved throughout their lifecycle.

UGHE invites qualified and experienced consultancy firms to submit proposals for the development and implementation of a Records Management and Archiving System (RMAS) through UGHE Procurement system <https://ughe.app/eprocurement/index.php> Tender Notice #04767/26

All bids must be submitted electronically through the UGHE Procurement System no later than 11:59 am Kigali time on 4<sup>th</sup> June 2026.

Sincerely,



Shivon Byamukama  
Deputy Vice Chancellor for Administrative and Financial Affairs  
University of Global Health Equity