



TENDER FOR HIRING A FOOTBALL & A BASKETBALL COACH

Date: November 28, 2025

Dear Sir/Madam,

1. Background:

The University of Global Health Equity (UGHE) operates a fully equipped football pitch and basketball court to promote the health and well-being of its students, staff, and faculty. To ensure consistent and high-quality sports services, UGHE is seeking qualified:

- **Football Coach**
- **Basketball Coach**

In line with this objective, UGHE invites experienced individuals or companies to submit their proposals, accompanied by updated CVs, relevant certifications, and supporting documents demonstrating their qualifications and experience in delivering professional sports coaching services.

If a company /individual is interested in applying for both Football Coach and Basketball Coach positions, they are kindly requested to consolidate and zip all relevant documents into a single file and submit it as one complete document.

1. More details on the services are provided in the Terms of Reference.
2. The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Instructions to Firms (including Data Sheet)

Section 3 - Technical Proposal - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 - Terms of Reference

3. Well prepared proposals in PDF format should be submitted electronically through the UGHE Procurement System.: <https://ughe.app/eprocurement/index.php> Tender No 03709/25 on or before 8th Dec 2025 at 11:59 am.

4. Any clarification requests can be sent by email to the procurement email addresses no later than December 5, 2025. ughe-procurement@ughe.org
5. All documents must be submitted in one PDF document, and it shall remain the responsibility of the firm to ensure that your proposals should be submitted by email to the above-mentioned emails. Kindly ensure that they are signed, in PDF format, and free from any virus or corrupted files.
6. Services offered shall be reviewed based on completeness and compliance of the Proposals with the minimum specifications described above and any other annexes providing details of UGHE requirements.
7. The Proposal that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected.
8. Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UGHE. The unit price shall prevail, and the total price shall be corrected.
9. At any time during the validity of the Proposals, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UGHE after it has received the Proposals.
10. UGHE is not bound to accept any Proposals, nor award a contract/Purchase Order, nor be responsible for any costs incurred by the bidder while conducting the selection process.

Thank you and we look forward to receiving your Proposals.

Sincerely,



Shivon Byamukama, PhD

Deputy Vice Chancellor for Administrative and Financial Affairs

University of Global Health Equity

Instructions to Consultants, Data Sheet

Item No.	Description
1	Name of the Client: UNIVERSITY OF GLOBAL HEALTH EQUITY Method of selection: Quality & Cost Based
2	The Financial Proposal must be submitted together with the Administrative Documents and the CV with the Technical Proposal as part of a complete submission package Name of the assignment is: Lot 2: FOOTBALL COACH or Lot 3: BASKETBALL COACH
3	A pre-proposal site visit will be held N/A The Client's representative is: Operations Department University of Global Health Equity
4	The Client will provide the following inputs and facilities: None
5	Proposals must remain valid 120 days after the submission date.
6	Clarifications may be requested not later than 5/12/2025. The address for requesting clarifications is: ughe-procurement@ughe.org
7	Proposals shall be submitted in ENGLISH
8	The format of the Technical Proposal to be submitted is: As per the forms provided
9	Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: YES.
10	Firms to state price in the national currency: YES
11	Expected Timeline of the Assignment 6 Months
12	Documents to be submitted: A) Technical Proposal <ul style="list-style-type: none"> • Brief description of relevant experience • Proposed approach and availability B) Updated Curriculum Vitae (CV)

	<p>C) Fitness Training Certification</p> <p>D) CPR and First Aid Certification (if available)</p> <p>C) Copies of National ID / Passport/RDB Certificates for companies</p> <p>D) Recommendation Letters</p> <p>E) Evidence of Experience</p>
13	<p>Evaluation Criteria:</p> <p>Technical Proposal: LOT 2 FOOTBALL COACH</p> <ul style="list-style-type: none"> • Bachelor's degree in Sports Science, Physical Education, Coaching, or a related field (preferred).35% • Certified Football Coach (CAF C/B License or any recognized coaching license 35% • Minimum of 3 years coaching youth or university-level teams 30% <p>Technical Proposal: LOT 3 Basketball COACH</p> <ul style="list-style-type: none"> • Bachelor's degree in Sports Science, Physical Education, Coaching, or a related field (preferred).35% • Certified Basketball Coach (FIBA or any recognized coaching license).35% • Minimum of 3 years coaching youth or university-level teams.30% <p>Total for each LOT= 100</p>
14	<p>Financial Evaluation:</p> <p>Consultants are invited to submit budget proposals covering all aspects of the project.</p> <p>The lowest evaluated Financial Proposal (Fm) is given the maximum. financial score (Sf) of 100.</p> <p>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</p> <p>$Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.</p>

	<p>The weights given to the Technical (T) and Financial (F) Proposals are: Technical = 70%, and Financial = 30%</p> <p>Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; F = the weight given to the Financial Proposal; T + F = 1) as following:</p> <p>$S = St \times T\% + Sf \times F\%$.</p>
15	UGHE will award contract to: One Vendor/ Individual
16	Type of Contract to be Signed: 6 Months contract
17	Conditions for Release of Payment: Approval of invoice of services rendered
18	<p>Annexes to this RFP:</p> <ul style="list-style-type: none"> a) Technical proposal submission forms b) Financial proposal submission forms c) Terms of Reference d) Form of Contract
19	<p>Date of Submission of proposals:</p> <p>Date of Submission: On or before December 8, 2025, at 11:59AM</p>

Technical Proposal – Standard Forms /Annexes

{*Notes to Consultant* shown in brackets { } throughout Section 3 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

FORM TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To:

Dear Sir/Madam:

We, the undersigned, offer to provide the consulting services for (*insert Title of Assignment*). in accordance with your Request for Proposal dated (*Insert date*) and our Proposal.

We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed staff.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than 7 days after the signature of the contract.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Consultant

Address:

Contact information (phone and email):

FORM TECH-2

CONSULTANT'S ORGANIZATION AND EXPERIENCE

A - Consultant's Organization

[Provide here a brief (two pages) description of the background and organization of your consultancy]

B - Consultant's Experience

1. List only previous similar assignments successfully completed in the last 10 years. List only those assignments for which the Consultant was legally contracted by the Client as a company or was one of the joint venture partners. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.

Assignment name:	Approx. value of the contract (in currency: Rwanda francs or freely convertible currency]
Country: Location within country:	Duration of assignment (weeks):
Name of Client:	Total N° of staff-months of the assignment:
Address:	Approx. value of the services provided by your consultant under the contract <i>(in currency: US\$, Euro, RWF, etc...)</i> :
Start date (month/year): Completion date (month/year):	N° of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your consultant involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

FORM TECH-3

DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

A description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

- a) Technical Approach and Methodology
- b) Work Plan

- a) Technical Approach and Methodology. *{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}*
- b) Work Plan. *{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}*
- c) Organization and Staffing. *{Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.}*

Annex 1. TERMS OF REFERENCE

Job Descriptions – UGHE Student Team Coaches

Football Coach – UGHE Student Team

Department: Campus Operations

Reports To: Director of Campus operations

Location: Butaro Campus, University of Global Health Equity (UGHE), Rwanda

Position Summary

The Football Coach will oversee the training, development, and management of UGHE's student football team. The coach will foster teamwork, sportsmanship, and leadership among student-athletes while promoting physical fitness and community engagement in line with UGHE's mission and values.

Key Responsibilities

- Design and implement football training programs that develop players' technical, tactical, and physical skills.
- Organize regular practice sessions, conditioning, and team-building activities.
- Manage team selection, player evaluation, and performance monitoring.
- Promote discipline, teamwork, and fair play among student-athletes.
- Prepare the team for friendly matches, university leagues, and regional tournaments.
- Ensure player safety and adherence to health and safety standards during training and matches.
- Collaborate with the Student Life Office to align sports activities with academic schedules and UGHE's code of conduct.
- Provide mentorship, guidance, and support to students, emphasizing holistic development.
- Maintain inventory and proper use of sports equipment and facilities.
- Represent UGHE at intercollegiate or community sports events.

Qualifications and Experience

- Bachelor's degree in physical education, Sports Science, or a related field (preferred).
- Certification or professional training in football coaching (e.g., CAF License C/B or equivalent).
- Minimum of 3 years' experience coaching youth or university-level football teams.
- Strong knowledge of football rules, strategies, and player development.

- Excellent communication and leadership skills.
- First Aid/CPR certification (or willingness to obtain).

Personal Attributes

- Passion for student development and mentorship.
- Commitment to promoting diversity, equity, and inclusion.
- Ability to motivate and inspire players.
- Strong organizational and time management skills.
- Upholds UGHE's values of integrity, collaboration, and excellence.

Job Descriptions – Basketball Coach

Department: Campus Operations

Reports To: Director of Campus operations

Location: Butaro Campus, University of Global Health Equity (UGHE), Rwanda

Position Summary

The Basketball Coach will lead the UGHE student basketball team by designing and implementing training programs that build athletic skill, teamwork, and leadership. The coach will cultivate an inclusive and motivating environment that encourages participation and excellence both on and off the court.

Key Responsibilities

- Plan and conduct regular basketball training sessions and drills.
- Teach fundamental and advanced basketball techniques, strategy, and game understanding.
- Organize and lead team participation in inter-university and community competitions.
- Promote physical fitness, discipline, and teamwork among players.
- Identify and develop individual player strengths and improvement areas.
- Foster a safe and inclusive environment for all student-athletes.
- Collaborate with Student Life and Health Services to maintain student wellness and balance with academics.
- Manage basketball equipment and ensure facility readiness for training and games.
- Encourage community engagement and sportsmanship aligned with UGHE's mission.

Qualifications and Experience

- Bachelor's degree in Sports Science, Physical Education, or related field (preferred).
- Certified Basketball Coach (e.g., FIBA or national coaching license).
- At least 3 years of coaching experience, preferably with youth or university-level athletes.
- Strong understanding of basketball techniques, rules, and strategies.
- Excellent leadership, interpersonal, and motivational skills.
- First Aid/CPR certification (or willingness to obtain).

Personal Attributes

- Dedicated to mentoring students and promoting holistic education.
- Culturally sensitive, with commitment to diversity and inclusion.
- Energetic, positive, and approachable.
- Demonstrates professionalism and sports ethics.
- Passionate about advancing student health and wellbeing through athletics.

Technical Proposal: **LOT 2**

- Bachelor's degree in Sports Science, Physical Education, Coaching, or a related field (preferred).35%
- Certified Football Coach (CAF C/B License or any recognized coaching license 35%
- Minimum of 3 years coaching youth or university-level teams 30%

Technical Proposal: **LOT 3**

- Bachelor's degree in Sports Science, Physical Education, Coaching, or a related field (preferred).35%
- Certified Basketball Coach (FIBA or any recognized coaching license).35%
- Minimum of 3 years coaching youth or university-level teams.30%