



REOI Reference No.: NCTTCA/TPP/01/2025

Date: 27 October 2025

**REQUEST FOR EXPRESSIONS OF INTEREST (REOI)  
(CONSULTING SERVICES – TECHNICAL ASSISTANT SELECTION)**

**Consulting services:**

**Maritime Transport (Inland Waterways Transport) Technical Assistance support services**

The Northern Corridor Transit and Transport Coordination Authority (NCTTCA) seeks to engage the services of a competent and eligible Maritime Transport (IWT) Technical Assistant to provide technical, field-based, and administration supports for planning, coordination, implementation, and supervision of Inland Waterways Transport (IWT) program activities at the Rwanda Transport Development Agency (RTDA). This collaboration between NCTTCA and RTDA aims at promoting Inland Waterways Transport (IWT) as a sustainable alternative to road transport mode thereby alleviating congestion and minimising environment impact.

NCTTCA now invites Maritime Transport (IWT) experts to submit their Expression of Interests for the following services - *Maritime Transport (IWT) Technical Assistance support services*. More details on the services are provided in the attached Terms of Reference (TOR).

Eligible consultants may obtain more details on the services and requirements provided in the bid accessible online from the NCTTCA website: [www.ttcanc.org](http://www.ttcanc.org)

The applications must be sent through mail to NCTTCA on [procurement@ttcanc.org](mailto:procurement@ttcanc.org) by **17 November 2025 at 1700 hrs**. Late applications shall not be accepted.

NCTTCA reserves the right to accept or reject any application and to annul the selection process and reject all applications at any time prior to contract award, without thereby incurring any liability to affected service provider.



**Dr John Deng Diar Diing PhD., P.E.**  
**Executive Secretary**

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# **TERMS OF REFERENCE FOR INLAND WATERWAYS TRANSPORT TECHNICAL ASSISTANCE SUPPORT SERVICES**

## **1. Background**

The Government of Rwanda (GoR) recognizes transport sector as one of the key drivers of economic growth. Improving the quality and reliability of transport infrastructure and services is critical to reducing transport costs and attracting domestic and foreign investment in Rwanda. By 2050, it is projected that 70% of the population in Rwanda will be living in urban areas. This will be facilitated through enhanced mobility of persons and goods, provision of efficient and sustainable urban transportation systems, promotion of smart and green cities as well as strengthening export competitiveness and trade connectivity.

Currently, national and international transportation of goods in Rwanda are dominated by roads while waterways transport can offer an environmentally friendly and cost-effective alternative in terms of energy consumption and emissions. Vessels carry bulky shipments over long distances and do not necessarily share right of way while moving in the waters, which only require infrastructure investments at the banks and aids to navigation.

The Rwanda Transport Development Agency (RTDA) is implementing a comprehensive program aims at improving Inland Waterways Transport (IWT) connectivity, infrastructure, safety, and operational efficiency. The program includes developing IWT infrastructures such as ports facilities, landing sites and installation of aids to navigation, enhancing institutional capacity and regulatory frameworks to promote IWT sub- sector in the country.

In a bid to support these activities RTDA in collaboration with the Northern Corridor Transit and Transport Coordination Authority (NCTTCA) seeks to recruit a qualified Maritime Transport Technical Assistant/ IWT Technical Assistant to provide the Agency with technical, field-based, and administrative supports for planning, coordination, implementation, and supervision of the IWT Program.

## **2. Objectives**

The main objective of this assignment is to support RTDA in planning, coordination, and implementation of IWT activities in Rwanda. The Maritime Transport/ IWT Technical Assistant will play a strategic and operational role in ensuring that ongoing/ planned IWT initiatives are executed in line with technical specifications, timelines, and regulatory frameworks. These include identification IWT sub-sector gaps, formulating actionable plans to address identified operational and infrastructure IWT gaps, providing capacity-building to RTDA staff in charge of IWT, and ensuring efficient delivery of infrastructure and services.

## **3. Scope of work and key responsibilities**

The Maritime Transport/ IWT Technical Assistant will be responsible for:

### **3.1. Strategic planning and advisory**

- Assess the status of IWT in Rwanda and prepare a gap analysis report (identified gaps).
- Develop and oversee implementation of an Action Plan to address identified gaps.
- Prepare business models for sustainable operations of Lake Kivu ports including Rubavu, Rusizi, Nkora, and Karongi ports.

### **3.2. Policy and regulatory development**

- Draft concept notes and supporting documentation for Rwanda to:
  - Join the International Maritime Organization (IMO)
  - Establish a National ship registry.
  - Establish a National Maritime academy.
- Identify legal and regulatory gaps and propose reforms to align Rwanda's framework with regional and international standards.
- Develop IWT operational, safety, and environmental guidelines and port management.

### **3.3. Procurement and project support**

- Develop RFPs and participate in procurement processes for ferry services and port PPP operations for Port operations and management.
- Develop procurement documents, review technical reports and procurement documents for IWT related projects.
- Provide technical support during the Evaluation of tenders and infrastructure designs.

### **3.4. Infrastructure oversight**

- Support planning, design review, and supervision of IWT infrastructure development including ports, jetties, dredging, and navigational aids.
- Conduct field inspections and ensure environmental compliance.
- Coordinate with contractors, consultants, and RTDA for timely project implementation.
- Maintain a database of IWT infrastructure, equipment, and operational metrics.
- Provide technical inputs into infrastructure planning, design, and construction, including: design reviews, supervision and site inspections and compliance monitoring with safety, environmental, and technical standards.

### **3.5. Operations and fleet management**

- Design efficient port operational plans and schedules.
- Participate in the development of port tariff book with IWT regulator.
- Provide technical assistance to RTDA IWT Team in the supervision of port and vessel operations including maintenance, logistics, and documentation.
- Promote modernization and environmental sustainability of vessels (e.g., green propulsion systems, etc.).

### **3.6. Capacity building and knowledge transfer**

- Identify skill gaps and develop a capacity building program and its implementation plan.
- Conduct on-the-job trainings for RTDA IWT staff and staff from other key stakeholders.
- Exchange best practices in port management, safety, vessel operations, and recreational navigation.
- Provide input on climate resilience and adaptation strategies for IWT.
- Conduct stakeholders' sensitization workshops on maritime safety and environmental protection for vessel operators, vessel owners, port workers and administrative staff.

### **4. Qualifications and experience**

The Maritime Transport (IWT) – TA shall have the following qualifications and experience:

- A Master's Degree in Shipping and port management, Port logistics and management, Port Management and Terminal Operations, Maritime Transport, Transport Engineering, Civil Engineering or any other related field with 10 years of general experience of which 5 years in IWT sub-sector, or a Bachelor's Degree in the abovementioned fields with 15 years of general experience of which 10 years in IWT.
- A knowledge and working experience in the Northern Corridor region will be preferable.
- Excellent written and spoken English with some knowledge of French will be preferable.
- Technical expertise and experience in IWT infrastructure development and operations – legal and regulatory frameworks and management highly desirable.

### **5. Other requirements**

- High level of integrity.
- Excellent planning, organising and writing skills.
- Excellent ability to provide strategic direction and technical supervision.
- Excellent communication skills, ability to work in multicultural environments, and ease in interpersonal relationships.
- Reliable and responsible personality and capacity to work under demanding professional

### **6. Expected deliverables**

#### **6.1. Strategic and institutional development**

- A comprehensive diagnostic report on the current status of IWT in Rwanda. The report shall clearly identify sectoral gaps, constraints, and opportunities.
- A detailed and costed Implementation Action Plan of identified IWT gaps aligned with the National priorities and Investment strategies.
- Drafted and validated concept notes and legal documentation supporting:
  - Rwanda's accession to the IMO.
  - Establishment of a national ship registry.
- Updated legal, regulatory, and operational frameworks harmonized with regional and international inland navigation standards.

- Updated database and map of IWT infrastructure, including ports, jetties, navigational channels, and support facilities.
- Developed and validated:
  - Port Operations and Maintenance Plan
  - Port Safety Manual

## 7. Reporting

The Maritime Transport (IWT) – TA shall report to the Director General – RTDA through SPIU Coordinator and shall work closely with Transport Services and Asset Management Division. Monthly reports shall be availed by the TA not later than 15<sup>th</sup> day of the month following the month being reported on as follows:

| Report type                                                                                                                                                                                                     | Frequency                        | Purpose                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Monthly reports                                                                                                                                                                                                 | Monthly                          | To summarize all technical, operational, and advisory work completed.                                                                                                                       |
| Quarterly reports                                                                                                                                                                                               | After every 3 months             | To consolidate major accomplishments, challenges, and recommendations.                                                                                                                      |
| Ad-hoc reports                                                                                                                                                                                                  | As needed                        | For urgent matters or specific assignments.                                                                                                                                                 |
| Report type                                                                                                                                                                                                     | Timeline                         | Purpose                                                                                                                                                                                     |
| A comprehensive diagnostic report on the current status of IWT in Rwanda                                                                                                                                        | 1.5 Months from the commencement | To uncover strengths, weaknesses, opportunities, and challenges within IWT sub-sector that may affect its performance, safety, and sustainability.                                          |
| A detailed and costed IWT Implementation Action Plan aligned with the National priorities and Investment strategies.                                                                                            | 2 Months from the commencement   | Present a clearly costed plan that outlines the financial requirements for IWT development, enabling effective budgeting, prioritization, and attraction of public and private investments. |
| Drafted and validated concept notes and legal documentation supporting: <ul style="list-style-type: none"> <li>• Rwanda's accession to the IMO</li> <li>• Establishment of a national ship registry.</li> </ul> | 3 Months from the commencement   | Facilitate Rwanda's Integration into the Global Maritime Community.                                                                                                                         |
| Updated regulatory, and operational frameworks harmonized with regional and international inland navigation standards.                                                                                          | 4 Months from the commencement   | Align national frameworks with International Best Practices                                                                                                                                 |
| Updated database and map of IWT infrastructure, including ports, jetties, navigational channels, and support facilities.                                                                                        | 5 Months from the commencement   | Ensure that decision-makers and stakeholders have access to reliable, current data on existing IWT infrastructure for planning, investment, and operational purposes.                       |
| Developed and validated:                                                                                                                                                                                        | 6 Months from the commencement   | To establish standardized procedures for the day-to-day management, maintenance, and                                                                                                        |

|                                                                                                                        |  |                                                                                       |
|------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Port Operations and Maintenance Plan</li> <li>• Port Safety Manual</li> </ul> |  | operational efficiency of the port, ensuring minimal downtime and optimal performance |
|------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------|

## 8. References

The Maritime Transport (IWT) – TA should present verifiable references and membership of professional organization(s). Previous work experience in projects funded by the Government or other an international funding agency would be a strong advantage.

## 9. Evaluation criteria

Evaluation of the above qualifications and work experience will be done based on the following criteria and scores:

|    | <b>Evaluation criteria</b>                                                        | <b>Marks</b> |
|----|-----------------------------------------------------------------------------------|--------------|
| a. | General qualifications and suitability for the tasks to be performed              | 30%          |
| b. | Experience: Adequacy for the assignment (as described in these ToRs)              | 55%          |
| c. | Experience in the region and language capacity                                    | 10%          |
| d. | Experience in projects funded by the government or international funding agencies | 5%           |
|    | <b>Total Scores</b>                                                               | 100%         |

## 10. Duration and Timing

This assignment will be for a period of six (6) months renewable depending on the performance and availability of funds. Upon renewal of the contract and confirmation of available funding, the Maritime Transport (IWT) – TA may undertake additional tasks related to the development and implementation of IWT activities within the Agency.