**REQUEST FOR EXPRESSION OF INTEREST (Re-advertised)**

**Title: “Recruitment of a consultancy firm to manage schools’ handover process on behalf of SOS CHILDREN’S VILLAGES RWANDA”**

1. **BACKGROUND**
   1. **Introduction**

SOS Children's Villages RWANDA is a non-governmental social development organization that has been active in the field of children's rights and committed to children's needs and concerns since 1979.

SOS CV Rwanda has its projects and programs in four locations: Kigali, Byumba, Kayonza and Gikongoro. These projects and programs are mainly financed by SOS-Kinderdörfer weltweit, SOS Denmark, BMZ which is financing FSP Kigali and Byumba and other partners. SOS Rwanda cooperates on the project site with various governmental and non-governmental partners.

* 1. **Background and rationale**

SOS CVs Rwanda operates schools with 1726 students enrolled into the SOS Herman Gmeiner schools.

Those schools are located in Kigali, Byumba, Kayonza and Gikongoro. Among the student includes hundreds under SOS Children’s Villages Rwanda family care and students from the surrounding community as the Herman Gmeiner schools are known for their extensive academic excellence and secure a caring environment which enabled children over decades experience success and achieve their full potential.

SOS CVs Rwanda intends to handover its schools management to the external partners and this terms of references intends to recruit a consultancy firm which will assist SOS CV RWANDA Management and lead the whole process from preparation of terms of references to be issued to the interested external partners, conducting due diligences, making valuations of schools’ fixed and movable assets, evaluating the proposals from interested external partners, negotiating with them and drafting contracts for the successful partners.

1. **GENERAL AND SPECIFIC OBJECTIVES OF THE ASSIGNMENT**

**2.1 General objective**

The overall objective of the assignment is to ensure that SOS CV RWANDA 10 schools (4 kindergarten, 4 primary schools, one secondary school in Kayonza and one technical school in Kigali) are handed over to the competent partners through a competitive bidding process. A process which intends to ensure that the successful partners will operate those schools effectively and efficiently while maintaining the existing quality.

1. **2.2 Specific objectives and expected deliverables**

The hired consultant firm will specially assist SOS CV RWANDA to:

* To review all documentations in relation to schools to be handed over
* To engage all stakeholders in the process (SOS CV RWANDA Management, Board of Directors, IOR, IO, PSAs, School boards, parents, service providers, Min of Education, District offices, etc)
* To conduct field visits to the schools to be handed over in order to collect and analyze the available information (including but not limited to financial information/data, available assets (fixed and movable), ongoing schools ‘projects, present staff, etc..)
* To make property valuation of all available assets
* Basing on collected information and properties value, to prepare terms of references to be issued to the interested partners
* To assist SOS CV RWANDA in procurement process especially in conducting sites visits, technical proposals evaluation, contract negotiations and contracts drafting
* To assist SOS CV RWANDA in deregistration process and final handover of schools and its assets to the successful partners

1. **TIME SCHEDULE**

This assignment as detailed in the expected deliverables is expected to be done within ninety (90) calendar days from contract signing with the successful consultancy firm.

1. **CONSULTANCY FIRM QUALIFICATION AND EXPERIENCE**

**4**.**1 General experience and qualification of the firm**

The consultancy firm to carry out this assignment should have a thorough understanding of the property management handling in the context of Rwanda with proven competencies and experience in this area.

Specifically, the consultancy firm must fulfil the following requirements:

* Consultancy firm or joint venture with registration certificate from Rwanda Development Board if registered in Rwanda, the lead company must have an experience of more than 5 years doing similar assignments (***to be proven by at least three (3) completion certificates of similar or related assignments: property evaluation, surveying and property data interpretation***)
* For a joint venture, a certificated notary join venture agreement between ventured company will be required (For this assignment a maximum of two should not be exceeded)
* Detailed methodology and approach to carry out the assignment
* Detailed Work plan (including a timeline) showing the detailed sequence and timeline for each deliverable

**4.2 Qualification of key personnel**

The consultancy firm must present the following minimum key personnel that fulfil the requirements below:

* **A project Manager/ Team Leader:** With at least a Bachelor Degree in Civil Engineering, Quantity Surveying or Architecture, 10 years of experience in the similar field and 3 projects of similar nature executed as project manager. He must be an international expert confirmed in valuation assignments (***to be proven by academic degrees, certificates and signed CV with contactable three references***)
* **Certified Quantity Surveyor expert**: With at least a Bachelor Degree in Quantity Surveying/ Construction Management, 5 years of experience in the similar field and 3 projects of similar nature executed (***to be proven by academic degrees, certificates, completions certificates and signed CV with contactable three references***)
* **Certified Valuer expert in property valuation and leasing conditions** with at least Bachelor Degree in Estate Management & Valuation /Civil Engineering, 5 years of experience in the similar field and 3 projects of similar nature executed (***to be proven by academic degrees, certificates, completions certificates and signed CV with contactable three references***)
* **Land Surveying & GIS Expert:** With at least a Bachelor Degree in Civil Engineering or Land Surveying, 5 years of experience in managing big projects of national and international scope and of similar nature executed as project manager (***to be proven by academic degrees, certificates, completions certificates and signed CV with contactable three references***)
* **Financial Specialist:** Withexpertise in investment appraisal IRR (Internal Rate of Return) and NPV (Net Present Value), with at least a Bachelor Degree in Finance, 5 years of experience in the similar field and 3 projects of similar nature executed (***to be proven by academic degrees, certificates, completions certificates and signed CV with contactable three references***)
* **Contract Administrator / Legal expert:** With expertise in building and property leasing agreement, with at least a Bachelor Degree in Law , International Certificate in Contract Management, 5 years of experience in the similar field and 3 projects of similar nature executed (***to be proven by academic degrees, certificates, completions certificates and signed CV with contactable three references***)

1. **SUBMISSION OF PROPOSALS (TECHNICAL AND FIANCIAL)**

* Interested consultancy firms may obtain more details in terms of references after payment of none re-refundable fees equivalent to Ten thousand Rwandan Francs (10,000 Rwf) payable on SOS Children’s Villages Rwanda account

number: 400418314910177 entitled SOS-CV RWANDA TRUST opened in BPR.

* After payment the consultancy will send the proof of payment to “[**sos.procurement@sos-rwanda.org**](mailto:sos.procurement@sos-rwanda.org)” requesting terms of references. Any request for clarification will so addressed to the same e-mail.
* Well written proposals (technical and financial) both in English, must be **submitted physically at SOS CVs Rwanda offices in Kacyiru\_Gasabo** nolater than **23rd December, 2021 at 3pm**, local hours. Opening of technical proposals will be publicly the **same day at 4pm**, same venue.

**Done at Kigali on 16th December 2021.**

**(Sé)**

**Jean Bosco Kwizera**

**National Director**

**SOS Children’s Villages Rwanda**