1. The Development Bank of Rwanda Ltd has received a FAPA (Fund for African Private Sector Assistance) grant from the African Development Bank to finance the Capacity Building Project for the Development Bank of Rwanda (BRD Ltd).

2. The principal objectives of this project are:

To finance certain expenditures required for provision of technical assistance for capacity building that will contribute to strengthening the Recipient’s capacity and enabling it to contribute more efficiently and effectively to the economic development of Rwanda. The following major consultancy contracts are envisaged for the implementation of the entire project components:

- Enhancing Financial management Systems and training of BRD staff
- Enhancing operations and training of BRD staff
- Enhancing IT systems and training of BRD staff
- Carrying out audit of the implementation of the Project through the services of an external auditor.

3. The project includes the following components:

(i) **Component A- Enhancing Operations**- Provision of technical assistance to review the existing operational policies, systems and procedures, proposing new ones and implementing them. The policies/systems to be reviewed include: (i) Operational Risk Management; (ii) Review and updating the project appraisal format (iii) Elaboration of trade finance structure.

(ii) **Component B- Financial Management**- Provision of technical assistance to strengthen financial management including (i) development of a comprehensive treasury management policy; (ii) review of currency risk exposures and develop hedging policies and techniques to prevent currency speculation; (iii) development of policies and procedures to ensure compliance with Anti Money-Laundering laws and regulations and the prevention of fraud; and (iv) updating of BRD’s Financial Accounting Manual, which will detail the processes and procedures for all financial reporting and accounting transactions with related accounting entries and process flow charts.

(iii) **Component C- Enhancing IT Systems** – Provision of technical assistance to upgrade some applications used for core accounting and general ledger module including upgrading the I-Bank System through the procurement of new software and consulting services.

(iv) **Component D- Human Resource Support**-carrying out staff training in revised and updated practices, guidelines, policies and procedures and also developing in-house skills in pertinent areas, such as risk management, environment and social impact assessment, contract management, negotiation and pricing. Training will also be provided in critical areas including operations, finance, environment and general management, risk management, financial management, project financing, IT, general management, corporate governance, personnel management, IT; and local group training.

(v) **Component E- Project Management, Coordination and Audit**- carrying out audit of the implementation of the Project through the services of an external auditor and engaging the services of a project manager for a fixed
period of 18 months, with qualifications and terms of reference satisfactory to the Bank and whose functions shall
include inter alia management and coordination of Project implementation.

4. **Acquisition of the services of Consultants** will follow the Bank's Rules and Procedures for the Use of
Consultants. Bidding documents are expected to be available in mid July 2014.

5. **Interested bidders** may obtain further information, and should confirm their interest, by contacting:
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Boulevard de la Révolution
B.P: 1341, Kigali
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