

**REQUEST FOR PROPOSALS TENDER N° 006/5/05/2026/COPEDU Plc.**

**Subject: Consultancy Services for the Provision of Trainings to COPEDU PLC Staff – 2026**

**1. GENERAL BACKGROUND**

COPEDU PLC is a Public Limited Company licensed by the National Bank of Rwanda to operate as a Microfinance Institution, registered in the office of the Registrar General with Company Code 100544626, P.O. Box 4053 Kigali.

COPEDU PLC is seeking expression of interest from qualified, self-motivated and experienced Company to provide trainings to its Staff in accordance with institution's requirements and standard norms. Those training courses are divided into two lots, and the service provider is allowed to quote for one of the lots or for both lots.

**2. OBJECTIVES OF THE ASSIGNMENT**

The general objective of the assignment is to provide training. The content of those training courses must be in line with institution's needs.

Interested Companies must provide information indicating that they are qualified to provide different training courses in financial institutions by submitting a brief technical understanding, Company profile, competence of their staff. The service provider is required to source and propose qualified professional trainers in the respective fields, completion certificates, and/or contracts of past services or ongoing services.

Below is the list of training courses to be provided:

**LOT 1**

- Mediation & Corporate Governance
- Fraud Investigation Techniques
- Liquidity & Treasury Management
- Assets, Archives & Inventory Management
- Advanced Executive Support and Office Management Skills for Senior Assistants
- Data Analytics (IDEA, Power BI, Advanced Excel)
- People Management with AI & Analytics
- Time & change Management

- Project Management skills for strategic and operational initiatives from Idea to Delivery.

## LOT 2

- Microsoft Certifications: Windows servers, cloud computing, Microsoft365, azure, cybersecurity, and system administration.
- Certified Information Security Manager (CISM)
- Practical AI Tools & safe usage
- Certified Information Privacy Professional (CIPP)

### 3. ELIGIBILITY CRITERIA

- Detailed course outline and training methodology.
- Demonstrated experience and references from similar assignments.
- Financial proposal in Rwandan Francs (RWF), inclusive of all applicable costs.
- Proposed training schedule, each course must be covered within 3days
- Company eligibility documents, including Valid Tax Clearance Certificate issued by RRA; Valid RSSB Certificate; RDB Registration Certificate; and Bid security equivalent to 5% of the total proposed cost.
- For Audit, Finance, and Risk training programs, the trainer must hold a relevant professional certification. Membership in ICPAR will be considered as an added advantage.
- A detailed trainer profile for each course clearly demonstrates that the trainer has delivered the same or a similar course within financial institutions will be an added value.
- A performance guarantee equivalent to 10% of the total contract value to be provided by the successful bidder prior to contract signing.
- The proposal remains valid for a period of 90 days.

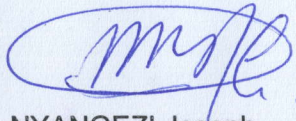
### 4. Submission Deadline:

All proposals must be submitted in a sealed envelope to COPEDU PLC's Head office no later than Monday May 29, 2026 at 10:00 AM late submissions will not be considered; opening is planned on the same day at 10:30AM for those who wish to attend.

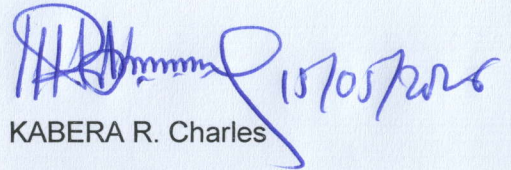
### Selection Process:

Proposals will be evaluated based on application: experience, methodology, and cost-effectiveness.

Done at Kigali May 14, 2026



NYANGEZI Joseph  
Head of Banking Operations



KABERA R. Charles  
Executive Director