

**NOTICE OF CALL FOR EXPRESSIONS OF INTEREST OPE/KGL• 24 6844****Title: Institutional and organisational assessments in Rwanda****Multiple-suppliers framework agreement**

Maximum budget: 350 000 EUR  
Performance period of 24 months renewable once

The Luxembourg Agency for Development Cooperation (LuxDev) launches a call for expression of interest (CEOI) for the acquisition of services for institutional and organisational assessments on behalf of the LuxDev Rwanda Office receiving financial support from the Grand-Duchy of Luxembourg.

This CEOI aims to create a shortlist of firms that will be considered for expertise services related to conducting organisational diagnostics and monitoring and evaluating capacity building and risk mitigation plans, for various institutions and organisations in Rwanda.

Services providers that are invited to express their interest to offer the services mentioned above are all legally established companies governed by private law (excluding non-governmental organisations, not-for-profit organisations, and public operators) already active in the region, and specialised in accounting and audit, organisational assessments and advisory, institutional strengthening and capacity building.

Indicatively, services providers will have to demonstrate their technical capacity and experience in:

- conducting institutional and organisational assessment. This includes planning, technical and financial execution, auditing, procurement, monitoring outcomes, reporting, communication, human resources management, digitalizing services, and considering cross-cutting themes such as gender, good governance, and environmental compliance;
- providing adequate advisory services on all areas covered by the assessments;
- designing appropriate capacity development and risk mitigation plans.

The start of the contract is foreseen for 15th of July 2024 and for a duration of 24 months, renewable once if the performance is deemed satisfactory by the contracting authority. Services providers must be available for the entire period foreseen and willing to intervene in Rwanda. The contracts will be multiple-suppliers contracts with distinct requests of mobilisations validated with a mobilisation order for each mobilisation. At the end of the tender procedure and following the evaluation of the offers, a maximum of three tenderers will be invited to sign a framework agreement. The type of mobilisation will be with re-opening of competition.

The maximum budget available for this contract is set at 350 000 EUR (all taxes excluded) divided into several mobilisations on *ad hoc* basis. This budget represents the maximum estimated amount for the mobilisations and is subject to mobilisation orders. The contracting authority is not obliged to use the entire budget.

Interested firms are invited to submit sufficient documentation to respond to the selection criteria. The dossier, including the selection criteria and the application form, is available on request at the address given below.

The shortlist of firms invited to submit a full offer will be established of a minimum three and maximum eight candidates evaluated as qualified and ranked, if necessary, against the selection criteria.

Expressions of interest, exclusively drawn up in English, must reach the following address no later than 6<sup>th</sup> of May 2024 at 16:00 CET:

**Email: [procurement.dirpro@luxdev.lu](mailto:procurement.dirpro@luxdev.lu)**

Requests for clarifications shall be sent to the email address given above.

**Only shortlisted firms will be invited to submit a full offer.**