

REPUBLIC OF RWANDA



RWANDA PUBLIC PROCUREMENT AUTHORITY (RPPA)

RPPA ANNUAL CALENDAR OF TRAININGS, MEETINGS AND WORKSHOPS

TARGET: PROCURING ENTITIES THAT REQUESTED FOR TRAINING ON PUBLIC PROCUREMENT LAW, REGULATIONS AND PROCEDURES AND KEY STAKEHOLDERS IN THE PUBLIC PROCUREMENT ECOSYSTEM

PERIOD: FISCAL YEAR 2021-2022

“To Make Rwanda the Centre of Regional Excellence in Public Procurement”

September 2021

FOREWORD

As part of public financial management reforms, the Government of Rwanda has been engaged in a number of initiatives aimed at streamlining its public procurement system in order to align it with fundamental principles of transparency, competition, economy, effective, efficient and fast work, fairness and accountability.

It is in this regard that the E-procurement system was introduced since 2016 and in August 2018, the new Law governing public procurement was enacted followed by the enactment of its Ministerial order in May 2020. The E-Procurement System is regularly enhanced for adapting it to the rules and regulations governing public procurement as well as for the user friendliness to its Users.

Basing on RPPA mission and responsibilities, this annual Training Program was prepared with the purpose to strengthen capacity of Public Procurement officials and other different stakeholders by equipping them with skills and knowledge they need to well perform their duties and responsibilities in public procurement operations. It contains more details on selected Procuring Entities & stakeholders to be trained as well as scheduled dates of training, meeting or workshop. The implementation of this Program will, no doubt, enhance the capacities of Government officials and other private and public procurement stakeholders to work and easily perform their jobs and responsibilities.

As an organization, we remain fully committed to our vision of ensuring a conducive public procurement environment for sustainable development and the mission to regulate the public procurement system by promoting optimal procurement practices through the latest technology and innovation. We continue to count on the support from all stakeholders for their contribution to the successful implementation of these programs.

Rwanda Public Procurement Authority (RPPA) Management expresses its gratitude and sincerity to the team, which has led to the realization of the past and present training plan and all stakeholders who have contributed to its implementation.

UWINGENEYE Joyeuse

Director General

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LIST OF ABBREVIATION

CBMs	: Chief Budget Managers
CHUB	: University Teaching Hospital of Butare
DMs	: Division Managers
EDCL	: Energy Development Corporation Limited
Etc.	: Et cetera
FARG	: Genocide Survivors Support and Assistance Fund
FAWE	: Forum for African for Women Educationalists
FY	: Financial Year
ILPD	: Institute of Legal Practice Development
IPRC	: Integrated Polytechnic Regional Center
MINALOC	: Ministry of Local Government
NIDA	: National Identification Agency
NISR	: National Institute of Statistics of Rwanda
NPPA	: National Public Prosecution Authority
PEs	: Procuring Entities
PPL	: Public Procurement Law
PSF	: Private Sector Federation
PTC	: Public Tender Committee
RBC	: Rwanda Biomedical Center
RCA	: Rwanda Cooperatives Agency
RCDM Division	: Research, Capacity Development and Monitoring Division
RGB	: Rwanda Governance Board
RIB	: Rwanda Investigation Bureau
RICA	: Rwanda Inspectorate and Consumer Protection Authority
RMI	: Rwanda Management Institute
RNP	: Rwanda National Police
RPPA	: Rwanda Public Procurement Authority
RRA	: Rwanda Revenue Authority
RURA	: Rwanda Utilities and Regulatory Agency
SPIU-IFAD	: Single Project Implementation Unit- International Fund for Agricultural Development

I. INTRODUCTION

The procurement training is one of the major annual activities of Rwanda Public Procurement Authority (RPPA) to build and develop capacity of civil servants involved in public procurement. Training is an effective and integral component of capacity development program frequently used to assist public procurement practitioners and prepare them for or move into new assignments, improve their work habits, adapt to a changing environment or overcome specific obstacles.

The trainings on PPL, regulations and procedures could be organized and conducted either by RPPA on its own budget in favor of public procurement officials all over the country or the Procuring Entities could organize these trainings under their own budget and RPPA provides the Trainers.

Basing on the above, it has been realized that some PEs frequently need training and request trainers from RPPA and so often on a very short notice where RPPA is not able to satisfy all those requests. It is in this regard that RPPA requested all PEs (refer to our letter N° 010/2020/2021-0222/RPPA of 04th August 2020 and RPPA email sent to all Chief Budget Managers on 17th June 2021) to provide their training requests towards the end of each Fiscal year as way to inform the planning for the coming Fiscal year.

It has also been realized that different public procurement stakeholders (bidders especially Women Entrepreneurs, Judges, Auditors (internal and external), Staff from Investigation Entities, Prosecutors, State Attorneys, etc.) need training on public procurement for equipping them with skills and knowledge that could help them to perform well their duties and responsibilities linked with public procurement. The support and inputs of different public procurement stakeholders while implementing the Public Procurement Law and Regulations and focusing on its compliance could be considered in good performance of public procurement.

Considering the above, RPPA has elaborated the Annual Training Program on Public Procurement Law, Regulations and Procedures for both targeted groups (i.e the Procuring Entities that requested for the training and key stakeholders in public procurement operations) for the Financial Year 2021-2022.

This year's training sessions, meetings and workshops Programs (calendar) are prepared with the following objectives:

- ✚ Increase the capacity and level of skills of civil servants involved in public procurement;
- ✚ Instill in public procurement practitioners and other Stakeholders (CBMs, DMs, members of Public Tender Committees, Legal Advisors, Internal Auditors, User Department staff, Procurement staff, Contract Managers, Bidders especially Women Entrepreneurs, Judges, Auditors (Internal and external), Staff from Investigation Entities (RIB, RNP, Office of Ombudsman), Prosecutors, State Attorneys, etc.), how procurement operations can be well managed through their collaboration with the entire internal and external workforce;

- ✚ To inspire those involved in public procurement activities to be more professional in decision making while handling public procurement issues;
- ✚ To identify problems met by the procuring entities in awarding tenders and managing contracts and find out solutions together with them;
- ✚ To identify problems met by stakeholders in public procurement in making decision related to public procurement issues;
- ✚ Upgrade skills in ethics in procurement operations;
- ✚ Encourage Bidders especially Women Entrepreneurs to participate in Public Procurement of Rwanda by increasing their skills and knowledge. Among invited and trained bidders, Women Entrepreneurs should occupy at least 40% of the participants;
- ✚ Upgrade the trainees' and participants' (in meetings and workshops) skills for taking procurement decision basing on the PPL, regulations and procedures.

Considering the above, RPPA Training Program on PPL, Regulations and procedures was prepared in accordance with training need requests which were submitted by PEs and the priority was given to the PEs with new recruited Procurement staff and new appointed PTC members and CBMs.

Basing on the number of training requests received and the availability of staff in charge of Capacity Building, some Entities (from the same area/District) were grouped in single training groups/sessions where possible to be trained in same period in order to save time and be able to serve the big number of Entities that need training on public procurement. This Training calendar also considered previous requests from different PEs during the FY 2020-21 whose trainings were postponed due to various issues including Covid-19, as well as the PEs which requested training but whose requests were received after elaborating the Training calendar for the year 2020/21 and hence were not trained.

The Annual Training calendar for the Financial Year 2021-2022 for the Specific Training Sessions, Meetings and Workshops on Public Procurement was prepared basing on RPPA's plan to raise public awareness on matters of public procurement but also by considering the identified need to train some key groups such as Women Entrepreneurs (bidders) and other key stakeholders in the ecosystem as well as new appointed CBMs, DMs for Districts, etc. in order to enhance their skills and knowledge in Public Procurement.

During the implementation, each PE shall cover the training expenses and **will communicate RPPA the training venue at least two weeks before the training dates**. In addition, each training session shall be conducted within five (5) working days (Monday to Friday) and Training Certificates will be provided to those who will be present at a higher level of attendance (at least 80%). For Stakeholders Specific Training sessions, Meetings and Workshops on Public Procurement, RPPA will send invitation letters to participants/ invitees through their respective Institutions **at least two (2) weeks**

before and request them to confirm their attendance at least 5 days before starting the event (training sessions, meetings or workshops). Each training session, meeting or workshop shall be conducted within one (1) working day (for CBMs, Investigation Entities' Staff, Prosecutors, Judges and Procurement staff), within two (2) working days (for Procurement User Department Staff, Auditors and State Attorneys), within three (3) working days (for bidders especially Women Entrepreneurs) and five (5) successive working days (for new recruited Procurement Staff and new appointed PTC members). PEs are requested to respect their calendar dates for the smooth implementation of these programs and being not available means to lose the opportunity to be trained in this FY. The special attention to PEs that need to organize and conduct their training outside of their offices (in hotels, especially for those in City of Kigali) is to seek for authorization to Prime Minister's Office and attach the granted authorization when communicating to RPPA the training venue and confirming the training dates. In case, such authorization was not granted, RPPA shall not provide the training outside of the PE's Premises (Offices).

Depending on the situation, the training can be organized and conducted physically or online (via Cisco WebEx when trainings/meetings are not allowed due to persistence of Covid-19 or depending on RPPA financial capabilities), and this is applicable for both training requested and organized by PEs and specific training sessions, meetings and works hops.

All together, we look forward to achieving the highest impact and we thank everyone who will contribute to the betterment of our training programs.

RPPA ANNUAL TRAINING CALENDAR FOR PROCURING ENTITIES THAT REQUESTED FOR TRAINING ON PUBLIC PROCUREMENT LAW, REGULATIONS AND PROCEDURES DURING THE FY 2021-2022

NO	Procuring Entity (PE)	PLANNED TRAINING DATE
01	NIDA	16-20/08/2021
02	FARG	24-27/08/2021
03	Gakenke District & its affiliate District Hospitals (Gatonde, Nemba and Ruli Hospitals)	30/08-03/09/2021
04	Butaro District Hospital	06-10/09/2021
05	Fawe Rwanda	27/09 – 01/10/2021
06	Rwanda Revenue Authority (RRA)	04-08/10/2021
07	National Electoral Commission (NEC)	18-22/10/2021
08	MINALOC	25-29/10/2021
09	Karongi District & Entities under its supervision (Kirinda District Hospital, Kibuye Referral Hospital, Mugonero District Hospital, etc)	01-05/11/2021
10	Rwanda Investigation Bureau (RIB)	08-12/11/2021
11	Kabaya and Muhororo District Hospitals (both requested training and from the same District of Ngororero)	15-19/11/2021
12	Masaka Hospital	29/11-03/12/2021
13	Rwanda Environment Management Authority (REMA)	06-10/12/2021
14	EDCL	13-17/12/2021
15	SPIU-IFAD	10-14/01/2022
16	RGB	17-21/01/2022
17	Musanze District & its affiliate Hospital (Ruhengeli Referral Hospital)	24-28/01/2022
18	Burera District	07-11/02/2022
19	NPPA	14-18/02/2022
20	RMI	21-25/02/2022

21	Kirehe District Hospital	28/02-04/03/2022
22	National Institute of Statistics of Rwanda (NISR)	07-11/03/2022
23	RURA	14-18/03/2022
24	IPRC Tumba	28/03-01/04/2022
25	ILPD	11-15/04/2022
26	RCA	18-22/04/2022
27	RBC	09-13/05/2022
28	CHUB	16-20/05/2022
29	RICA	23-27/05/2022
30	Nyamata District Hospital	30/05-03/06/2022
31	Rwanda Forestry Authority (RFA)	06-10/06/2022
32	Rwanda Civil Aviation Authority (RCAA)	13-17/06/2022

RPPA ANNUAL PROGRAM FOR SPECIFIC TRAINING SESSIONS, MEETINGS AND WORKSHOPS ON PUBLIC PROCUREMENT FOR OTHER PUBLIC PROCUREMENT STAKEHOLDERS FOR THE FY 2021-2022

NO	BENEFICIARIES	TRAINING TO BE OFFERED	PLANNED TRAINING DATE	MODE OF DELIVERING TRAINING	OF ORGANIZER
01	Private Sector players and other key Stakeholders in procurement of works	Meeting on engagement with Private Sector in Public Procurement of works	14/10/2021	Physically	RPPA
02	Procurement staff and other Public Procurement Stakeholders	National Workshop aimed at introducing the concept of Integrity Pacts in Public Procurement	24/12/2021	Physically	RPPA in collaboration with Enabel and TI-Rwanda
03	All new appointed Chief Budget Managers (CBMs), Division Managers for Districts and new Procurement staff	Induction training on Public Procurement Law, Regulations and Procedures	28-29/12/2021	Virtually (online)	RPPA
04	Bidders - Women Entrepreneurs (Group I)	Training on public procurement process, preparation of bids, contract negotiations, contract signing and contract management regarding the bidders/contractors' obligations	30-31/12/2021	Physically	RPPA in collaboration with SPIU Minecofin
05	Procurement Staff, Internal & External Auditors	Discussion on PP issues and improvement of public procurement and contract management processes	07/01/2022	Virtually (online)	RPPA
06	New appointed PTC members and new Procurement staff (<i>refer to staff changes information report, Group I</i>)	Induction training on Public Procurement Law, Regulations and Procedures	31/01-04/02/2022	Virtually (online)	RPPA

07	Bidders - Women Entrepreneurs (Group II)	Training on public procurement process, preparation of bids, contract negotiations, contract signing and contract management regarding the bidders/contractors' obligations	21-23/03/2022	Physically	RPPA in collaboration with SPIU Minecofin
08	Investigation Entities' Staff, Prosecutors & Judges	Discussion on public procurement issues, investigation and handling cases of public procurement and contract management processes	24-25/03/2022	Physically/Virtually (online)	RPPA
09	Bidders - Women Entrepreneurs (Group III)	Training on public procurement process, preparation of bids, contract negotiations, contract signing and contract management regarding the bidders/contractors' obligations	03-05/05/2022	Physically	RPPA in collaboration with SPIU Minecofin
10	New appointed PTC members and new Procurement staff (<i>refer to staff changes information report, Group II</i>)	Induction training on Public Procurement Law, Regulations and Procedures	20-24/06/2022	Virtually (online)	RPPA
11	State Attorneys	Training on public procurement and contract management processes	27-28/06/2022	Physically/ Virtually (online)	RPPA
12	Chief Budget Managers (CBMs)	Workshop on procurement and contract management processes of centralized tenders and discussion on conflict of interests in public procurement	29-30/06/2022	Virtually (online)	RPPA