



RWANDA BUREAU OF STANDARDS
OFFICE RWANDAIS DE NORMALISATION

REQUEST FOR EXPRESSION OF INTEREST N°

RECRUITMENT OF RECOGNISED FIRM OR INDIVIDUAL CONSULTANT TO WORK WITH Rwanda Bureau of Standards (RBS) STAFF TO DEVELOP LEGAL FRAMEWORK AND PROCEDURES FOR EXPORT CERTIFICATION SYSTEM IN RWANDA

EU FUNDS FOR EXPORT PROMOTION ASSISTANCE

Background

Rwanda Bureau of Standards (RBS) is charged with establishing systems for control and inspection of exports with purpose of ensuring that all exports are certified for compliance to the market standards. In building up its capacity in this respect, RBS has sourced financial support from European Union to develop its capacity to be able to accomplish this mandate.

It is against this background that RBS is seeking to recruit an experienced firm or individual consultant to carry out this activity in fulfillment of its mandate.

Purpose of consultancy

Rwanda Bureau of Standards is mandated to establish control and inspection systems for the purposes of ensuring quality compliance of the exports. This legal mandate needs other by-law (s) that defines properly and supports such statement. The consultancy intends to define and put in place policy statement and by-law (s) to be able to guide regulation of exports. The operational procedures need also to be developed stemming from the legal framework in place.

Global objectives of the consultancy

The consultancy is aimed at defining and putting in place policy statement, legal framework and procedures for export certification for Rwanda Bureau of Standards.

Specific objectives

1. Guide the RBS staff members to development of by-law (s) that will guide enforcement of export certification
2. Guide the RBS staff to develop export certification procedures
3. Help the RBS staff to conduct field tests of the developed by-law(s) and procedures for export certification.

Specific activities of the consultancy

1. Organization and preparations for drafting of by-laws and procedures by RBS, this will include the visit to Rwanda Bureau of Standards and other institutions by the consultant and actualize himself or herself to the export certification systems in Rwanda.
2. Training of RBS staff on by-law (s) and procedures manual development.
3. Drafting by-law (s) and procedures by RBS and consultant.
4. Review of drafts by consultant through email correspondences (the consultant does not need to be stationed at the RBS at this stage).
5. Review of drafted by-law (s) and procedures by consultant at RBS headquarter with staff involved- revisiting of the consultant.
6. Guide the organization of one workshop for validation of the by-law (s) and procedure documents and take note of workshop recommendations if any.
7. Organize the field tests of the implementation of by-law(s) and procedures and take note of the failures for corrective actions if any.
8. Write the consultancy report and submit it to the Director General of RBS.

The consultant's profile

- He/she should be educated at the level of Master's degree with 5 years experience or bachelor's degree with more than 10 years experience in the field of implementation of export certification systems.
- He/she should have worked in the areas of legal framework developing and procedures drafting with 10 years of experience in this sector.
- He/she should have wide understanding of the standard requirements for export markets.
- He/she should be able to work in English language, having knowledge in French is added advantage.
- He/she should have served in the same capacity for at least 5 institutions and should provide certificates to confirm these services.

The duration and place of execution of the consultancy

The duration of this consultancy is planned to last for 12 months, starting with August 2008. The consultant is not required to be stationed at RBS for 12 months (all through the consultancy duration). It is planned that a consultant visits RBS first time and starts up the drafting exercise and goes back to his/her base but keeps in touch through emails to exchange ideas and comments on the drafts.

Second visit to RBS by the consultant will be done to physically work with RBS staff to finalize the drafted policy statement, by-law(s) and procedures. This point is the last visit by the consultant where finalizing of the activities will be done.

While at RBS, the consultant will be provided with an office to facilitate his/her work and closeness to the drafting team involved.

Consultancy expected output

This consultancy is expected to elaborate and leave final documents on the following:

1. Policy statement on export certification
2. Legal framework for export certification
3. Procedures for export certification

Rwanda Bureau of Standards now invites an **eligible consultant** to indicate their interest in providing the above mentioned services. Interested Consultant must provide information indicating that they are qualified to perform the services (brochures, appropriate skills among staff etc). The electronic version is also accepted for this stage (expression interest) only.

An individual Consultant will be selected in accordance with the procedures set out in Rwandan Tendering procedures.

Expressions of interest must be delivered to the address below not later than 31st July 2008.

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