

**TERMS OF REFERENCE FOR
EXPERTS
FOR THE SINGLE PROJECT IMPLEMENTATION UNIT (SPIU)
FOR THE RWANDA DIGITAL ACCELERATION PROJECT**

1. Background

Rwanda has distinguished itself as a country that is deeply committed to leveraging digital transformation as a means to accelerate growth and reduce poverty. Government is committed to using digitally enabled solutions, wherever possible, to leapfrog traditional approaches and support innovation in service delivery. Beginning as early as 2000, Rwanda began charting an ambitious course for achieving rapid digitization, through a series of five-year plans – culminating in the SMART Rwanda Master Plan. These policies have resulted in the progressive roll-out of digital infrastructure, impressive public e-services expansion (though from a very low base), as well as initiatives to support digital skills and to position Rwanda as a regional ICT hub, underpinned by government institutions and leadership committed to this agenda. Today, Rwanda continues to articulate ambitious strategies in relation to many of these areas.

The Government of Rwanda (GoR) is set to receive funding from the World Bank (WB) to accelerate country-wide digital transformation, as well as facilitate Rwanda’s integration in the emerging regional digital market. The proposed “**Rwanda Digital Acceleration Project**” project (henceforth referred to as the ‘the project’) will expand digital adoption, bringing more Rwandans online by addressing the major barriers that dampen demand for digital services and spearheading a series of interventions that promote digital inclusion. The project will also enable Rwanda to leverage critical enabling digital platforms and data-driven solutions to improve the efficiency of public service delivery and expand the adoption of digitally enabled services. Finally, the project will also increase Rwanda’s capacity to support digital innovation and productivity gains, by strengthening the local digital innovation and entrepreneurship ecosystem, supporting tech firms to move from start-ups to growth and the adoption of digital technology in key sectors.

The Project will be coordinated through the Ministry of ICT and Innovation (MINICT), with Rwanda Information Society Authority (RISA) as the Project implementing institution. A dedicated Single Project Implementation Unit (SPIU) is thus being set up and operationalized at RISA that will have overall responsibility for supporting project preparation and implementation.

RISA seeks to hire a series of high-performing and qualified experts to fill the positions of the SPIU, who will drive the successful and effective preparation and delivery of this project. The job profiles, roles and responsibilities and reporting requirements of the said consultants are indicated below.

2. Summary of Needed Experts

Experts hired will be under the supervision of the Chief Executive Officer (CEO) of RISA. The consultants will work in close collaboration with the Management and Staff of RISA and MINICT, as well as many other key project stakeholders throughout the project cycle – from identification through to implementation – supporting planning, contracting, oversight, monitoring and evaluation (M&E) and project reporting on progress.

Given the coordination role played by RISA on the digital agenda in Rwanda, and the coordination role that the SPIU will play in relation of the project, all successful candidates will need to possess strong stakeholder engagement and communication skills.

To be successful, experts will also need to possess strong technical expertise in their respective field and excellent project management skills, including a track record of managing large and complex donor-funded projects.

Below are detailed job roles and required qualifications for the different experts which the SPIU currently plans to hire as part of its initial set-up.

3. Job Profiles and Description

Job Profiles for the Rwanda Digital Acceleration Project				
S / N	Job title	Job profile (Needed Qualifications, Skills and Experience)	Duties and Responsibilities	Number of Positions
1	SPIU Coordinator	<p>Selection Criteria: Master’s degree preferred (minimum acceptable is bachelor’s degree) in Telecommunications, Engineering, Information Technology, Computer Science, Economics, Business Management, Business Administration, Public Administration, or equivalent.</p> <p>At least 8 years of relevant work experience in managing projects/programs, for a bachelor’s degree graduate and at least 5 years of relevant work experience for a master’s degree graduate.</p> <p>A globally recognized professional certificate in Project Management (e.g. PMP, PRINCE2 among others) is desirable.</p> <p>Technical competencies:</p> <ul style="list-style-type: none"> · Track record of effectively leading and managing large teams, complex and technical projects of similar nature, size and scope; · Proven ability to engage with complex policy and strategic issues is essential; · Demonstrates sound technical knowledge of Rwandan’s ICT and Innovation sector, including familiarity with issues tackled by the project; · Proven ability to develop and sustain highly effective relationships with development partners and other stakeholders, adopting a highly inclusive 	<ol style="list-style-type: none"> 1. Manage the SPIU and provide effective steer in the development and implementation of the project; 2. Maintain strategic overview of all aspects of project design and implementation (fiduciary, M&E, technical etc.) ensuring coherence and quality assurance, as well as timely delivery of key documents and outputs by the SPIU, with input from other SPIU members. 3. Lead the needs identification, planning and budgeting process for the funded activities to be implemented, and ensure that all activities are planned, budgeted for and executed in line with project agreements in a timely manner, meeting key project milestones established; 4. Coordinate and manage the hired team of SPIU experts and specialists, by ensuring appropriate performance management systems in line with GoR and RISA policies, procedures and guidelines in place; 5. Ensure the SPIU team’s effective delivery of the project against the Financing Agreements, including the formulation and periodic review and update of the Project Implementation Plan, as needed, furnishing requisite reporting to the WB; 6. Ensure adherence to WB guidelines and procedures, and effective disbursement of project funds; 7. Establish and maintain effective, inclusive and collaborative coordination and working relationships with development partners and other key project stakeholders, serving as the main interlocutor on issues related to the overall project design and implementation; 	01

	<p>and collaborative approach, building strong networks with the range of stakeholders;</p> <ul style="list-style-type: none"> · Demonstrated experience in development and management of government or development partner funded programs/projects (previous experience of managing WB-funded, and digital development project is preferred); · Familiarity with policies and procedures of donors would be an added asset, and prior experience of WB-funded project an added advantage; · Staff supervisory experience and demonstrated excellent team management, leadership, communication and organizational skills; · Demonstrable working knowledge of fiduciary operations in program/ project management (Financial Management; and Procurement); · Experience in implementation and oversight of projects and programs and in the Monitoring and Evaluation of these programs; · Excellent conceptual and analytical skills, including ability to think strategically and innovatively about the role of digital technologies for socio-economic development and for transformation in other sectors of the economy; · Strong business judgment and analytical decision making, analysing facts and data to support sound and logical decisions. <p>General Competencies (management, leadership, communication, problem solving, monitoring, coordination, stakeholder management etc.)</p> <ul style="list-style-type: none"> · Strongly results-oriented and able to manage a complex and multi-faceted workload with minimal supervision; 	<ol style="list-style-type: none"> 8. Promote activities enhancing awareness of the project and contribute to knowledge-sharing, representing the project in relevant internal and external for a as and when needed; 9. Design an overarching risk mitigation plan for the project and regularly review the performance to ensure that risks are adequately identified, and that mitigation is effectively and promptly applied, including but not limited to those related to fiduciary, stakeholder engagement, environmental and social aspects of the project; 10. Ensure timely, high quality project reporting in line with RISA’s agreements with its development partners and stakeholders; 11. Support the implementation of recommendations from the development partners and stakeholders’ assessments of the Project; 12. Staying abreast of sectoral-wide development that may reasonably be expected to impact the project, including but not limited to action taken by Government or other donor-funded activities in the sector; 13. Ensure delivery against cross-cutting project priorities and commitments related to citizen engagement, gender and inclusion, climate adaptation and mitigation etc.; 14. Ensure that all requisite processes for smooth project implementation and robust supervision are established, including but not limited to drafting and managing ad hoc updates to the Project Implementation Manual, establishing an M&E and reporting system, formalizing relationships with project beneficiaries and stakeholder, calling and preparing steering committee meetings, with the support of the wider SPIU team. <p>Reporting: The SPIU Coordinator will report to the CEO of RISA.</p>	
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		<ul style="list-style-type: none"> · Ability to lead and work in multi-disciplinary teams; · Excellent team building, interpersonal relationship management and negotiation skills, and ability to resolve conflicts constructively; · Demonstrated ability to listen and integrate ideas from diverse views, create partnerships and collaborate with others, advocate and influence, resolve conflicts constructively, and work effectively across boundaries even without active guidance from the management; · Ability to maintain strategic overview and manage priorities yet be detail-orientated within a dynamic, fast-paced environment; · Strong oral and written communication skills, including report writing and presentation skills; · Strong problem-solving abilities; · Ability to make forward-looking and practical decisions and operate effectively in a results-oriented and implementation culture; · Fluency in English is essential; · Solid IT skills including Word, Excel and PowerPoint; · Should demonstrate a high degree of professionalism and integrity. 	<p>Deliverables:</p> <ul style="list-style-type: none"> · Project Implementation Manual (within first three months of contract signature) · Progress report (every month) 	
2	<p>Monitoring & Evaluation Specialist (part-time)</p>	<p>Selection Criteria: Master's degree preferred (minimum acceptable is bachelor's degree) in Economics, Statistics, Data Science, Project Management or equivalent.</p> <p>At least 5 years of relevant work experience for a bachelor's degree graduate and at least 3 years of relevant work experience for a master's degree graduate.</p>	<ol style="list-style-type: none"> 1. Provide leadership and direction on all matters pertaining to M&E to ensure the program achieves its goals and corresponding objectives and targets consistent with WB requirements and national monitoring and evaluation guidelines, protocols, information and reporting systems; 2. Lead efforts to monitor and evaluate project interventions, document results and provide feedback to guide decision-making and implementation; 	01

Technical competencies:

- Track record of leading and supporting monitoring and evaluation (M&E) for complex, large multi-year donor-funded development projects/programs (with prior experience of working on projects in the ICT and innovation sector preferred);
- Demonstrated technical experience of designing, establishing and implementing M&E frameworks, systems and tools that track performance and development impact;
- Demonstrated experience in supporting timely and quality data collection from various stakeholders, and/or conducting surveys;
- Demonstrated experience in supporting capacity building of stakeholders allowing them to produce the required inputs / outputs in relation to M&E frameworks established;
- Proven expertise in quantitative and qualitative methodologies, research, management information systems, reporting, data quality assessments;
- Demonstrated high-level technical skills in data formatting, cleaning, analysing, charting, graphing and reporting;
- Excellent conceptual and analytical skills, with proven ability to process and analyse data using one or more statistical software packages, including at least one of the following: SPSS, Stata, MS Access;
- Ability to present M&E data to a diverse audience in easily digestible formats using charts, graphs and other data presentation techniques appropriately to communicate data verbally or in

3. Support preparation, establishment and implementation of a robust M&E framework and system, as well as Theory of Change, for the project, in close coordination with relevant project stakeholders, technical experts in the SPIU, and the WB;
4. Support preparation of the M&E framework by mapping and proposing relevant outcome and intermediary project indicators (including definition, frequency, method and responsibility for data collection), as well as identify any key data gaps and proposing solutions to bridge them;
5. Ensure that M&E aspects are actively considered and embedded as part of project activities' feasibility, design and implementation, through coordination with concerned parties (e.g. including related provisions in bidding documents and contracts for third party providers);
6. Facilitate planning and execution of any M&E baseline, annual and final project assessment needed (e.g. household survey), for example, supporting contracting of further consultants to support the process.
7. Support the SPIU coordinator in establishing a robust M&E reporting system as well as related tools to be managed by the SPIU, where data may be sources from third parties (including contracted providers but also government entities such as RURA, NISR etc.), identifying any capacity gaps and reporting issues and suggesting/supporting remedial action;
8. Cultivate strategic M&E relationships and alliances with relevant parties to support effective data collection and reporting;
9. Design an appropriate reporting format to be disseminated and agreed upon with all stakeholders;

	<p>writing;</p> <ul style="list-style-type: none"> · Experience of compiling clear M&E reports; <p>General Competencies (management, leadership, communication, problem solving, monitoring, coordination, stakeholder management etc.)</p> <ul style="list-style-type: none"> · Strongly results-oriented and able to manage a complex and multi-faceted workload with minimal supervision to efficiently meet deadlines; · Strong management and planning skills; · Team player, with good interpersonal skills, and proven ability to function effectively with multiple host-country counterparts and multi-disciplinary teams; · Excellent skills in facilitation and coordination, and ability to resolve conflicts constructively · Ability to maintain strategic overview and manage priorities yet be detail-orientated within a dynamic, fast-paced environment; · Strong oral and written communication skills, including report writing and presentation skills; · Strong problem-solving abilities; · Fluency in English is essential; · Solid IT skills including Word, Excel and PowerPoint; · Should demonstrate a high degree of professionalism and integrity. 	<ol style="list-style-type: none"> 10. Support movement towards disaggregated data, where currently missing (e.g. for gender), working with related stakeholders; 11. Develop and oversee data flow pattern for the program that will ensure timely data collection, analysis, formatting and reporting; 12. Provide high quality and timely periodical reports of activities (monthly, quarterly and annual reports) for all the activities during the project preparation phase to RISA and project steering committee, support presentation where needed; 13. Lead results reporting to the WB by providing written documentation on M&E activities and key project indicators and results in conjunction with missions and (monthly, quarterly and annual) progress reports as well as project completion reports, by compiling inputs from various sources; 14. Ensure quality of data through data verification procedures, including routine data quality audits; 15. Ensure that the reports are validated, approved and disseminated, where required; 16. Flag and escalate any expected delays to activities and lags in project progress encountered, as evidenced by the data in the M&E framework, to the attention of the SPIU Coordinator, senior managers and the WB; 17. Conduct ad hoc targeted evaluations and operations research, including design, data collection, management and analysis, where needed; 18. Perform any other tasks assigned by the project coordinator. <p>Reporting: The Monitoring and Evaluation Specialist will report to the SPIU Coordinator</p>	
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			Deliverables <ul style="list-style-type: none"> · Draft M&E framework (within first three months of contract signature) · Draft M&E system and implementation plan (within first three months of contract signature) · Progress report (every month) 	
3	Procurement Specialist	<p>Selection Criteria: Bachelor's degree in Procurement, Management, Accounting, Public Finance, Law or Economics with at least 5 years of relevant work experience in a public sector procurement role; or Chartered Institute of Procurement and Supply (CIPS) Certification/ Master's degree Procurement, Management, Accounting, or Public Finance with at least 3 years of relevant work experience.</p> <p>Technical competencies:</p> <ul style="list-style-type: none"> · Track record of managing procurement related planning and selection processes for government and donor-funded projects of a similar scale and technical nature – familiarity with WB procurement processes and guidelines considered an asset; · Technical knowledge of ICT-related procurement is considered a distinct advantage; · Demonstrated detailed knowledge of Rwanda public sector contracting laws, regulations and procedures; · Demonstrated experience of managing the preparation, evaluation, negotiation and delivery of large technical contracts; · Demonstrated experience of conducting procurement market assessments; · Demonstrated experience of identifying and mitigating fiduciary risks related to procurement as 	<ul style="list-style-type: none"> · Facilitate a detailed procurement capacity assessment to be carried out by the development partner, and support SPIU coordinator and WB in the identification of related fiduciary risks; · Prepare the Project Procurement Strategy for Development (PPSD) that describes how procurement will support the development objectives of the project and deliver value for money, given local market context; · Prepare and support implementation of procurement plans, spelling out the equipment, services needed to kick-start implementation of the project; · Coordinate the preparation of Terms of Reference (TORs) and technical specifications for services/goods/works, in close collaboration with technical specialists and concerned stakeholders; · Prepare other procurement and bidding documents, including Request for Proposals (RFP), Expressions of Interest (EOI), in close collaboration with technical specialists and concerned stakeholders; · Publish invitations to bidders and prepare general notices, specific notices and request for expressions of interest to be advertised; · Plan procurement, record procurement transactions and track key stages of the procurement process, using the WB Systematic 	01

	<p>well as managing procurement related complaints;</p> <ul style="list-style-type: none"> · Demonstrated knowledge of business and purchasing practices, supply and price trends; · Proven ability to work with individuals and teams in completing tasks that are urgent, high priority and sensitive. · Proven ability to think analytically and strategically; · Proven ability to liaise and consult with multiple internal and external stakeholders in managing procurement related processes. <p>General Competencies (management, leadership, communication, problem solving, monitoring, coordination, stakeholder management etc.)</p> <ul style="list-style-type: none"> · Strongly results-oriented and able to manage a complex and multi-faceted workload with minimal supervision; · Ability to determine and review priorities, plan and meet deadlines; · Good decision-making skills; · Excellent negotiation skills; · Team player, with good interpersonal skills, and proven ability to function effectively with multiple host-country counterparts and multi-disciplinary teams; · Excellent skills in facilitation and coordination, and ability to resolve conflicts constructively; · Ability to maintain strategic overview and manage priorities yet be detail-orientated within a dynamic, fast-paced environment; · Strong oral and written communication skills, including report writing; · Strong problem-solving abilities; · Fluency in English is essential; 	<p>Tracking of Exchanges in Procurement (STEP) System;</p> <ul style="list-style-type: none"> · Ensure timely bid-openings, evaluation process of the technical and financial proposals and preparation of evaluation reports; · Assist in the drafting of contracts between the SPIU and the successful bidders after obtaining the no-objection (if required), and follow up the signature process; · In collaboration with the Contract Managers, ensure that goods/services/works are provided as stipulated in the contract provisions; · Ensure timely reception of the goods/services/works of the various contracts financed by the project; · Prepare periodical procurement reports; · Manage any procurement related information requests and complains; · Ensure that cross-cutting project priorities and policy commitment are reflected in procurement related documents - e.g. stakeholder consultation, climate-smart, energy efficiency and accessibility requirement; · Perform any other tasks assigned by the project coordinator. <p>Reporting: The Procurement Specialist will report to the SPIU Coordinator</p> <p>· .</p> <p>Deliverables:</p>	
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		<ul style="list-style-type: none"> · Solid IT skills including Word, Excel and PowerPoint; · Should demonstrate a high degree of professionalism and integrity. 	<ul style="list-style-type: none"> · Draft procurement plan for first 18 months of project implementation (within first three months of contract signature) · Updated Project Procurement Strategy for Development (PPSD) (within first three months of contract signature) · Progress report (every month) 	
4	Financial Management Specialist	<p>Selection Criteria: Bachelor’s degree in Finance, Accounting, Business Administration, or Management with specialization in Finance and Accounting, with at least 5 years of relevant work experience in finance, accounting; or Accounting Professional Qualification recognized by IFAC or ICPAR, ACCA, CPA or Master's degree in Finance, Accounting or Business Administration, Management with specialization in Finance, Accounting with at least 3years relevant work experience.</p> <p>Technical competencies:</p> <ul style="list-style-type: none"> · Track record of supporting the financial management (FM) of projects of a similar scale and technical nature – familiarity with donor-funded preferred and WB procurement processes and guidelines considered an asset; · Demonstrated expertise in the management of finance in the public and/or private sector – financial management of ICT-related projects considered a distinct advantage; · Extensive knowledge of different public financial management systems covering all dimensions of public expenditure management, audit, ICT use in the public sector; · Demonstrated knowledge of concepts, principles and practices with the financial management 	<ol style="list-style-type: none"> 1. Facilitate the financial assessment to be carried out by the development partner, and support SPIU coordinator and WB in the identification of related fiduciary risks; 2. Prepare overarching and annual project budget according to the planned activities as well as the cash flow plans; 3. Establish a sound financial and internal control system and procedures for the projects and ensure that they are adhered to, in line with the GoR Regulations and Donor Procedures; 4. Ensure that payments are made and recorded in timely manner and in accordance with the approved budget/planned activities, and complies with Financial Management Manuals, the Financing Agreements and other established accounting procedures and operational guidelines; 5. Ensure that all payment vouchers are adequately supported with appropriate source documentation, duly authorized for payment and properly filed to facilitate easy retrieval and referencing; 6. Maintain the WB financed project books of account; 7. Prepare periodical financial statements (monthly, quarterly and annual), as well as any other financial status reports required by stakeholders, in accordance with the GoR public finance management policies and regulation, the project financial management procedures and the WB funded project financial regulations; 8. Maintain accurate assets register for the project; 	01

		<p>system of the GoR;</p> <ul style="list-style-type: none"> · Proficiency in use of government accounting packages and use of the Government’s Integrated Financial Management System (IFMIS); · Familiarity with financial internal control systems; · Strong financial analytical and evaluative skills; · Proven capacity to provide technical advice to senior government officials, development partners, and stakeholders in relation to FM matters. <p>General Competencies (management, leadership, communication, problem solving, monitoring, coordination, stakeholder management etc.)</p> <ul style="list-style-type: none"> · Ability to determine and review priorities, plan and meet deadlines, with minimal supervision; · Team player, with good interpersonal skills, and proven ability to function effectively with multiple host-country counterparts and multi-disciplinary teams; · Computer literacy including accounting and Microsoft packages; · Strong oral and written communication skills, including report writing; · Strong problem-solving abilities; · Fluency in English is essential; · Should demonstrate a high degree of professionalism and integrity. 	<ol style="list-style-type: none"> 9. Support FM-related missions conducted by the WB fiduciary colleagues; 10. Ensure timely submission of the audit report and related tasks on reporting 11. Perform any other tasks assigned by the project coordinator. <p>Reporting: The Financial Management Specialist will report to the SPIU Coordinator</p> <p>Deliverables:</p> <ul style="list-style-type: none"> · Compile detailed project budget, based on provisional cost estimates. (within first three months of contract signature) · Progress report (every month) 	
5	Social and Environmental Specialist	<p>Selection criteria: Bachelor’s degree in Environmental Sciences, Chemistry, Biology, Social Studies, Sociology, Development studies, with at least 4 years of relevant work experience; or master’s degree in Environmental Sciences, Chemistry, Biology, Social</p>	<ol style="list-style-type: none"> 1. Provide technical guidance on environmental and social development issues, consistent with the REMA guidance; 2. Support SPIU and WB teams in identifying social and environmental risks related to the project; 3. Recommend design and operational approaches and modifications to avoid, mitigate, limit or remedy negative impacts where related risks are identified; 	

Studies, Sociology, Development studies, with at least 7 years of relevant work experience.

Degree in Environmental Sciences and background in managing environmental risks preferred.

Technical competencies:

- Track-record of assessing, managing and monitoring project-level environmental and social risks, as well as managing implementation of related safeguards, policies guidelines and frameworks, in relation to development projects of a similar scale and technical nature – prior experience of working on donor-funded and ICT-related projects preferred;
- Experience of conducting environmental and social impact assessments of development or public projects;
- Experience of supporting stakeholder engagement of key elements of project design and implementation, and establishing grievance mechanisms;
- Demonstrated knowledge of potential environmental and social risks related to the project, including but not limited to:
 - Labour and Working Conditions;
 - Resource Efficiency and Pollution Prevention and Management;
 - Community Health and Safety;
 - Land Acquisition, Restrictions on Land Use and Involuntary Resettlement;
 - Biodiversity Conservation and Sustainable Management of Living, Natural Resources
 - Indigenous Peoples/ Historically Underserved Traditional Local Communities

4. Act as focal point for all matters relating to project ESF-related obligations, working with project stakeholders, and enforce the compliance with the Environmental, Social, Health and Safety WB policies, ensuring that the project meets related requirement as per legal agreements;
5. Provide guidance and technical direction to the SPIU, Government and third-party contractors’ staff on environmental and social issues;
6. Track commitment made in relation to environmental and social safeguards, in a consolidated Environmental and Social Commitment Plan (ESCP);
7. Plan and coordinate all processes for the execution of the tasks related to environmental safeguards, including the preparation of safeguards documents, such as the environmental and social management framework (ESMF), Environmental and Social Impact Assessments (ESIAs) and Environmental and Social Management Plans (ESMPs), etc, with support of additional consultants, as needed;
8. Support the recruitment of consultant and contractors to complete E&S related assignments, studies and plans;
9. Review environmental and social documents prepared by consultants;
10. Support preparation and maintenance of the project-level Stakeholder Engagement Plan (SEP);
11. Organize open, transparency and accessible public consultations, training, etc. in line with said plan, and ensure that stakeholder engagement is incorporate as a continuous element of project design and implementation, including risk screening process;
12. Attend public meetings on environmental and social issues, as it pertains to the project;
13. Ensure effective mainstreaming of environmental and social safeguard issues into the implementation of project

	<ul style="list-style-type: none"> ○ Cultural Heritage; · Familiarity with the WB Environmental and Social Framework (ESF) consider a distinct advantage; <p>General Competencies (management, leadership, communication, problem solving, monitoring, coordination, stakeholder management etc.)</p> <ul style="list-style-type: none"> · Ability to determine and review priorities, plan and meet deadlines, with minimal supervision; · Team player, with good interpersonal skills, and proven ability to function effectively with multiple host-country counterparts and multi-disciplinary teams; · Computer literacy including Microsoft packages; · Strong oral and written communication skills, including report writing and presentation skills; · Strong problem-solving abilities; · Stakeholder engagement skills; · Fluency in English is essential; · Should demonstrate a high degree of professionalism and integrity. 	<p>activities – e.g. ensure that that inclusion and access infuses project design and implementation, considering dimensions such as geography, income, gender and disabilities;</p> <ol style="list-style-type: none"> 14. Facilitate acquisitions of requisite permits and clearances from regulatory agencies; 15. Oversee the capacity building of Ministries, Department and Agencies (MDAs) and Contractors on environmental and social safeguards – ensure that related modules are incorporated in the training and capacity building programs at all the levels and participate in identifying suitable consultants/institutions to be used on technical support activities and training & capacity building; 16. Oversee compliance of Ministries, Department and Agencies (MDAs) and Contractors on environmental and social safeguards – e.g. ensuring that the Contractors comply with their Code of Conduct 17. Oversee the implementation of the various ESMPs prepared by the consultant; 18. Organize collection of data on environmental and social impact, 19. Document and share lesson learned and best practice related to E&S risk management and compliance; 20. Provide environmental and social safeguard inputs to monitoring and evaluation, as well as reporting activities to management and the WB; 21. Liaise with World Bank E&S Specialists, as needed, ensuring timely and adequate responses to environmental and social safeguards queries pertaining to the project 22. Ensuring regular interaction with the External Consultants / World Bank Mission / stakeholders on Environment and Social Safeguard aspects; 23. Prepare a comprehensive environmental and social management checklist required in the management ESF plans for the Project; 	
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			<p>24. Support establishment of grievance and redress mechanisms related project activities and following up beneficiaries' complaints and maintain consolidate grievance database;</p> <p>25. Update and maintain all key E&S documents, as needed;</p> <p>26. Update the Resettlement Action Plan (RAP) and Resettlement Policy Framework (RPF), if done by consultants, where necessary, and supervise and implement, and regularly report on implementation progress;</p> <p>27. Prepare the cash flow plan, in collaboration with the FM Specialist, according to the RAP if required;</p> <p>28. Perform any other tasks assigned by the project coordinator.</p> <p>Reporting: The Financial Management Specialist will report to the SPIU Coordinator</p> <p>Deliverables:</p> <ul style="list-style-type: none"> ✓ Set up grievance mechanism (within first three months of contract signature) ✓ Progress report (every month) 	
6	Digital Infrastructure and Broadband Access Specialist	<p>Selection Criteria: Bachelor's Degree in Computer Science, Computer /Network Engineering, Information and Communication Technology (ICT), Information Systems or equivalent, with a minimum 8 years of relevant work experience; or Master's Degree (preferred) in Computer /Network Engineering, Information and Communication Technology (ICT), Information Systems or equivalent,</p>	<p>1. Act as primary technical advisor, lead and program manager for all digital infrastructure and broadband access related activities envisioned under the project, including last-mile connectivity, device affordability scheme, shared government digital infrastructure, as well as policy and regulatory support for broadband market development;</p> <p>2. Support the coordination of related technical assistance and works financed by the project, collaborating with concerned stakeholders and beneficiaries to determine</p>	01

with a minimum of 5 years of relevant work experience.

Industry certifications such as MCIP, MCSA, MCSE, CCNA, CNNP are added advantage.

Possession of Prince2 or PMP certification is an added advantage

Technical competencies:

- Extensive experience of designing and implementing digital infrastructure and access initiatives, incorporating best practice - prior experience of working on government- and/or donor-funded and IT infrastructure related projects preferred;
- Track-record of assessing technical needs and specifications, supporting planning as well as and supervision of large, complex, and nation-wide digital infrastructure projects of a similar scale and technical nature;
- Demonstrated knowledge of the digital infrastructure and device value-chain, as well as broadband market in Rwanda (demand and supply side), including market player, key challenges and opportunities for development, as well as innovative and emerging approaches to last-mile connectivity;
- Demonstrated knowledge of key regulatory and policy issues related to the telecommunication sector and broadband market development - e.g. competition, affordability, quality of service (QoS), local content, spectrum management and infrastructure sharing etc.;

gaps and needs (as they evolve), provide technical advice, ensure effective planning, smooth implementation, adequate quality assurance, follow-up, maintenance and support;

3. Support the Procurement Specialist on the technical elements of procurement and contract management of related activities: (i) support concerned stakeholders and beneficiaries to prepare/refine/review technical terms of reference and bidding documents, and related selections; (ii) act as contact for contracted consultants and firms in relation to the delivery of technical assignments; (iii) liaise with parties to ensure delivery of activities against agreed timelines and technical specifications;
4. Stay abreast of emerging broadband market and digital infrastructure trends, in order to advice management and project stakeholder on new developments and emerging best practices that may positively shape project design, planning etc. including conducting ad hoc research as needed;
5. Support the M&E Specialist on the technical elements of M&E framework design and set-up, maintaining an overview of progress and other detailed technical KPIs to ensure that broadband market growth leads to target subscription, device penetration figures as well as network usage and resilience etc.;
6. Support development and review of enabling guidelines, policies, and procedures (e.g. in relation to access), as needed, in conjunction with relevant stakeholders, ensure that corresponding standards are embedded in activity design and delivery;
7. Support development and review of technical specification/standard, plans and proposals (e.g.to reliability, climate impact, quality of service, and vulnerability, as needed, in conjunction with relevant stakeholders;

	<ul style="list-style-type: none"> · Familiarity with the digital inclusion and universal broadband access agenda, as it pertains to Rwanda, including experience of working on related initiatives; · Demonstrated knowledge of network infrastructure and related solutions (e.g. WAN/LANS), including latest trends, as well as related deployment and maintenance requirements; · Demonstrated knowledge of emerging telecommunication technologies such as 5G; · Some knowledge of the digital education agenda is considered an advantage, including school and higher education connectivity; · Demonstrated knowledge of the principles, methods of ICT and infrastructure-project planning, monitoring, and evaluation; · Ability to learn about new products, systems, applications, technologies and related trends; · Ability to research and analyse technology problems, issues, and program requirements, as well as develop related solutions; · Prior experience of designing digital infrastructure and access initiatives that crowd in and support the private sector is considered an advantage; · Extensive experience of dealing with the private sector, digital infrastructure and IT providers and managing related contracts and providing related quality assurance. · Strong technical and operational skills as evidenced in a proven track record in leading / co-leading similar initiatives; 	<p>8. Work with Cybersecurity specialist to ensure that cyber security consideration is integrated, as part of related said standards;</p> <p>9. Lead ad-hoc site-visits to review progress (e.g. scheme roll-out or infrastructure deployment), flagging issues and suggesting solutions, to ensure maximum and intended impact.</p> <p>Reporting:</p> <ul style="list-style-type: none"> · The Digital Infrastructure and Broadband Access Expert will report to the SPIU Coordinator <p>Deliverables:</p> <ul style="list-style-type: none"> · Support procurement and delivery of PPA activities linked to digital infrastructure and broadband access. (Within first three months of contract signature) · Progress report (every month) 	
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General Competencies (management, leadership, communication, problem solving, monitoring, coordination, stakeholder management etc.)

- Ability to work effectively across multiple cross-functional teams to proactively resolve problems, support and engage key stakeholders; as well as work effectively across boundaries even without active guidance from the management;
- Demonstrate excellent interpersonal skills; including the ability to work independently, effectively in a team/task force as a team member or leader, and with senior staff and managers;
- Demonstrated ability to listen and integrate ideas from diverse views, create partnerships and collaborate with others, advocate and influence, resolve conflicts constructively,
- Proven ability to conduct research independently and present results effectively;
- Impeccable planning, organization and time management skill; Ability to work well under pressure and to meet tight deadlines;
- Demonstrates a high level of motivation, confidence, integrity and responsibility;
- Strong problem-solving skills with the ability to provide solutions to emerging challenges;
- Experience leading change, taking initiative, and driving results;
- Computer literacy including Microsoft packages;
- Excellent communication skills – both written and verbal, including the capacity to communicate complex and technical issues in simple terms;
- Proven ability to clearly and concisely prepare, present and discuss recommendations at senior levels and to produce deliverables such as

		<p>memoranda, recommendations, requirements documents, and status reports;</p> <ul style="list-style-type: none"> . Fluency in English is essential; . Should demonstrate a high degree of professionalism and integrity. 		
7	Digital Platforms and Interoperability Expert	<p>Selection Criteria: Bachelor’s Degree in Computer Science, Computer /Network Engineering, Information and Communication Technology (ICT), Information Systems or equivalent, with a minimum 8 years of relevant work experience; or Master’s Degree (preferred) in Computer /Network Engineering, Information and Communication Technology (ICT), Information Systems or equivalent, with a minimum of 5 years of relevant work experience.</p> <p>Possession of Prince2 or PMP certification is an added advantage</p> <p>Technical competencies:</p> <ul style="list-style-type: none"> . Track record of managing large-scale IT projects in a variety of technical roles such as IT systems integration, business and technical architecture for IT systems, biometric technologies, data architecture, information security and cybersecurity, enterprise architecture, etc.; . Experience in the definition, design and delivery of population-scale, secure IT solutions; . Experience across the entire technology stack including server, database, network, and storage is ideal 	<ol style="list-style-type: none"> 1. Act as primary technical advisor, lead and program manager for all digital platforms and interoperability related activities envisioned under the project 2. Support the coordination of related technical assistance and works financed by the project, collaborating with concerned stakeholders and beneficiaries to determine gaps and needs (as they evolve), provide technical advice, ensure effective planning, smooth implementation, adequate quality assurance, follow-up, maintenance and support; 3. Support the Procurement Specialist on the technical elements of procurement and contract management of related activities: (i) support concerned stakeholders and beneficiaries to prepare/refine/review technical terms of reference and bidding documents, and related selections; (ii) act as contact for contracted consultants and firms in relation to the delivery of technical assignments; (iii) liaise with parties to ensure delivery of activities against agreed timelines and technical specifications; 4. Stay abreast of digital platforms and interoperability trends, in order to advice management and project stakeholder on new developments and emerging best practices that may positively shape project design, planning etc. including conducting ad hoc research as needed; 5. Support the M&E Specialist on the technical elements of M&E framework design 6. Support development and review of enabling guidelines, policies, and procedures (e.g. in relation to access), as 	01

		<ul style="list-style-type: none"> · Prior experience in development of specifications and functional requirements for major IT systems to be included as part of the respective tender documentation; · Proven experience implementing IT applications, systems and platforms that are based on large datasets (preferably government datasets from across MDAs) that require best practice data governance, collection, cataloguing, cleaning, wrangling, formatting and integration. · Demonstrated experience in managing vendor contracts, consulting firms and teams of IT systems developers; · Experience in working for any international donor-funded program will be considered as an asset; · Demonstrated theoretical knowledge and practical experience in multiple IT domains relevant to project execution and management experience; · Experience in System Integration for projects involving multiple partner institutions, and work on interoperability will be considered an asset; · Experience in managing projects that may have involved current and emerging virtualization, infrastructure, and cloud and containers technologies and architectures, such as Windows, Linux, AWS, Azure, Open stack, Docker, Kubernetes etc; programming, scripting language experience is essential covering 	<p>needed, in conjunction with relevant stakeholders, ensure that corresponding standards are embedded in activity design and delivery;</p> <ol style="list-style-type: none"> 7. Work with Cybersecurity specialist to ensure that cyber security considerations are integrated, as part of related said standards; 8. Drive and participate in the definition, the direction, and the development high availability infrastructure/service/application and disaster recovery solutions; 9. Understand customer requirements and render those as architectural models that will operate at large scale and high performance; assist customers on how to run these architectural models; 10. Coordinate with stakeholders to confirm or establish consensus-based policies, standards, protocols and processes for governance, technical and operational Cybersecurity of investments in digital platforms. 11. Establish and implement best engineering practices such as architectural design, unit and regression testing, test-driven development, pair programming, and CICD frameworks; 12. Liaise with vendors and other IT personnel for problem resolution. Regarding platforms for service delivery <p>Reporting: The Digital Platform and Interoperability Expert will report to the SPIU Coordinator</p> <p>Deliverables:</p> <ol style="list-style-type: none"> 13. Support procurement and delivery of PPA activities linked to digital (Within first three months of contract signature) 14. Progress report (monthly) 	
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		<p>bash, ruby and/or python; configuration management and automation tools;</p> <ul style="list-style-type: none"> · Experience with Database technologies - RDBMS, e.g. MySQL, MSSQL, PostgreSQL, Oracle with SQL scripting knowledge; · Experience with Cloud-native architectures, including public cloud PaaS / IaaS, micro-services architectures, APIs will be an advantage; · Experience in using open source tools for large-scale data processing, for example, Apache Spark and Kafka; · Strong understanding of IT management best practice frameworks, such as ITIL and COBIT; · Demonstrates a strong understanding of program management relating to e-/digital, government, shared platforms and integrated digital solutions for investments and projects, including creative/ICT and digital sector including digital mainstreaming in the full range of specific sectors. · Demonstrates strong understanding of digital connectivity and interdependency with platforms and digital applications/services and adaptive requirements of the enabling environment. · Demonstrates a solid knowledge of a wide range and mix of digital platform and services financing alternatives, procurement options and business models. · Experience with Big Data and Data Analytics Highly Preferred; 		
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- Hands-on experience in architecting solutions at scale in Big Data;
- Experience working with Big Data ecosystem including tools such as Spark, HBase, Hive, Lake Formation, etc;
- Strong understanding of data warehousing concepts and Data modelling experience.
- Installing, configuring, testing and maintaining operating systems, application software, containers, system management and DevOps tooling;

General Competencies (management, leadership, communication, problem solving, monitoring, coordination, stakeholder management etc.)

- Excellent written and oral communication skills on both technical and non-technical topics.
- Strong inter-personal skills, in particular, demonstrated team leadership qualities and excellent oral communication skills; and
- Ability to work effectively across multiple cross-functional teams to proactively resolve problems, support and engage key stakeholders; as well as work effectively across boundaries even without active guidance from the management;
- Demonstrate excellent interpersonal skills; including the ability to work independently, effectively in a team/task force as a team member or leader, and with senior staff and managers;
- Demonstrated ability to listen and integrate ideas from diverse views, create partnerships and collaborate with others, advocate and influence, resolve conflicts constructively,

		<ul style="list-style-type: none"> · Proven ability to conduct research independently and present results effectively; · Impeccable planning, organization and time management skill; Ability to work well under pressure and to meet tight deadlines; · Demonstrates a high level of motivation, confidence, integrity and responsibility; · Strong problem-solving skills with the ability to provide solutions to emerging challenges; · Experience leading change, taking initiative, and driving results; · Computer literacy including Microsoft packages; · Excellent communication skills – both written and verbal, including the capacity to communicate complex and technical issues in simple terms; · Proven ability to clearly and concisely prepare, present and discuss recommendations at senior levels and to produce deliverables such as memoranda, recommendations, requirements documents, and status reports; · Fluency in English is essential; · Should demonstrate a high degree of professionalism and integrity. 		
8	Cyber Security Expert	Selection Criteria: Bachelor’s Degree in Computer Science, Computer / Software Engineering, Information and Communication Technology (ICT), Information Systems or equivalent, with a minimum 8 years of relevant work experience; or Master’s Degree (preferred) in Computer Science, Computer / Software Engineering, ICT, Information Systems or equivalent, with a minimum of 7 years of relevant work experience.	<ol style="list-style-type: none"> 1. Lead Cybersecurity and information security implementation under the project, support the design and effective implementation of cybersecurity related activities; 2. Actively monitor and assess new and emerging threats posing risk to the ecosystem and its information assets. Recommend tactical and strategic ways to eliminate or mitigate these risks under the implementation plan of the project; 	

Possession of industry certifications highly preferred including, but not limited to, Certified Information Systems Security Professional (CISSP), SANS GIAC, SSCP, GISF, CEH, OSCP, CISM, CCNA Security, CCNA CyberOps etc;

Possession of Prince2 or PMP certification is an added advantage

Technical competencies:

- Advanced level knowledge of cyber intelligence fundamentals and key security concepts; vulnerability assessment and penetration testing, IDS/IPS, security operations, network monitoring, incident response, email security, security analytics and deployment or management of security tools such as SIEM, NAC, DAM, WAF, NGFW, UTM etc.
- security and risk management, asset security, security engineering, communication and network security, identity and access management, security assessment and testing, security operations, and software development security, including experience with the requirements of Risk Management Framework (RMF) requirements
- Ability to assess risks in line with information security objectives and risk tolerance of the institution.
- Proven conceptual, analytical and evaluation skills; Professional experience in information security threat and intrusion analysis; Good technical knowledge and understanding of endpoint and network security threats and mitigation techniques; Proven ability to analyze threats and engineer mitigating controls,

3. Ensure best practices in Cybersecurity are followed in the design and implementation of the project;
4. Interface effectively with ecosystem partners, to provide security oversight and guidance for cybersecurity standards and protocols.
5. Using best practice project management tools, follow a Cybersecurity Program project management and implementation plan with timelines, roles and accountabilities
6. Working as a team with the procurement specialist, coordinate the procurement process for the Cybersecurity goods and services to be financed under the project, including writing substantive sections of Terms of Reference, writing technical and functional specifications, integrating comments from stakeholders and decision makers, launching tenders according to the procurement plan, coordinating the evaluation committees and bringing contracts to signature while following World Bank procurement rules.
7. Supervise the implementation of Cybersecurity contracts under the project, including monitoring and guiding quality and efficiency of vendor work, providing comments on vendor deliverables, coordinating reviews from stakeholders of deliverables and bringing contracts to successful closure with delivery of goods and services on budget and on time.
8. Keep stakeholders fully abreast of developments, implementation and results
9. Maintain a Cybersecurity component monitoring and evaluation table with output, outcome and impact indicators associated with the project implementation activities. Update the table for each World Bank supervision mission and as needed in the interim.

preventive or detective, leveraging all available tools and resources;

Experience with global standards and directives

- Knowledge of methods and technologies for encrypting data in transit and at rest, encryption key management / rotation, Geolocation filtering, GDPR controls
- Experience with DR/BC planning and testing
- Blockchain experience is an added advantage.

General Competencies (management, leadership, communication, problem solving, monitoring, coordination, stakeholder management etc.)

- Ability to work effectively across multiple cross-functional teams to proactively resolve problems, support and engage key stakeholders; as well as work effectively across boundaries even without active guidance from the management;
- Demonstrate excellent interpersonal skills; including the ability to work independently, effectively in a team/task force as a team member or leader, and with senior staff and managers;
- Demonstrated ability to listen and integrate ideas from diverse views, create partnerships and collaborate with others, advocate and influence, resolve conflicts constructively,
- Proven ability to conduct research independently and present results effectively;
- Impeccable planning, organization and time management skill; Ability to work well under pressure and to meet tight deadlines;
- Demonstrates a high level of motivation, confidence, integrity and responsibility;

10. Produce well-written reports on implementation progress of the Cybersecurity program as required by NIMC, OVP, World Bank or other stakeholders. Such reports will be required at minimum prior to each World Bank supervision mission.

11. Maintain cordial and productive working relationships with counterparts, focal points and stakeholders in the national identification ecosystem

Reporting:

12. The Cybersecurity Expert will report to the SPIU Coordinator

Deliverables

- Support procurement and delivery of PPA activities linked to digital _(Within first three months of contract signature)
- Progress report (monthly)

		<ul style="list-style-type: none"> · Strong problem-solving skills with the ability to provide solutions to emerging challenges; · Experience leading change, taking initiative, and driving results; · Computer literacy including Microsoft packages; · Excellent communication skills – both written and verbal, including the capacity to communicate complex and technical issues in simple terms; · Proven ability to clearly and concisely prepare, present and discuss recommendations at senior levels and to produce deliverables such as memoranda, recommendations, requirements documents, and status reports; · Fluency in English is essential; Should demonstrate a high degree of professionalism and integrity. 		
9	Digital Skills Expert	<p>Selection Criteria: Master’s degree in any of these fields: Information management, Information Technology, Computer Science, Computer Engineering, Software Engineering and ICT in Education, with 5 years of relevant working experience or;</p> <p>Bachelor’s Degree in any of these fields: Information management, Information Technology, Computer Science, Computer Engineering, Software Engineering, ICT in Education, with 8 years of relevant working experience.</p> <p>Technical competencies:</p> <ul style="list-style-type: none"> · Demonstrated knowledge of the national planning and development policies, strategies and implication on capacity building and digital skills strategies; 	<ol style="list-style-type: none"> 1. Act as primary technical advisor, lead and program manager for all digital skills related activities envisioned under the project, 2. Support the coordination of related technical assistance and works financed by the project, collaborating with concerned stakeholders and beneficiaries to determine gaps and needs (as they evolve), provide technical advice, ensure effective planning, smooth implementation, adequate quality assurance, follow-up, maintenance and support; 3. Support the Procurement Specialist on the technical elements of procurement and contract management of related activities: (i) support concerned stakeholders and beneficiaries to prepare/refine/review technical terms of reference and bidding documents, and related selections; (ii) act as contact for contracted consultants and firms in relation to the delivery of technical assignments; (iii) liaise with parties to 	01

- ✓ Demonstrated strong ability in forecasting demand and supply of digital skills development needs and developing required strategies;
- ✓ Experience in current learning technology and digital teaching platforms;
- ✓ Experience in developing digital strategies to increase program learning outcomes;
- ✓ Experience providing support to formal and informal education programs;

General Competencies (management, leadership, communication, problem solving, monitoring, coordination, stakeholder management etc.)

- ✓ Highly analytical with excellent public relations and interpersonal skills, detail orientated, proper communication and presentation skills, problem-solving and organizational skills;
- ✓ Proven skills to compile, analyse and interpret skills statistics and use them to project training needs;
- ✓ Computer literate in word processing, spreadsheet, and presentation software.
- ✓ Excellent command of written and spoken English;
- ✓ Ability to work effectively across multiple cross-functional teams to proactively resolve problems, support and engage key stakeholders; as well as *work effectively across boundaries even without active guidance from the management;*
- ✓ Demonstrate excellent interpersonal skills; including the ability to work independently, effectively in a team/task force as a team member or leader, and with senior staff and managers;

ensure delivery of activities against agreed timelines and technical specifications;

4. Stay abreast of emerging digital skills trends, in order to advice management and project stakeholder on new developments and emerging best practices that may positively shape project design, planning etc. including conducting ad hoc research as needed;
5. Support the M&E Specialist on the technical elements of M&E framework design and set-up, maintaining an overview of progress and other detailed technical KPIs to ensure that broadband market growth leads to target subscription, device penetration figures as well as network usage and resilience etc.;
6. Support development and review of enabling guidelines, policies, and procedures as needed, in conjunction with relevant stakeholders, ensure that corresponding standards are embedded in activity design and delivery;
7. Work with Cybersecurity specialist to ensure that cyber security considerations are integrated, as part of related said standards;
8. Lead ad-hoc site-visits to review progress, flagging issues and suggesting solutions, to ensure maximum and intended impact
9. Support in developing annual plans; timely, high quality implementation of activities; budget allocation and execution, monitoring and evaluation of project implementation and deliverables;
10. Supervise recording and keeping data on digital skills initiatives and beneficiaries, track impact regularly and prepare regular reports on progress with actionable recommendations for improvement where applicable;

		<ul style="list-style-type: none"> · Demonstrated ability to listen and integrate ideas from diverse views, create partnerships and collaborate with others, advocate and influence, resolve conflicts constructively, · Proven ability to conduct research independently and present results effectively; · Impeccable planning, organization and time management skill; Ability to work well under pressure and to meet tight deadlines; · Demonstrates a high level of motivation, confidence, integrity and responsibility; · Strong problem-solving skills with the ability to provide solutions to emerging challenges; · Experience leading change, taking initiative, and driving results: · Computer literacy including Microsoft packages; · Excellent communication skills – both written and verbal, including the capacity to communicate complex and technical issues in simple terms: · Proven ability to clearly and concisely prepare, present and discuss recommendations at senior levels and to produce deliverables such as memoranda, recommendations, requirements documents, and status reports; · Fluency in English is essential; · Should demonstrate a high degree of professionalism and integrity. 	<ol style="list-style-type: none"> 11. Audit digital skills plans in line with the government priorities and monitor impact of the funds to ensure value for money and progress of implementation to inform policy decisions; 12. Provide advice on policy issues arising and affecting digital skills and develop policy paper(s) on key problems that require high-level attention; 13. Plan and provide statistical expertise required in the design, conduct and analysis of relevant digital skills field studies, projects and program evaluations; Also collect relevant statistical data to inform the planning and evaluation of impact of the digital skills in Rwanda; <p>Reporting:</p> <ul style="list-style-type: none"> · The Digital Skills Expert will report to the SPIU Coordinator <p>Deliverables:</p> <ul style="list-style-type: none"> · Support procurement and delivery of PPA activities linked to digital (within first three months of contract signature) · Progress report (every month) 	
10	Digital ID & Trust Services Expert	<p>Selection Criteria: Bachelor’s Degree in Computer Science, Computer / Software Engineering, Information and Communication Technology (ICT), Information Systems or equivalent, with a minimum 8 years of relevant work experience; or</p>	<ol style="list-style-type: none"> 1. Act as primary technical advisor, lead and program manager for all digital ID and trust services related activities envisioned under the project 2. Responsible for review and signing off the technical inputs provided by various experts (from government and experts hired) are sound, in accordance with best practices from the world 	01

Master's Degree (preferred) in Computer Science, Computer / Software Engineering, ICT, Information Systems or equivalent, with a minimum of 5 years of relevant work experience.

Technical competencies:

- Proven experience in the design, development, implementation and operation of digital ID and digital authentication solutions and in related fields of experience, such as federation protocols and architectures, Public Key Infrastructure (PKI) and information security;
- Experience in the definition, design and delivery of population-scale, secure IT solutions, preferably involving digital identity;
- Demonstrated ability to think strategically about the role of ID in improving service delivery, importance of protecting personal data and developing systems in a way that prevents vendor lock-in.
- Must have a thorough understanding of Software Development Life Cycle (SDLC) and been involved in various phases of Software Development: Requirements Gathering, Analysis/Design, Development, Integration, Testing and Deployment and Software Support;
- Experience with data privacy, including personally identifiable information (PII)
- Blockchain experience is an added advantage.
- Experience with global standards

General Competencies (management, leadership, communication, problem solving, monitoring, coordination, stakeholder management etc.)

3. Support the Procurement Specialist on the technical elements of procurement and contract management of related activities: (i) support concerned stakeholders and beneficiaries to prepare/refine/review technical terms of reference and bidding documents, and related selections; (ii) act as contact for contracted consultants and firms in relation to the delivery of technical assignments; (iii) liaise with parties to ensure delivery of activities against agreed timelines and technical specifications;
4. Support the M&E Specialist on the technical elements of M&E framework design
5. Support development and review of technical specification/standard, plans and proposals
6. Advocate for the use of open standards to ensure interoperability; the platform approach with open APIs; ensuring vendor neutrality across the application components by using open and standard interfaces;
7. Ensure that all digital authentication systems are designed for scale and ability to handle millions of transactions across multiple records;
8. Ensures that security and privacy of data is at the centre of Identity Ecosystem.
9. Ensures that all systems developed under the project use appropriate encryption and tamper detection in order to ensure that no one can compromise the security of data whilst protecting user privacy and control through system design;
10. Plan for financial and operational sustainability without compromising accessibility of the Identity Ecosystem;

Reporting:

	<ul style="list-style-type: none"> · Ability to work effectively across multiple cross-functional teams to proactively resolve problems, support and engage key stakeholders; as well as work effectively across boundaries even without active guidance from the management; · Demonstrate excellent interpersonal skills; including the ability to work independently, effectively in a team/task force as a team member or leader, and with senior staff and managers; · Demonstrated ability to listen and integrate ideas from diverse views, create partnerships and collaborate with others, advocate and influence, resolve conflicts constructively, · Proven ability to conduct research independently and present results effectively; · Impeccable planning, organization and time management skill; Ability to work well under pressure and to meet tight deadlines; · Demonstrates a high level of motivation, confidence, integrity and responsibility; · Strong problem-solving skills with the ability to provide solutions to emerging challenges; · Experience leading change, taking initiative, and driving results; · Computer literacy including Microsoft packages; · Excellent communication skills – both written and verbal, including the capacity to communicate complex and technical issues in simple terms; · Proven ability to clearly and concisely prepare, present and discuss recommendations at senior levels and to produce deliverables such as memoranda, recommendations, requirements documents, and status reports; · Fluency in English is essential; 	<p>The Digital ID Trust and Services Expert will report to the SPIU Coordinator</p> <p>Deliverables:</p> <ul style="list-style-type: none"> · Support procurement and delivery of PPA activities linked to digital (within first three months of contract signature) · Progress report (every month) 	
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		Should demonstrate a high degree of professionalism and integrity		
1	Digital Innovations Ecosystem Expert	<p>Selection Criteria: Bachelor’s Degree in Business Administration, Finance, Innovation or equivalent, with a minimum 10 years of relevant work experience; or Master’s Degree (preferred) in Business Administration, Finance, Innovation or equivalent, with a minimum of 8 years of relevant work experience.</p> <p>Experience in management consulting, venture capital private equity, business development, tech strategy/operations function or similar preferred, and 1+ years leadership experience;</p> <p>Technical competencies:</p> <ul style="list-style-type: none"> · Demonstrate a combination of consulting and operating experience; · Must have experience working on start-up and innovation ecosystem development in mature or emerging ecosystems; · Experience working on large strategic initiatives from framing the problem, conducting research / analysis, building business cases and operational plans, and driving execution through to success; · Strong partner mobilization working with diverse actors including government, development partners, philanthropic organization; <p>General Competencies (management, leadership, communication, problem solving, monitoring, coordination, stakeholder management etc.)</p>	<ol style="list-style-type: none"> 1. Act as primary technical advisor, lead and program manager for all digital Innovations Ecosystem related aspects 2. Support the coordination of related technical assistance and works financed by the project, collaborating with concerned stakeholders and beneficiaries to determine gaps and needs (as they evolve), provide technical advice, ensure effective planning, smooth implementation, adequate quality assurance, follow-up, maintenance and support; 3. Support the Procurement Specialist on the technical elements of procurement and contract management of related activities: (i) support concerned stakeholders and beneficiaries to prepare/refine/review technical terms of reference and bidding documents, and related selections; (ii) act as contact for contracted consultants and firms in relation to the delivery of technical assignments; (iii) liaise with parties to ensure delivery of activities against agreed timelines and technical specifications; 4. Stay abreast of emerging digital innovations ecosystem trends, in order to advice management and project stakeholder on new developments and emerging best practices that may positively shape project design, planning etc. including conducting ad hoc research as needed; 5. Support the M&E Specialist on the technical elements of M&E framework design 6. Work with Cybersecurity specialist to ensure that cyber security considerations are integrated, as part of related said standards; 	01

- Ability to work effectively across multiple cross-functional teams to proactively resolve problems, support and engage key stakeholders; as well as work effectively across boundaries even without active guidance from the management;
- Demonstrate excellent interpersonal skills; including the ability to work independently, effectively in a team/task force as a team member or leader, and with senior staff and managers;
- Demonstrated ability to listen and integrate ideas from diverse views, create partnerships and collaborate with others, advocate and influence, resolve conflicts constructively,
- Proven ability to conduct research independently and present results effectively;
- Impeccable planning, organization and time management skill; Ability to work well under pressure and to meet tight deadlines;
- Demonstrates a high level of motivation, confidence, integrity and responsibility;
- Strong problem-solving skills with the ability to provide solutions to emerging challenges;
- Experience leading change, taking initiative, and driving results;
- Computer literacy including Microsoft packages;
- Excellent communication skills – both written and verbal, including the capacity to communicate complex and technical issues in simple terms;
- Proven ability to clearly and concisely prepare, present and discuss recommendations at senior levels and to produce deliverables such as memoranda, recommendations, requirements documents, and status reports;
- Fluency in English is essential

7. Lead ad-hoc site-visits to review progress, flagging issues and suggesting solutions, to ensure maximum and intended impact.
8. Provide strategic analysis on the business case and impact potential and lead an analytical approach to identify, inform and incubate new initiatives to improve the success and growth rate of digitally enabled start-ups in Rwanda;
9. Identify sector-specific enabling support to create an enabling environment and a soft-landing for private-sector led technology innovations in key priority sectors / verticals;
10. Coordinate with other experts in the Digital Rwanda project to identify areas of synergy to drive private sector innovation and entrepreneurship; Strengthen project management and coordination of joint ICT sector innovation projects across Kigali Innovation City, Rwanda Information Society Authority, Ministry of ICT & Innovation, National Council of Science & Technology and other relevant institutions / regulators;
11. Identify areas for capacity building to enhance the innovative capacity of the public and private sector including knowledge sharing across key persons driving innovation agenda across the Government Provide agile support with ad hoc projects

Reporting:

The Digital Innovation Ecosystem Expert will report to the SPIU Coordinator

Deliverables:

		<ul style="list-style-type: none">· Should demonstrate high degree of professionalism and integrity	<ul style="list-style-type: none">· Support procurement and delivery of PPA activities linked to digital (Within first three months of contract signature)· Progress report (monthly)	
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4. Duty Station

The experts will be stationed at the RISA-SPIU office in Kigali. Ad hoc home-based work may be permitted, in the context of Covid-19 but will be based on wider Government policy on this matter.

5. Appointment – duration

The appointment will be on contract basis of 1 Year renewable based on need, performance and funds availability.

6. Appointment – type

If not otherwise stated, contracting is expected to be full time.

7. Equipment and services

The project will provide a furnished and equipped office with a computer and accessories, internet service in office, and airtime for mobile telephone.

Application Guidelines:

Interested experts should apply online (recruitment@risa.rw) and upload application documents including: Application letter, Curriculum Vitae, Identification card, copies of degree certificates and professional certificates.

Only online applications shall be considered, and the folder containing application documents MUST be saved under the name of the Job position applied for.

For any inquiries/clarification use the above email.

Address all applications to the Chief Financial Officer of the Rwanda Information Society Authority.

Deadline for application: **Friday, December 11th, 2020.**