

AFRICAN SCHOOL OF GOVERNANCE (ASG)

**Request for Proposal for the Procurement of an
Individual Consultant -Executive Office
&Program Coordinator**

ASG/SRVCS/2026/0006

October 2026

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List of Acronyms

CAT	Central African Time
ASG	African School of Governance

15 October 2026

Dear Sir/Madam

Letter of Invitation

1. African School of Governance (ASG) would like to procure the services of an individual consultant for the Executive Office & Program Coordinator.
2. ASG invites potential Consultants to submit electronic proposals for the Executive Office & Program Coordinator.
3. Bidding will be conducted in accordance with the ASG procurement procedures.
4. You may obtain further information through the email address procurement@asg.ac from 8:00 am to 4:00 pm for a period of two working days from the date of issue of this Request for Proposal (RFP).
5. The bidder should explicitly demonstrate an understanding of the terms of reference for Executive Office & Program Coordinator.
6. The proposal must be electronically delivered to the email address procurement@asg.ac at or before 5:00 PM Central Africa Time (CAT) on 29 October 2026. Late proposals shall be rejected.
7. Documents will be issued through the ASG website <https://asg.ac>
8. Clarifications may be requested through the email address in 4 and 6 above not later than two (2) calendar days from the date of issue of this RFP.
9. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
A. Issue of invitation to bid letter	15th October 2026
B. Request for clarifications	Two (2) days from issue of RFP date
C. Proposal closing date	29 October 2026 at 5:00 CAT

For and on behalf of ASG

Detailed Terms of Reference

1. Introduction

The African School of Governance (ASG) is a leading public policy and leadership education institution dedicated to empowering a new generation of purpose-driven African leaders. Rooted in African perspectives and global standards, ASG equips leaders with the mindsets, skills, and knowledge required to address complex governance challenges and drive sustainable development across the continent.

The Africa Health Innovation & Policy Centre (AHIPC) is being established with the Rwanda Ministry of Health, with ASG as its academic and delivery backbone. AHIPC works on a think-and-do model, independent in method but not in mandate. Its work in the design phase and first two years includes the District Convergence Pilot, a maternal-risk early-warning tool using existing NHIC and HMIS data, and a health financing strand with the maternal health pilot as its entry point. AHIPC works across the Ministry of Health, NHIC, district health teams and partners, and needs a strong office to keep that work coordinated and on schedule.

2. Objectives of the Assignment

The objective of this assignment is to obtain proposals from qualified and experienced consultants for the Executive Office & Programme Coordinator

3. About the Role (Executive Office & Programme Coordinator)

3.1 General responsibilities:

The Executive Office & Programme Coordinator provides the executive, coordination, and administrative backbone of the Executive Director's office. The role goes beyond diary and travel management: it keeps AHIPC's work with the Ministry of Health, NHIC, ASG and district teams moving, tracks decisions and deadlines, and supports the Executive Director in high-visibility settings. A global health background lets the role engage with the substance of the pilot and the financing strand, not only their logistics. It requires discretion, sound judgment and the ability to operate at speed with a high degree of autonomy.

3.2 Key responsibilities of the Consultant.

Executive Support & Office Management

- Manage the Executive Director's calendar, correspondence, travel and priorities
- Prepare briefing notes, meeting packs and talking points ahead of key meetings
- Screen and route requests, and flag urgent matters, including when the Executive Director is travelling or away

Coordination & Follow-up

- Maintain an action and decision tracker across the strategic plan, the pilot and the financing strand

- Follow up on commitments with the Ministry of Health, NHIC, ASG and partners, and keep milestones and budget cycle dates visible
- Support the steering task force: scheduling, agendas, minutes and follow-up

Stakeholder Relations & Protocol

- Act as a first point of contact for senior officials, partners and visitors, with discretion and professionalism
- Coordinate with AHIPC's point of contact at the Ministry of Health and with partner offices on introductions and meetings
- Manage protocol for high-level meetings, convenings and site visits

Programme Support & Documentation

- Support the pilot and financing strand teams with workplans, documents and reporting
- Keep key documents (strategic plan, concept note, synthesis, terms of reference) current, version-controlled and well organised
- Draft and edit correspondence, summaries and short reports for the Executive Director

Events, Logistics & Administration

- Organize meetings, workshops and district visits, including venues, travel and materials
- Support contracts, consultant engagements and procurement of routine services in line with applicable procedures
- Track budgets and expenses for the office, working with finance colleagues

4. Qualifications and Experience of the Consultant

- Master's degree required in global health, public health, health policy or a related field
- Global health background, with a working understanding of health systems, health financing and policy
- 2–3 years' experience in executive or ministerial support, programme coordination or office management, ideally in global health, government, an international organization or a policy institution
- Excellent written and verbal communication, including drafting briefing notes and correspondence
- Strong organizational and prioritization skills, with proven follow-through
- Proficiency with office and collaboration tools, calendars, document management and basic budget tracking
- Proven discretion and sound judgment when working with senior officials and sensitive information
- Ability to work independently in fast-paced, deadline-driven environments

Languages

- English required
- French an asset
- Kinyarwanda an asset

5. **Contract Duration:** 12 months (Renewable)
6. **Reporting to:** Executive Director [of AHIPC, to be confirmed]
7. **Start Date:** Immediately
8. **Location:** Kigali, Rwanda, with occasional travel

Evaluation of Technical Proposals

Evaluation of Proposals:

The **quality-based selection** evaluation methodology shall be used in the evaluation of the Proposals as detailed below:

- a. Detailed Technical evaluation. The weight of the technical proposal shall be 75%
- b. Financial negotiations

Evaluation Criteria	Marks
Qualifications & Professional Profile	20mks
Academic qualifications (Master's in global health, public health, health policy, or related) 5mks	
Relevant professional background (executive or ministerial support, programme coordination, office management, global health, public sector or international organisations) 10mks	
Quality, clarity, and relevance of CV 5mks	
Subtotal for qualification & Professional Profile	
Role-Specific Competence	30mks
Executive support and prioritization 10mks	
Discretion, protocol and handling of senior stakeholders 10mks	
Writing, documentation and follow-through 10mks	
Subtotal for the specific competence	
Relevant Experience & Judgment	20mks
Comparable experience supporting senior leaders in complex, multi-stakeholder environments 10mks	
Quality of examples and evidence of judgment 10mks	
Subtotal Relevant experience & Judgement	
Practical Exercise	
Prioritization and sequencing (a week with competing demands) 10mks	
Drafting quality (short email and briefing note) 10mks	
Organization, follow-up tracking and calm under pressure 10mks	
Sub-Total	
Grand Total	100

Minimum technical score: The mark required to pass the technical evaluation is 75%.

Profile of Consultant: The consultants are encouraged to submit detailed Curriculum Vitae (CVs). The CVs should demonstrate the qualifications and relevant experience.

Bid Validity: 29 October 2026

Submission of the proposal

Proposals should be submitted electronically to procurement@asg.ac _not later than 29th October 2026, 5PM CAT.