

WE ARE HIRING

SENIOR SOCIAL SPECIALIST

Institution: Rwanda AI Agency Ltd (RAIA)

Location: Kigali, Rwanda

Type: Part-Time Individual Consultancy

Duration: 13 Months (1 December 2026 – 31 December 2027)

1. About Rwanda AI Agency (RAIA)

Rwanda AI Agency (RAIA) advances the responsible and inclusive use of Artificial Intelligence and emerging technologies to support Rwanda's national development priorities. RAIA implements the World Bank-financed preparation programme for AI for Economic Transformation in Rwanda.

2. The Opportunity

Lead management of project social risks, stakeholder engagement, labour safeguards and inclusion; prepare World Bank environmental and social instruments for Rwanda's AI transformation programme.

3. Scope of the Role – Key Responsibilities

- Prepare the Stakeholder Engagement Plan (SEP), Labour Management Procedures (LMP) and social sections of ESMF and ESCP.
- Screen AI, data and project activities for social risks, including exclusion, bias, privacy, accessibility and labour conditions.
- Organise consultations, disclosure and grievance redress; support safeguarding and inclusion measures.
- Review procurement and technical outputs for compliance with World Bank and Rwandan social requirements.
- Conduct monitoring and field visits, prepare social reports, and build stakeholder capacity.

4. Qualifications and Experience

Minimum Requirements

- Master's degree in social sciences, development studies, sociology, anthropology or related field.
- At least 8 years of social risk management, including 4 years applying the World Bank ESF and preparing SEP, LMP, ESMF and ESCP social inputs.
- Stakeholder engagement and grievance redress experience; proficiency in English and working spoken/written Kinyarwanda.

Desirable Experience

- Knowledge of Rwandan labour, social inclusion and data protection laws.
- AI/data risks relating to privacy, discrimination, bias and accessibility.
- Safeguarding and sexual exploitation, abuse and harassment prevention.
- Advanced Kinyarwanda proficiency (scored); French is an advantage.

5. Evaluation and Selection Criteria

Criteria / Deliverable	Points / Timeline
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Education	10
General social risk management experience	15
World Bank ESF: SEP, LMP and social aspects of ESMF and ESCP	30
Stakeholder engagement, grievance mechanisms, inclusion and digital/data risks	20
Rwandan labour, data protection and social inclusion law	10
English proficiency (written and oral)	10
Kinyarwanda beyond minimum working level (interview)	5
TOTAL	100

Minimum qualifying score for interview: 70 points. The three highest-scoring eligible candidates will be shortlisted; if fewer than three qualify, all qualifying candidates may be shortlisted.

Working Kinyarwanda is mandatory and verified at interview. Five additional points for higher proficiency are assessed at interview; the 70-point shortlisting threshold applies to the remaining 95 points.

6. Deliverables and Reporting Schedule

Criteria / Deliverable	Points / Timeline
D1. Inception report, social work plan and joint screening tool	Dec 2026
D2. Stakeholder Engagement Plan and operational grievance mechanism	Mar 2027
D3. Social review notes for AI, data, skilling and cloud procurement	Before issue / on submission
D4. Social sections of draft ESMF and Labour Management Procedures	Apr 2027
D5. Draft ESCP and required follow-on social instruments	May 2027
D6. Consultation and disclosure record	Jun 2027
D7. Social inputs to environmental and social monitoring reports	Quarterly
D8. Final disclosed instruments package for appraisal	Nov 2027
D9. Handover report and residual monitoring plan	Dec 2027

All deliverables require written acceptance by RAIA. Dates are indicative and may be adjusted by written agreement, without extending the contract beyond 31 December 2027 or increasing its approved ceiling.

7. Consultancy Engagement and Remuneration

- Time-based, part-time consultancy (indicatively 8–10 days/month, not guaranteed), 1 December 2026–31 December 2027.
- Daily gross fee inclusive of taxes; paid for approved days actually worked within agreed monthly and contract ceilings.
- No relocation reimbursement; Kigali presence required for key meetings, missions and field visits.
- Reports to the PIU Project Director and coordinates with the counterpart E&S specialist and technical teams.
- Possible extension or new contract subject to performance, continued need, financing and required approvals.

8. How to Apply

Submit a cover letter, detailed CV, copies of academic degrees and professional certificates, and contact details for three professional referees.

Application title: REOI — Senior Social Specialist, Project Implementation Unit

Deadline: 2 November 2026 at 5:00 PM (Kigali Time).

Online application: [Senior Social Specialist](#)

9. Detailed Terms of Reference (ToR)

For the full scope, deliverables, selection rules and contract conditions, refer to Annex I of the official Request for Expressions of Interest.

Inquiries: procurement@raia.rw | RAIA, Block 5, Norrsken House, 1 KN 78 St, Kigali, Rwanda

NB:

1. Open to eligible individual consultants of all nationalities; firms are not eligible
2. Selection follows the World Bank Open Competitive Selection of Individual Consultants procedure.