

## Invitation Letter for the Application of Expert Roster Membership

General Information about the Project			
Project Name / Domain	PROECCO PROGRAMME: Promoting Climate Responsive Building Material Production and Off-farm Employment in the Great Lakes Region		
Project activity codes	Output 3 and 4		
Implementing Agency	Skat Consulting Rwanda ltd	Procurement Authority	Skat Consulting Rwanda ltd
<b>Background Information about the Project</b>			
<p>Since 2013, SKAT Consulting Ltd. (Skat) is implementing the project known as PROECCO Programme and is mandated by the Swiss Development and Cooperation (SDC). The overall aim of the project is to minimise the impact of building material production on the environment while improving the livelihoods and working conditions of workers in the brick production sub-sector. The Project brings together a wide range of stakeholders along the construction value chain includes the building material producers, housing developers, contractors, labour, raw material suppliers, business service providers, authorities, training institutions, etc.</p> <p>The SDC has been involved in the field of local building materials in the Great Lakes region since 2012 through PROECCO mandating SKAT as main implementing partner. This programme works with a view to preserving natural resources and creating jobs and incomes for young people. In the last two phases of implementation (2012-2016 and 2016-2020), the project has been successful:</p> <ul style="list-style-type: none"> <li>• to test and validate technologies for the production of modern bricks (MB) that allow (1) the improvement of workflows, (2) the substitution of firewood by alternative fuels (bio-waste), (3) the reduction of energy consumption by up to 80%;</li> <li>• to develop one of the types of improved baked brick, called modern brick (MB), energy efficient (reduction of wood cutting) and meeting the standards of strength and durability as a building material.</li> <li>• to develop a training program in industrial ceramics for integration into technical schools.</li> <li>• to successfully integrate women into the production and construction of modern bricks.</li> <li>• demonstrate the enormous potential for reducing CO2 emissions for green transformation of the Great Lakes Region's construction industry.</li> <li>• to design and test a wide repertoire of business models, from mobile microenterprises to semi-mechanized factories.</li> <li>• to demonstrate an affordable housing model, (Swiss Cube) containing a constructive system, a method and model plan of participatory (re)subdivision for spontaneous neighbourhoods, which so far reproduced by the private sector and the authorities have been copied more than 2,000 times in the region.</li> </ul> <p>The 3<sup>rd</sup> phase of PROECCO (2021-2024) aims to maximise the comparative advantage of the project in national urban development strategies to promote a green transformation of the construction industry and sustainable housing in the three countries concerned, namely Rwanda, Burundi, and South Kivu in DRC.</p> <p>The aim of the programme is to boost the creation of jobs and income for young people in the brick industry while developing sustainable housing for the populations of the Great Lakes region and reducing the impact of the construction sector on the environment and climate.</p> <p>For this 3<sup>rd</sup> phase, PROECCO III selects four outcomes for the period 2020-2024, namely:</p> <ol style="list-style-type: none"> <li><b>1. Outcome 1, Framework condition:</b> Regulatory frameworks and tools to promote (i) building standards that promote low-CO2 services and (ii) an enabling environment for private investment are made available by the authorities of the region.</li> <li><b>2. Outcome 2, Finance and Markets:</b> The authorities and the private sector promote the modern brick: they contribute to the realization of "Low-Carbon" infrastructure projects and affordable housing, and an incentive framework allows private operators to access financing.</li> <li><b>3. Outcome 3, Skills transfer:</b> Local service providers have the technical skills needed for the development of the modern</li> </ol>			

brick housing value chain and make them available to authorities and the construction sector.

4. **Outcome 4, Advisory support, and quality control:** Local investors, producers and planners are competent for the establishment of low-carbon brickworks, construction, and modern brick planning, thanks to advisory support and quality control services.

Outcomes 1 and 2 will be implemented by a Different implementing Agency directly mandated by SDC in each country. The implementing agency, generally called “Maître d’Ouvrage Déléguée” (MOD) will be identified by SDC in each Country. As part of its mandate, SKAT will provide technical support and training to the MOD.

### About the Type Assignments

Type of assignment	On-demand short-term consultancy assignments directed to individual professionals, firms, and institutions
Thematic Areas of Assignment	See detailed thematic areas description
Place of work	Great Lakes Region, Rwanda, DRC, Burundi. Remote work allowed.
Partners	SDC
Availability of Annual Workdays	Max 120 working days
Duration of validity	After one year, the Roster-Membership will be reassessed

### Mandatory Eligibility Criteria - Key Experiences and Qualifications (Y/N)

Responding experts, firms and institutions will be registered in the PROECCO Roster of Experts following screening against qualification requirements and the competencies specified for each thematic area and support services. Applicants may be further called for interviews and/or clarification discussions on possibility, overall interest, and availability for a specific assignment. The inclusion into the Roster of Experts will be offered to those experts and institutions whose offers have been evaluated and determined as compliant and having received high scores specific to the assignment. The following evaluation criteria will be applied:

### Award Criteria

Relevance of education to the selected thematic area	Max 15
Relevance of specific professional experience to the area	Max 20
Evaluation of work samples or methodological approach	Max 15
Experience from working with other international organizations	Max 10
Interview	Max 20
Value-for-money	Max 20

Timetable, Deadline	16 <sup>th</sup> August 2021, at 16:00. application to <a href="mailto:procurement@int.skat.ch">procurement@int.skat.ch</a> E-mail subject: Application for a Roster Position within SKAT-PROECCO
Contract & Payment Arrangement	The selected applicants will be included in the PROECCO Roster of Experts for the period of up-to 4 years. However, inclusion on the list entails no obligation concerning the award of the contract or an invitation to submit an offer. Each time specific consulting services will be required, depending on the estimated costs, the PROECCO/Skat team will invite one or several experts, firms, and institutions to verify their interest and submit other documents as required (e.g., methodology and approach for the specific work). The invitation to take part in such opportunities will be done based on objective and non-discriminatory criteria. Once pre-selected for an assignment, the expert will receive the terms of reference (ToR) for that assignment.  Once the selection is confirmed, a contract will be signed between PROECCO/Skat and the selected expert, firm, or institution.  Payments will be made as specified in the contract upon confirmation of PROECCO/Skat respective staff on delivering the work in a satisfactory manner.
Pre-requisites	The applicant must not currently be working for the PROECCO team as a long-term staff

	or for key beneficiary institutions.	
Application Procedure	<p>The application needs to comprise of the following documents:</p> <ul style="list-style-type: none"> <li>■ Cover letter summarizing qualifications and relevance for the advertised position based on previous experience and stating a clear identification of above thematic area or support service of interest for which the applicant is applying. If applying for more than one thematic area/support service, <u>the applicant shall submit one cover letter per each thematic area/support service applied;</u></li> <li>■ Most updated professional CV and/or firm/institution/firm profile.</li> <li>■ Sample of previous works, publications, or other material related to the thematic area(s) for which the candidate is applying.</li> <li>■ Contacts of at least three persons for reference checking purposes;</li> <li>■ Financial proposal. The financial proposal must be expressed in the form of an all-inclusive daily fee in CHF (this includes daily expert fee, cost of any work-related travel, communication, any other expenses related to this assignment as well as all taxes).</li> <li>■ In the case of a firm or an institution, the financial proposal should include the daily rate for each professional profile and relevant level of seniority. E.g.: <ul style="list-style-type: none"> <li>1. Senior Architect: xxx CHF/Day</li> <li>2. Junior Architect: xxx CHF/Day</li> <li>3. Senior Engineer: xxx CHF/Day</li> <li>4. ....</li> </ul> </li> </ul> <p>The PROECCO/Skat Team is committed to achieving diversity within the programme and encourages all qualified applicants. All applications will be treated in confidence. Upon submission of your application, you will receive an e-mail acknowledging receipt of your application.</p>	
Members Evaluation Panel	Members of the Internal Procurement Committee supported by field related technical experts	
Confidentiality Confirmation	All documents submitted are treated as confidential.	
General terms and conditions	The applicable GTC must be appended to the tender document	

#### Thematic areas:

1. Architecture, Engineering, Urban Planning and Design – Senior Expert
2. Architecture, Engineering, Urban Planning and Design – Junior Expert
3. Community Engagement / Participatory Planning Expert
4. Economics Analysis, Housing Market, and Industrial development Experts
5. Topographic, Geotechnic, Socio-Economic and Market surveys
6. Environmental engineering - Senior Expert
7. Educational and Divulcation Videos and Multimedia
8. Ceramist/modern brick production industry advisor- Senior expert
9. Gender, Occupational Health and Safety– Senior Expert
10. Academic, Technical and Vocational training curricula development – Senior Expert
11. Translator / Interpreter – Senior Expert

Thematic Area:	1. Architecture, Engineering, Urban Planning and Design – Senior Position
Duties & Responsibilities	<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>■ Support Proecco Team in conceptual, detailed design at neighbourhood planning scale.</li> <li>■ Support Proecco Team in conceptual, detailed design and construction drawings of residential, mixed-use and any other building using RLB technology.</li> <li>■ Support Proecco Team in conceptual, detailed design and construction drawings of Kilns and other manufactures related to the RLB production sector.</li> <li>■ Contribute to training material and manuals’ drafting with text and graphics according to SKAT’s requirement</li> <li>■ Support and/or conduct trainings on project’s related topics.</li> <li>■ Attend project’s meeting and workshops when needed by the project.</li> </ul> <p><b>Possible tasks:</b></p> <ul style="list-style-type: none"> <li>■ Propose architectural, engineering, or urban design solutions for PROECCO’s projects, including drafting preliminary sketches and concept notes, test different solutions and combine the stakeholders’ requirements to formulate design solutions coherent with the vision and PROECCO’S mandate.</li> <li>■ Draft architectural or engineering construction drawings and specifications for SKAT projects including but not limited to Architectural design, structural and Civil engineering, MEP, Landscape design.</li> <li>■ Liaise and coordinate with SKAT’s and external experts and technicians to streamline projects and bring them to completion in the most effective and efficient way.</li> <li>■ Adapt developers and entrepreneurs’ briefs to the RLB technology, in order to facilitate the construction of facilities that can showcase the technology and boost its proliferation in the Rwandan and Great Lakes built landscape.</li> <li>■ Work on graphic and text contents on multiple platforms to design and update SKAT’s promotional and didactic material.</li> <li>■ Participate and contribute to training session, workshops, and conferences in order to promote PROECCO’s work and expose the general public, investors, technicians and members of the government to the Row Lock Bond Technology.</li> </ul>
Fields of Experience	<p>The applicant shall indicate at the time of submission for which position is applying:</p> <ul style="list-style-type: none"> <li>■ Urban Planner/Designer</li> <li>■ Engineer (MEP, Structural, Civil, etc)</li> <li>■ Architect/Landscape Architect</li> </ul>
Access to Specific Tools	<p>The consultant should own relevant design and editing software. The consultant may be requested to work remotely, reliable access to internet is required</p>
Expert’s Education	Master’s degree in Architecture, Engineering or Urban Planning
Relevant working experience	Min 8 years of relevant experience as an expert or researcher in the specific area
Special skills	Strong design and representations skills, proven record of similar assignments
Experience in collaboration	Experience in effectively working with authorities, research/education institutions & private sector
Crosscutting Skills	Experience from working with international/donor-funded capacity building projects
	High level of independence, integrity, and impartiality;
	Strong interpersonal skills, and highly developed cultural and gender sensitivity;
	Fluency in English and/or French is essential;

Thematic Area:	2. Architecture, Engineering, Urban Planning and Design – Junior Position
Duties & Responsibilities:	<p><b>Responsibilities:</b> As junior expert:</p> <ul style="list-style-type: none"> <li>■ Support Proecco Team in conceptual, detailed design and construction drawings of residential, mixed-use and any other building using RLB technology.</li> <li>■ Support Proecco Team in conceptual, detailed design and construction drawings of Kilns and other manufactures related to the RLB production sector.</li> <li>■ Contribute to training material and manuals’ drafting with text and graphics according to SKAT’s requirement</li> <li>■ Attend project’s meeting and workshops when needed by the project</li> </ul> <p><b>Possible tasks:</b></p> <ul style="list-style-type: none"> <li>■ Contribute to architectural, engineering, or urban design solutions for PROECCO’s projects.</li> <li>■ Contribute to the drafting of architectural or engineering construction drawings and specifications for SKAT projects;</li> <li>■ Work on graphic and text contents on multiple platforms to contribute to the design and update of SKAT’s promotional and didactic material.</li> <li>■ Attend trainings on project’s related topics provided by PROECCO’s technical staff or external experts.</li> </ul>
Fields of Experience	<p>The applicant shall indicate at the time of submission for which position he/she is applying:</p> <ul style="list-style-type: none"> <li>■ Urban Planner/Designer</li> <li>■ Engineer (MEP, Structural, Civil, etc)</li> <li>■ Architect/Landscape Architect</li> </ul>
Access to Specific Tools	<p>The consultant should own relevant design and editing software. The consultant may be requested to work remotely, reliable access to internet is required</p>
Expert’s Education	Bachelor’s degree in Architecture, Engineering or Urban Planning
Relevant working experience	Min 3 years of relevant experience as an expert or researcher in the specific area
Special skills	Strong design and representations skills demonstrated by a portfolio
Experience in collaboration	N.A.
Crosscutting Skills	Fluency in English and/or French is essential;
	High level of independence, integrity, and impartiality;
	Strong interpersonal skills, and highly developed cultural and gender sensitivity;

Thematic Area:	3. Community Engagement / Participatory Planning
Duties & Responsibilities:	<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>■ Design and/or coordinate the implementation of multi-level stakeholders' strategies in urban regeneration processes</li> <li>■ Support Proecco Team in designing and implementing community engagement activities at different scales (Urban, Neighborhood, Architectural)</li> </ul> <p><b>Possible tasks:</b></p> <ul style="list-style-type: none"> <li>■ Design appropriate strategies of engagement and participation for PROECCO's projects</li> <li>■ Support the drafting of relevant material with support from SKAT's technical staff to be presented to stakeholders and community</li> <li>■ Support the monitoring and the impact of activities</li> <li>■ Draft or support the drafting of training or divulgation material related to the topic</li> <li>■ Conduct or support training workshops.</li> <li>■ Moderate and/or facilitate meetings at different level (Stakeholders, community, etc)</li> </ul>
Fields of Experience	<p>The applicant shall have previous experience in at least of the sub-areas below:</p> <ul style="list-style-type: none"> <li>■ designing Participatory strategies and processes</li> <li>■ managing and implementing participatory processes</li> <li>■ facilitating and moderating stakeholders and community meetings.</li> </ul>
Access to Specific Tools	<p>The consultant should own relevant software. The consultant may be requested to work remotely, reliable access to internet is required</p>
Expert's Education	Bachelor's degree in Architecture, Urban Planning, Social Science or similar
Relevant working experience	<p>Min 5 years of relevant experience as an expert or researcher in the specific area. Previous experience with international organisations is an advantage.</p>
Special skills	Facilitation / Moderation of community meetings
Experience in collaboration	Previous experience of collaboration with international organisations in participatory urban renewal processes is an advantage
Crosscutting Skills	Fluency in English and/or French is essential; Kinyarwanda is essential for the moderator/facilitator role
	High level of independence, integrity, and impartiality;
	Experience from working with international/donor-funded projects
	Strong interpersonal skills, and highly developed cultural and gender sensitivity;

Thematic Area:	4. Economics, Housing Market, and Industrial development
Duties & Responsibilities:	<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>■ Provide inputs to PROECCO project on socio-economic analysis, housing market, industrial cluster related to construction materials</li> <li>■ Conduct and/or coordinate research, market analysis, surveys, enumerations</li> <li>■ Draft industrial development strategies and feasibility analysis considering macro and micro economic factors.</li> </ul> <p><b>Possible tasks:</b></p> <ul style="list-style-type: none"> <li>■ Design and implement data collection, surveys and enumerations aimed to establishing financial and social feasibility of re-housing projects.</li> <li>■ Conduct feasibility studies and draft strategic plans to support inclusive re-housing / urban upgrading processes</li> <li>■ Conduct thematic research and feasibility studies on cluster industrial development focused on construction material value chain</li> <li>■ Define strategic drivers for country-specific industrial development plans supported by implementation mechanisms and action plans</li> </ul>
Fields of Experience	<p>The applicant shall have previous experience in any of the fields below:</p> <ul style="list-style-type: none"> <li>■ Housing finance and real estate market in unplanned settlements to support re-housing processes</li> <li>■ Industrial development in growing economies, with focus on construction materials value chain</li> <li>■ Economic and financial analysis at micro and macro scale to inform rehousing and upgrading processes</li> </ul>
Access to Specific Tools	<ul style="list-style-type: none"> <li>■ The consultant should own relevant design and editing software.</li> <li>■ The consultant may be requested to work remotely, reliable access to internet is required</li> </ul>
Expert's Education	Master's degree in Economic related fields
Relevant working experience	Min 10 years of relevant experience as an expert or researcher in the specific area. Previous experience with international organisations is an advantage.
Special skills	Strong analytical skills are a must
Experience in collaboration	N.A.
Crosscutting Skills	Fluency in English and/or French is essential;
	High level of independence, integrity, and impartiality;
	Experience from working with international/donor-funded projects
	Strong interpersonal skills, and highly developed cultural and gender sensitivity;

Thematic Area:	5. Topographic, Geotechnic, Socio-Economic and Market surveys
Duties & Responsibilities:	<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>■ Conduct surveys on specific locations according to SKAT's detailed ToR provided before the signing of the contract</li> <li>■ Coordinate the survey and avail appropriate technical and staff resources for the task</li> <li>■ Provide analytical results and share raw and elaborated data in excel, database, vector formats, supported by a properly drafted report to inform follow-up works on the subject.</li> </ul> <p><b>Possible tasks:</b></p> <ul style="list-style-type: none"> <li>■ Support the design and implement data collection, surveys, and enumerations on pre-selected sites</li> <li>■ Under the guidance of SKAT's staff, timely and accurately implement survey on one of the following areas: <ul style="list-style-type: none"> <li>- Geotechnic survey, to be conducted with appropriate equipment depending on the selected area and expected results</li> <li>- Topographic surveys, to be conducted with Drones and/or GPS tools to provide detailed 3D topographic representation and detailed cross-sections of built-up or greenfield sites</li> <li>- Conduct socio-economic surveys and enumerations supported by appropriated data-collection tools and secondary data analysis when relevant</li> <li>- Conduct market analysis and research supported by adequate use of primary and secondary data to be collected during the assignment.</li> </ul> </li> </ul>
Fields of Experience	<p>The applicant shall have previous experience in any of the fields below:</p> <ul style="list-style-type: none"> <li>■ Topographic survey</li> <li>■ Geotechnic survey</li> <li>■ Household and community level surveys and enumerations</li> <li>■ Market analysis on housing and/or industrial markets</li> </ul>
Access to Specific Tools	<ul style="list-style-type: none"> <li>■ The consultant should own relevant survey equipment, design and editing software.</li> <li>■ The consultant may be requested to work remotely, reliable access to internet is required</li> </ul>
Expert's Education	Master's degree in Engineering, Economics, Urban Planning or relevant to the specific field
Relevant working experience	Min 10 years of relevant experience as an expert in the specific area. Previous experience with international organisations is an advantage.
Special skills	Availability of appropriate equipment for the tasks is mandatory
Experience in collaboration	N.A.
Crosscutting Skills	Fluency in English and/or French is essential;
	High level of independence, integrity, and impartiality;
	Experience from working with international/donor-funded projects
	Strong interpersonal skills, and highly developed cultural and gender sensitivity;



Thematic Area:	6. Environmental Engineering - Senior Position
Duties & Responsibilities:	<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>■ Support SKAT in conducting Environmental Impact Assessment on Specific Projects</li> <li>■ Submit applications to RDB and follow up the approval process till completion</li> <li>■ Conduct ad-hoc environmental and landscape analysis and provide input to the projects</li> <li>■ Support on Clay extraction site environmental management and restoration plans following local and international best practices.</li> </ul> <p><b>Possible tasks:</b></p> <ul style="list-style-type: none"> <li>■ Manage and implement the EIA process, including any primary and secondary data collection required for the successful completion of the study</li> <li>■ Timely submit EIA applications to RDB, incorporating any comments from SKAT's team, prior to the official submission.</li> <li>■ Regularly update SKAT on the procedure's status</li> <li>■ Conduct ad-hoc environmental and landscaping analysis and design as requested by SKAT.</li> <li>■ Update the planning and environmental management guide for clay extraction sites.</li> </ul>
Fields of Experience	<p>The applicant shall have previous experience in any of the fields below:</p> <ul style="list-style-type: none"> <li>■ EIA procedure</li> <li>■ Landscape Design in challenging sites under the topographic or geotechnic aspects</li> </ul>
Access to Specific Tools	<ul style="list-style-type: none"> <li>■ The consultant should own relevant survey equipment, design and editing software.</li> <li>■ The consultant may be requested to work remotely, reliable access to internet is required</li> </ul>
Expert's Education	Master's degree in Engineering, Environment, Urban Planning or relevant to the specific field
Relevant working experience	<p>Min 10 years of relevant experience as an expert in the specific area. Previous experience with international organisations is an advantage.</p>
Special skills	Availability of appropriate equipment for the tasks is mandatory
Experience in collaboration	N.A.
Crosscutting Skills	<p>Fluency in English and/or French is essential;</p> <p>High level of independence, integrity, and impartiality;</p> <p>Experience from working with international/donor-funded projects</p> <p>Strong interpersonal skills, and highly developed cultural and gender sensitivity;</p>

Thematic Area:	7. Educational and Divulcation Videos and Multimedia
Duties & Responsibilities:	<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>■ The PROECCO PROGRAMME will maximize the outreach of the technical expertise on the RLB and Construction Material Value Chain gained across Phase I and II by producing:               <ul style="list-style-type: none"> <li>- Educational videos targeted to Secondary and tertiary education institutions (TVET, IPRC, UoR). The specification of this training material will be provided in accordance with each institution’s standards and requirements</li> <li>- Divulcation videos, to be published on YouTube or similar platforms with the intent of vulgarizing the technical and social aspects of the value chain, promoting improvements to the industry and to working conditions and promoting the affordability of the design and technical solutions adopted.</li> </ul> </li> <li>■ The selected experts will be requested to script, direct, film and produce/post-produce videos according to PROECCO’s objectives and in accordance to the required expected audience (students, professionals, non-technical public, industry experts, etc)</li> </ul> <p><b>Possible tasks:</b></p> <ul style="list-style-type: none"> <li>■ Propose screenplays and adaptations of PROECCO’s main activities across the value chain to vulgarize the key aspects of the programme. This would entail the suggestion of appropriate story-telling mechanisms to ensure a captivating and compelling narration able to engage expert and non-experts</li> <li>■ Professionally script, direct, film and produce videos and other multimedia, supported by infographics, comics, or any other tool necessary to simply explain even the most complex concepts</li> <li>■ Submit the final product in compatible formats to be uploaded on mainstream streaming and education institutions’ platforms alike</li> <li>■ Provide subtitles and/or voice-overs to ensure broader reach of the videos.</li> </ul>
Fields of Experience	<p>The applicants shall have previous experience in any of the fields below (to be indicated in the application):</p> <ul style="list-style-type: none"> <li>■ Screenplay writing</li> <li>■ Direction – filmmaking</li> <li>■ Camera operator / photographer</li> <li>■ Post-production / video editing</li> <li>■ Presenter, actor, voice-over</li> </ul>
Access to Specific Tools	<ul style="list-style-type: none"> <li>■ The consultant should own relevant filming equipment, production and editing software.</li> <li>■ The consultant may be requested to work remotely, reliable access to internet is required</li> </ul>
Expert’s Education	Demonstrable expertise in Filmography, photography, video-editing, screenplay writing, translation or relevant to the objective of the video.
Relevant working experience	Min 5 years of relevant experience as an expert in the specific area. Previous experience with the industry or housing sector is an advantage
Special skills	Availability of appropriate equipment for the tasks is mandatory
Experience in collaboration	N.A.
Crosscutting Skills	Fluency in English and/or French is essential; Translation to Kinyarwanda or other languages may be part of the assignment
	High level of independence, integrity, and impartiality;
	Experience from working with international/donor-funded projects
	Strong interpersonal skills, and highly developed cultural and gender sensitivity;

Thematic Area:	8. Ceramist - Factory Operations – Senior Position
Duties & Responsibilities:	<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>■ Provide advisory support to Proecco Team and project partners in brickwork optimum operations, layout design and technical inputs for business planning.</li> <li>■ Support Proecco Team and project partners in the establishment of the low carbon modern brick industrial cluster.</li> <li>■ Contribute to the establishment of the low carbon modern brick credit evaluation/application guideline.</li> <li>■ Contribute to training material and manuals' content drafting with text and graphics according to SKAT's requirements.</li> <li>■ Support and/or conduct trainings on project's related topics.</li> <li>■ Attend project's meeting and workshops when needed by the project.</li> </ul> <p><b>Possible tasks:</b></p> <ul style="list-style-type: none"> <li>■ Provide technical and managerial guidance to investors, and Proecco partners (factory managers, MODs and factory owners) on the operations of brickmaking production facilities to optimize output and improve product quality.</li> <li>■ Provide technical inputs and advisory to investors and Proecco partners (factory managers, MODs and factory owners) in workflow management and layout design.</li> <li>■ Support SKAT's team in contextualization of carbon credit standards.</li> <li>■ Support SKAT's team in low carbon modern brick cluster services design and its piloting.</li> <li>■ Work on graphic and text contents on multiple platforms to develop and update SKAT's promotional and training modules as per the modern brick/ceramic training curricula guidelines and instructions.</li> <li>■ Participate and contribute to training session, workshops, and conferences in order to promote PROECCO's work and expose the general public, investors, technicians and members of the government to the ceramic/low carbon modern brick industry.</li> </ul>
Fields of Experience	Heavy clay ceramist and modern brick production expert
Access to Specific Tools	The consultant should own relevant equipment and material. The consultant may be requested to work remotely, reliable access to internet is required
Expert's Education	Master's degree in ceramic engineering or Manufacturing Engineering or relevant experience
Relevant working experience	Min 10 years of relevant experience as an expert or researcher in the specific area
Special skills	Strong heavy ceramic industry managerial skills, proven record of similar assignments
Experience in collaboration	Experience in Africa-Great lakes region industry operations management, research/education institutions & private sector
Crosscutting Skills	Experience from working with international/donor-funded capacity building projects
	High level of independence, integrity, and impartiality;
	Strong interpersonal skills, and highly developed cultural and gender sensitivity;
	Fluency in English and/or French is essential;

Thematic Area:	9. Gender, Occupational, Health and Safety – Senior Position
Duties & Responsibilities:	<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>■ Provide advisory/backstopping support to Proecco Team and partners in Gender, working condition and OHS.</li> <li>■ Support Proecco Team and partners in updating/ developing gender and OHS with clear guidelines for child labor substitution strategy for Great Lakes region low carbon modern brick cluster.</li> <li>■ Contribute to training material and manuals' content drafting with text and graphics according to SKAT's requirement</li> <li>■ Support and/or conduct trainings on project's related topics.</li> <li>■ Attend project's meeting and workshops when needed by the project.</li> </ul> <p><b>Possible tasks:</b></p> <ul style="list-style-type: none"> <li>■ Review of an existing strategy paper on gender and working condition and propose the updates in line with Proecco phase 3 of activities implementation framework.</li> <li>■ Develop guidelines and realistic action plan for child labor substitution in low carbon modern brick production and clusters (Rwanda, Burundi, and DRC (Bukavu) and support the related piloting selected activities.</li> <li>■ Participate and contribute to training session, workshops, and conferences in order to promote PROECCO's work and expose the general public, investors, technicians and members of the government to aiming on awareness creation.</li> </ul>
Fields of Experience	<p>The applicants shall have previous experience in any of the fields below (to be indicated in the application):</p> <ul style="list-style-type: none"> <li>■ Strategy paper development and writing-team leader</li> <li>■ Working condition for brickmaking industry improvement-practical implementation</li> </ul>
Access to Specific Tools	<ul style="list-style-type: none"> <li>■ The consultant should own relevant software required to do the assignment.</li> <li>■ The consultant may be requested to work remotely, reliable access to internet is required</li> </ul>
Expert's Education	Master's degree in Gender studies, Social sciences or development economics
Relevant working experience	Min 5 years of relevant experience as an expert or researcher in the specific area
Special skills	Strong experience in construction industry with focus on clay value chain, proven record of similar assignments in the region is an advantage
Experience in collaboration	Experience in Africa-Great lakes region, research/gender/children institutions & public and private sector
Crosscutting Skills	Experience from working with international/donor-funded capacity building projects
	High level of independence, integrity, and impartiality;
	Strong interpersonal skills, and highly developed cultural and gender sensitivity;
	Fluency in English and/or French is essential;

Thematic Area:	10. Academic, Technical and Vocational training curricula development – Senior Position
Duties & Responsibilities:	<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>■ Support the Proecco team in RLB module integration into the existing masonry curriculum and ceramic/low carbon modern brick production course roadmap design for Rwanda, Burundi and DRC.</li> <li>■ Support the Proecco Team in RLB masonry and ceramic/low carbon modern brick production skills gap analysis and validation of the existing related information and facilitate its validation through the competent institutions.</li> <li>■ Support the Proecco team in RLB masonry module accreditation process and its integration into national technical and vocational curriculum and its piloting programs.</li> <li>■ Coordinate the ceramic/low carbon modern brick production curricula development and related indicative content, accreditation and piloting.</li> <li>■ Support and/or conduct trainings on project's related topics.</li> <li>■ Attend project's meeting and workshops when needed by the project.</li> </ul> <p><b>Possible tasks:</b></p> <ul style="list-style-type: none"> <li>■ Review and update the existing information on RLB masonry walling and ceramic/low carbon modern brick production as a sector analysis/skills gap requirement in curricula development and facilitate its validation through public and private institution levels in Burundi, DRC and Rwanda.</li> <li>■ Support SKAT's team in roadmap development for ceramic/low carbon modern brick production and RLB masonry module integration into national university, technical and vocational training programs.</li> <li>■ Support or coordinate the Proecco team in integration and accreditation process of RLB module into relevant tertiary, secondary and vocational curricula and facilitate the related piloting in Rwanda.</li> <li>■ Participate in RLB and ceramic/low carbon modern brick production contents development on multiple platforms as per the curricula guidelines and instructions.</li> <li>■ Participate and contribute to training session, workshops, and conferences in order to promote PROECCO's work and expose the general public, investors, technicians and members of the government.</li> </ul>
Fields of Experience	<p>The applicants shall have previous experience in any of the fields below (to be indicated in the application):</p> <ul style="list-style-type: none"> <li>■ Tertiary, Technical, and vocational education system in the Great Lakes Region</li> <li>■ Tertiary, technical, and vocational training academic curricula development</li> <li>■ Content elaboration for technical, vocational, architecture and engineering courses</li> </ul>
Access to Specific Tools	<p>The consultant should own relevant equipment and material. The consultant may be requested to work remotely, reliable access to internet is required</p>
Expert's Education	<p>Master's Degree or PHD in relevant fields. Experience in Curricula Development in Academic Institutions is an advantage.</p>
Relevant working experience	<p>Min 10 years of relevant experience as an expert or researcher in the specific area</p>
Special skills	<p>Strong skills in curricula development, proven record of similar assignments</p>
Experience in collaboration	<p>Experience in Africa-Great Lakes Region' academic system both at private and public level</p>
Crosscutting Skills	<p>Experience from working with international/donor-funded capacity building projects</p>
	<p>High level of independence, integrity, and impartiality;</p>
	<p>Strong interpersonal skills, and highly developed cultural and gender sensitivity;</p>
	<p>Fluency in English and/or French is essential;</p>

Thematic Area:	11. Translator / Interpreter – Senior Position
Duties & Responsibilities:	<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Translate written text in manuals, presentations, websites, social media platforms among others, from and to any of the following languages: English, French, Kinyarwanda, Kirundi, Swahili.</li> <li>Provide simultaneous interpretation services from and to languages listed in previous point.</li> </ul> <p><b>Possible tasks:</b></p> <ul style="list-style-type: none"> <li>Professionally translate technical material in Word, PPT, or any other editable format from English or French into Kinyarwanda or Kirundi or Swahili and vice-versa</li> <li>Ensure accuracy of the technical terminology in the documents requesting, if needed, technical support from technical and qualified expert.</li> <li>Simultaneous interpretation from and to one of the languages above during official meetings, training workshops, public presentations.</li> </ul>
Fields of Experience	<p>The applicants shall have previous experience in any of the fields below (to be indicated in the application):</p> <ul style="list-style-type: none"> <li>Technical translation of industrial, architectural, and engineering documents</li> <li>Simultaneous interpretation during stakeholders, community meetings and trainings</li> </ul>
Access to Specific Tools	<p>The consultant should own relevant editing software and equipment. The consultant may be requested to work remotely, reliable access to internet is required</p>
Expert's Education	<p>Qualification as professional interpreter Demonstrable experience in previous technical translations Demonstrable Fluency in French and/or English and at least 1 language between Kinyarwanda, Kirundi, Swahili</p>
Relevant working experience	<p>Min 5 years of relevant experience as an expert in the specific area</p>
Special skills	<p>Strong skills in technical translation and/or interpretation</p>
Experience in collaboration	<p>Experience in technical translation is required</p>
Crosscutting Skills	<p>Experience from working with international/donor-funded capacity building projects</p>
	<p>High level of independence, integrity, and impartiality;</p>
	<p>Strong interpersonal skills, and highly developed cultural and gender sensitivity;</p>

Enrico Morriello

Kigali, 30/07/21

Team Leader - PROECCO Programme Great Lakes Region  
Managing Director - Skat Consulting Rwanda Ltd.

**Skat Consulting Rwanda Ltd.**  
Kigali, Rwanda



## Annex 1: GENERAL RULES for CONTRACTS with CONSULTANTS

*The term "consultant" comprises individuals and corporate bodies and any employee thereof as stipulated in a contract.*

### 1 General Clauses

- 1.1 Only written agreements shall be valid for both parties. Until such a written agreement is reached negotiations may be stopped at any time without imposing any financial or other obligation for any party. Each party will have to bear the costs arisen.
- 1.2 Only Skat Consulting Rwanda Ltd. is entitled to give directions, make amendments to the agreement or agree to extend the duration of the contract.
- 1.3 Skat Consulting Rwanda Ltd. is only liable towards the consultant. The consultant shall in general perform the work defined under this contract in person, and is not entitled to enter into any liabilities with third parties on behalf of Skat Consulting Rwanda Ltd.
- 1.4 The consultant is personally responsible, within the scope of the contract and specific terms of reference for the competent and careful execution of the work. He will therefore ascertain a comprehensive, competent and conscientious completion of the work. He shall make optimised use of the available technical and financial means and shall abide by the law and regulations in the host country in which the work shall be executed. He will not unjustly favour any third party.
- 1.5 The consultant shall at any time make clearly understood that he is working on behalf of Skat Consulting Rwanda Ltd. and other institutions involved where applicable. He commits himself to respect and uphold the interests of Skat Consulting Rwanda Ltd. and the specific project or mission in the host country. He agrees to refrain from all political activities in internal affairs in the country of assignment and to make an effort for constructive co-operation with the local government and other partners.
- 1.6 The consultant must not undertake any other assignments, paid or unpaid, which could impair the execution of the work.
- 1.7 Skat Consulting Rwanda Ltd. shall have the right to demand at any time details of all aspects of the work. The right to make enquiries may also be delegated to third parties by Skat Consulting Rwanda Ltd. The exercise of this right does not imply that the consultant is relieved of his obligation to perform the work according to the contractual regulations.
- 1.8 The Consultant shall inform Skat Consulting Rwanda Ltd. immediately by the quickest possible means of any event which could negatively influence or jeopardise the accomplishment of his work.
- 1.9 A budget for all remuneration and other costs arising shall be worked out as part of the contract. Any costs exceeding the budget shall only be met by Skat Consulting Rwanda Ltd. if written acceptable reasons are given and a written agreement to cover such costs is reached.

## 2 Material procurement

- 2.1 Equipment and materials which are necessary for the execution of the work and which are in excess of the normal working equipment of the consultant shall be purchased by Skat Consulting Rwanda Ltd. The consultant shall prepare a detailed procurement list in collaboration with the responsible Skat Consulting Rwanda Ltd. personnel. Equipment and material shall remain the property of Skat Consulting Rwanda Ltd. if not otherwise stated in the contract.
- 2.2 The consultant shall give proper attention to procurement matters with the objective of optimal use of funds.

## 3 Reporting

- 3.1 Careful attention shall be paid to the reporting system. Apart from intermediary and final report as stipulated in the ToR, the consultant shall keep in close contact with Skat Consulting Rwanda Ltd. and shall maintain an exchange of opinion and information. Any special arrangement as to the requirements regarding reports (such as frequency, drafts of reports, the number of copies required and the language in which reports are to be written), are to be defined in the ToR. Reports shall be structured and concise and shall not only contain an account of facts, but also propose solutions to the problems identified. Reasons for proposed solutions shall be given.
- 3.2 Four weeks after the termination of the fieldwork, the consultant shall submit a detailed, comprehensive but concise report, in accordance with the terms of reference.

## 4 Copy Rights

- 4.1 The results of the work of the consultant shall remain the property of Skat Consulting Rwanda Ltd.

## 5 Discretion

- 5.1 Project papers of any kind as well as all other documents, information and data which are made available to the consultant or are generated or obtained from various sources by the consultant, shall be treated confidentially. All material shall only be used for the specific purpose of the work and must not be made accessible to third parties who have no connection with the task in question.
- 5.2 Skat Consulting Rwanda Ltd. may authorize the consultant in writing to refer to the contract executed for the purpose of reference in pamphlets, reference lists and advertisements. The consultant shall make such references in an objective manner and shall mention Skat Consulting Rwanda Ltd.'s involvement.
- 5.3 The consultant shall obtain a written consent from Skat Consulting Rwanda Ltd. before making any public statement in mass media (printed media, radio, television).
- 5.4 These rules remain in force also after termination of the contract.

## 6 Time Limits

- 6.1 All dates stipulated in the contract are binding.



## 7 Insurance

- 7.1 If the consultant is considered self-employed with regard to the Rwanda social insurance requirements (RSSB scheme), he shall present to Skat Consulting Rwanda Ltd. a written confirmation that social insurance fees are his own responsibility (or sign the declaration in the contract for own insurance responsibility). The consultant shall take out sufficient insurance coverage against illness, accidents or death. He is not entitled to any claims towards Skat Consulting Rwanda Ltd. All costs incurred for this insurance coverage shall be borne by the consultant.
- 7.2 If the consultant is not considered self-employed, Skat Consulting Rwanda Ltd. will take out the obligatory insurance coverage. It remains the responsibility of the consultant to insure himself adequately against illness and other risks.

## 8 Remuneration

- 8.1 For work rendered in Rwanda, hourly rates for effective working hours shall apply.
- 8.2 For services rendered out of Kigali, daily rates shall apply on the basis of eight working hours per day. For missions of a duration of more than ten days, a maximum of six working days per week shall be paid. Travel time for journeys to the place of work abroad and journeys abroad are considered as working time.
- 8.3 Income tax on fees paid to the consultant is the sole responsibility of the consultant.
- 8.4 This provision shall not apply where parties agree different in specific contracts.

## 9 Billing

- 9.1 Payments from Skat Consulting Rwanda Ltd. to the consultant will only be made against statements. These statements shall only contain expenses and fees as defined in the contract. Separate invoices are requested, one invoice including the fees and another one including the expenses where they are paid differently.
- 9.2 The statements shall give detailed account of all costs and fees, especially the following points shall be covered: profession of the consultant, his designation in the company, charges taken during the execution of the work and the applicable consulting fee rate. the exact account of time spent and nature of services rendered. a separate excel timesheet with a detailed list of the time spent and services rendered
- 9.3 The statements shall be submitted to Skat Consulting Rwanda Ltd. within four weeks after the termination of the work.
- 9.4 In the event of a contract exceeding a duration of one month, partial payment may be agreed within the budget. However, the consultant is responsible to bill Skat Consulting Rwanda Ltd. for such payments in time.
- 9.5 In the event of a contract extending to the end of a calendar year, the consultant is required to submit an interim statement of accounts for the year terminated, before the end of January.
- 9.6 Final payment from Skat Consulting Rwanda Ltd. is due after the submission of the final report and its acceptance by Skat Consulting Rwanda Ltd.
- 9.7 The contract shall be considered as fulfilled after the work has been terminated and final payment has been made.

## **10 Withdrawal, Resignation**

10.1 Skat Consulting Rwanda Ltd. has the right to withdraw and the consultant has the right to resign from the contract at any time, but not later than four weeks in advance of a mission abroad. Natural calamities and other occurrences outside the control of the contracting parties may be considered as reasons for cancellation of the contract. No financial obligation of either party arises from such cancellation.

## **11 Miscellaneous**

11.1 The place of performance is the domicile of Skat Consulting Rwanda Ltd.

11.2 The contract is governed by Rwandan law. Primarily the specific contract and subsidiary to this the present general rules for contracts with consultants are applicable.

11.3 Any disputes arising from the contract between the consultant and Skat Consulting Rwanda Ltd. shall be settled before a competent court of law at the domicile of Skat Consulting Rwanda Ltd.

